



Parent Handbook

Mt. Diablo Unified School District



Mt. Diablo Unified School District
C.A.R.E.S Expanded Learning Program
(Collaborative for Academics, Recreation & Enrichment for Students)
Established 1999

Welcome

Welcome to Mt. Diablo **C.A.R.E.S** Expanded Learning Program. We are very excited to have you as a part of the program. We hope that this is a very enjoyable and positive experience for you and your child.

This handbook is intended to provide you with important information regarding our program. Please read the entire handbook and acknowledge that you have it by signing on the signature page at the end.

Now it is time to jump right in and have a great year. And remember—there's always a place for you with us!

Introduction

Mt. Diablo Unified School District (MDUSD) has 23 after-school programs in the Concord, Martinez, Pleasant Hill, Pittsburg, and Bay Point communities.

These programs will serve as many students as allowed by state and county guidelines. This number will change as guidelines are updated. Students will participate in academics, recreation, and enrichment in a healthy environment.

Partnerships with Contra Costa County Department of Health and Human Services, Healthy Behaviors Initiative, City of Concord, Friends of Camp Concord, Contra Costa Sheriff's Department, Alameda County Office of Education, Concord Police Department, Diablo Valley College, and others will help to enhance and support the program while developing stronger ties among families, schools, and communities.

Contact Information

Name	Title	Phone Number
Linda Pete	Director of Strategic Supports & Interventions	(925) 682-8000 x 6203
Cherie Gann	Administrator, Expanded Learning	(925) 691-0351 x
Robert Humphrey	Administrator, Expanded Learning	(925) 682-8000 x 6235
Nicole Prins	Boys & Girls Club Area Manager	(925) 691-0351
Judy Angel	Dianne Adair Area Manager	(925) 922-5042
Stefanie Lee	Dianne Adair Area Manager	(925) 804-0706
Violet Guzman	Hokali Area Manager	(925) 691-0351
Erika Castellanos	Right at School Area Manager	(925) 691-0351
Vicki Coster	YMCA Area Manager	(925) 887-4535
Jeremy Macahilig	Program Coordinator Expanded Learning	(925) 691-0351

School Sites

Bay Point/Pittsburg

Bel Air Elementary
663 Canal Road
Bay Point, CA 94565
(925) 682-8000 ext. 84605 CARES
(925) 458-2606 school

Delta View
2916 Rio Verde
Pittsburg, CA 94565
(925) 682-8000 ext. 84231 CARES
(925) 261-0240 school

Rio Vista Elementary
611 Pacifica Avenue
Bay Point, CA 94565
(925) 682-8000 ext. 84125 CARES
(925) 458-6101 school

Riverview Middle School
205 Pacifica Avenue
Bay Point, CA 94565
(925) 682-8000 ext. 5211 CARES
(925) 458-3216 school

Shore Acres Elementary
351 Marina Road
Bay Point, CA 94565
(925) 682-8000 ext. 6422 CARES
(925) 458-3261 school

Concord

Cambridge Elementary
1135 Lacy Lane
Concord, CA 94520
(925) 682-8000 ext.84431 CARES
(925) 686-4749 school

El Dorado Middle School
1750 West Street
Concord, CA 94521
(925) 682-8000 ext. 5123 CARES
(925) 682-5700 school

El Monte Elementary
1400 Dina Drive
Concord, CA 94518
(925) 682-8000 ext. 84749 CARES
(925) 685-3113 school

Holbrook Language Academy
3333 Ronald Way
Concord, CA 94519
(925) 682-8000 ext. 85621 CARES
(925) 685-6446 school

Meadow Homes Elementary
1371 Detroit Avenue
Concord, CA 94520
(925) 682-8000 ext. 85066 CARES
(925) 685-8760 school

Monte Gardens Elementary
3841 Larkspur Drive
Concord, CA 94519
(925) 682-8000 ext. 4612 CARES
(925) 685-3834 school

Concord

Mt. Diablo High School
2450 Grant Street
Concord, CA 94520
(925) 682-4030 ext.87457 CARES
(925) 682-4030 school

Oak Grove Middle School
2050 Minert Road
Concord, CA 94518
(925) 682-8000 ext. 5372 CARES
(925) 682-1843 school

Silverwood Elementary
1649 Claycord Ave.
Concord, CA 94521
(925) 682-8000 ext. 86751 CARES
(925) 687-1150 school

Sun Terrace Elementary
2448 Floyd Lane
Concord, CA 94520
(925) 682-8000 ext. 85238 CARES
(925) 682-4861 school

Westwood Elementary
1748 West Street
Concord, CA 94521
(925) 682-8000 ext. 85153 CARES
(925) 685-4202

Woodside Elementary
761 San Simeon Drive
Concord, CA
(925) 682-8000 ext. 85936 CARES
(925) 689-7671

Wren Avenue Elementary
3339 Wren Avenue
Concord, CA 94519
(925) 682-8000 ext. 85421 CARES
(925) 685-7002 school

Ygnacio Valley Elementary
2217 Chalomar Road
Concord, CA 94518
(925) 682-8000 ext.85535 CARES
(925) 682-9336 school

Ygnacio Valley High
755 Oak Grove Road
Concord, CA 94518
(925) 685-8414 ext. 2202 CARES
(925) 685-8414 school

Pleasant Hill

Fair Oaks Elementary
2400 Lisa Lane
Pleasant Hill, CA 94523
(925) 682-8000 ext. 84846 CARES
(925) 685-4494 school

Gregory Gardens Elementary
1 Corritone Court
Pleasant Hill, CA 94523
(925) 682-8000 ext. 86046 CARES
(925) 827-3770 school

Martinez

Hidden Valley Elementary
500 Glacier Drive
Martinez, CA 94553
(925) 682-8000 ext. 84373 CARES
(925) 228-9530 school

Mission/Vision

CARES:

Collaborative for Academic, Recreation, and Enrichment for Students

Motto:

“Children Learning to Change the World!”

Vision:

Working together with our partners to provide academic, recreation, enrichment, and social opportunities for our students and their families through high-quality afterschool programs.

Mission:

The MDUSD CARES Expanded Learning Program strives to develop a variety of academic, recreation, enrichment, health, and support services for students. We strive to provide a safe, fun, nurturing environment.

CARES Expanded Learning Program Profile

Academic and Enrichment Opportunities

Direct Services to Students Include:

CARES is comprised of a Science, Technology, Engineering, and Mathematics (STEM) program, an academic program (homework help, tutoring, connections to the school), an enrichment and recreation program (arts, sports, leadership, crafts, and field trips), and a safe and healthy environment program (nutrition, gardening, and physical fitness education). In addition, the program provides a daily nutritional snack. Parent support and education are also provided.

Student Selection & Enrollment Policy

CARES is available to transitional kindergarten through twelfth grade students enrolled at any of the 23 participating Mt. Diablo Unified School District sites: Bel Air, Cambridge, Delta View, El Monte, Fair Oaks, Gregory Gardens, Hidden Valley, Holbrook, Meadow Homes, Monte Gardens Rio Vista, Silverwood, Shore Acres, Sun Terrace, Westwood, Woodside, Wren, Ygnacio Valley Elementary, El Dorado, Oak Grove, Riverview Middle, Mt. Diablo High School and Ygnacio Valley High School.

These expanded learning programs are funded primarily through grants from the California Department of Education - After School Safety and Education Grants. The grants serve high-need population areas and provide academic, enrichment, recreational, and health support 5 days a week, 2.5 hours a day throughout the school year and intersession.

Highest priority for participation will be given to students who meet the following criteria:

- Students who are identified as Unduplicated Students (homeless/foster youth, multilingual learners, and income-eligible for free/reduced lunch).

CARES student population must be reflective of the regular school day student population. Program management will make every effort to ensure student participants are a heterogeneous group that is equally representative of students in transitional kindergarten through eighth grade. CARES will also take into consideration the siblings of students being referred.

In the event that student interest exceeds program capacity, a Wait List will be maintained. Wait lists will be maintained according to grade and date submitted. As space becomes available, students on the waitlist will be considered for enrollment and program management will contact the home to see if the student is still interested in attending the program.

Questions and/or concerns should be directed to the Program Coordinator. If further assistance is needed, the Program Coordinator can refer individuals to the CARES Coordinator.

STUDENT SELECTION & ATTENDANCE

STUDENT SELECTION

- **Student eligibility criteria:**
 - Currently enrolled in one of the twenty one participating schools
 - Identified as high need (Homeless and Foster Youth)
 - Can attend all five days of program a week
 - Child of an essential worker
 - Recommendation by Principal or designee
 - Siblings of high priority student or student recommended for CARES program
 - Student struggling social and/or academically

If the number of priority enrollment exceeds capacity, names will be chosen via a lottery. Parent/Guardians must review and acknowledge the Parent Handbook. A “waiting list” will be maintained at each site.

ATTENDANCE

Students who are frequently absent may be asked to leave the program and may be eligible to re-enroll at a more appropriate time.

TRANSPORTATION

To support access to our programs, transportation may be available for families who qualify. Our goal is to ensure that all students can participate fully in the Expanded Learning Opportunities Program, regardless of transportation challenges.

Parents/guardians can fill out the [Eligibility and Transportation Survey](#) or request a paper copy. Once the survey is completed, an Expanded Learning staff member will reach out.

CARES follows all guidelines in the MDUSD Parent Handbook for Transportation, which can be found on the transportation website linked [HERE](#).

Discipline Policy

The MDUSD CARES Expanded Learning Program reserves the right to change classes of any student, remove and/or dismiss a student from the program if the safety of students and/or staff are in question.

All students participating in CARES are expected to be respectful, caring, responsible, and safe individuals. At each site specific rules need to be followed (refer to site school specific program information at the back of the packet).

Although the program is after school hours, site principals will be informed of accidents and incidents.

CARES will utilize the following steps to support positive behavior:

All students will be respectful, responsible, and safe.

Students will receive frequent praise and positive reinforcement.

Rules and expectations will be reviewed with all students.

Discipline steps can include:

- A verbal warning. However, if the behavior continues, the student will speak to the Program Coordinator.
- If the behavior does not improve, the Program Coordinator or Program Coordinator Assistant will call home and send a Behavior Warning Notice home.
- Behavior Warnings may include the student being picked up immediately. If a parent/guardian or emergency contact can not be reached or refuses to pick up the student, this student may be removed from the program.
- A student who receives three Behavior Warning notices may be asked to leave the program.

Harassment of any kind, physical altercation, or inappropriate language will result in automatic removal from the program.

Parents/Guardians who harass staff of any kind, physical altercation, yelling, or inappropriate language will result in asking the parent/guardian to designate an alternate pickup person or student will be automatically removed from the program.

Date/Fecha: _____
Completed by: _____

MDUSD CARES EXPANDED LEARNING PROGRAM
BEHAVIOR WARNING# _____
AVISO DE CONDUCTA # _____

Your child _____ has been given a warning for his/her behavior in the CARES Program. We would like you to talk to your child about his/her behavior. *Su hijo/a _____ se le ha dado un aviso de conducta en el Programa Después de Clases. Nos gustaría que hable con su hijo/a de esta situación.*

Description of incident:

In the event that your child receives three behavior warning notices, he/she may be asked to exit the program.

Immediate Removal

En el evento que su hijo/a reciba tres avisos de conducta, será posible que salgan del programa.

Inmediata eliminación

Please sign the bottom of this notice and send it back to the CARES Program by the following day.

Favor de firmar abajo y regrese al Programa después de las clases antes del próximo día.

Parent Signature _____ Date _____

Firma de Padres _____ *Fecha* _____

Early-Release/Attendance Policy

If students participating in the CARES Expanded Learning Program need to leave early, parents must complete the “Early Release Form.” This form must be completed **prior** to the child leaving and not given the following day. Failure to comply with the early release form policy may result in your child’s removal/dismissal from the program. In the event that a child needs to leave early on all Tuesdays for example, the form may be filled out for specific days instead of dates.

Only those individuals whose names are listed on the emergency card will be allowed to fill out an “early release form” and sign the child out from the program.

Due to state compliance, a maximum of three Early Release forms are allowed per month. Excessive Early Releases will result in removal from the program.

*Examples of allowable early releases; *Sports, tutoring, religion, etc.*

**MDUSD CARES EXPANDED LEARNING PROGRAM
CARES Early Release Form**

My child _____ needs to be released at _____ on _____ because
(Name) (Time) (Date)

Parent Signature: _____

As a policy we will allow early releases on a limited basis. If early releases become excessive, your child may be asked to exit the program

If your child did not attend school, he/she cannot attend the CARES program that day.


LATE PICK-UP POLICY

The CARES Program has a policy that all children should be picked up no later than 6:10 p.m. The program ends promptly at 6:00 pm. In the event that a child is picked up at 6:10pm or later, they will be given a Late Warning Form. If by 6:30, calls have been made to ALL numbers on the emergency card with no success, law enforcement will be called. If an individual receives three Late Warning Forms they will be asked to leave the program. This policy will be posted and reviewed with students.

For intercession and summer program days all children should be picked up no later than 5:10pm. The program ends promptly at 5:00pm. In the event that a child is picked up at 5:10pm or later, they will be given a Late Warning Form. If by 5:30, calls have been made to ALL numbers on the emergency card with no success, law enforcement will be called. If an individual receives three Late Warning Forms they will be asked to leave the program. This policy will be posted and reviewed with students.

The first time a child is picked up late, Program Coordinators will issue Late Warning #1. (See Late Forms). The second time the child is picked up late, warning #2 will be issued. Upon receiving the 3rd Late Warning Form, the child will be asked to leave the program.

The Late Warning Form is below:

	LATE WARNING # _____ AVISO de TARDANZA # _____
As stated in the Late Policy, students will be given a warning when they have been picked-up from the CARES Program later than 6:10pm. Your child, _____ was picked up late from the CARES Program on _____.	
Please remember that the program PROMPTLY ends at 6:00pm. <u>If you receive 3 late forms you will be asked to leave the program.</u>	
Thank you for your continued help, understanding and support!	
Como se mencionó en la regla de tardanza, se les dará a los estudiantes un aviso cada vez que ellos sean recogidos después de las 6:10pm del Programa de Clases Después de la Escuela.	
Su hijo(a) _____ fue recogido(a) tarde del Programa de Clases de la Escuela el _____. Por favor recuerde que el programa termina justo a las 6:00 pm. <u>Si usted recibe 3 avisos de tardanza, será posible que salga del programa.</u>	
¡Gracias por su ayuda, comprensión y apoyo!	
PARENT SIGNATURE/FIRMA DE PADRES _____	

Illness/Medication Policy

If your child shows signs of infection or illness, do not send him/her to the program. This is for your child's own welfare as well as that of others. If your child arrives at the program not feeling well, the Program Coordinator may contact you to have the child picked up. If they have a fever or diarrhea, they will be sent home immediately. Refer to the COVID Guidelines in this handbook for protocols surrounding COVID-19 exposure and illness. Children must be lice and nit free to attend Mt. Diablo CARES Expanded Learning Program.

Medication

CARES staff (Managers, Program Coordinators, Program Coordinator Assistant, Recreation Specialist or Teacher Liaison) cannot administer medication to students TK-12 unless under the circumstance of asthma or EpiPen where the parent gives documented parental consent.

Education Code 49423, 49423.1 Any pupil who is required to take, during the regular school day, medication prescribed for him/her by a licensed healthcare provider, may be assisted by the school nurse or other designated school personnel or may carry and self-administer prescription auto-injectable epinephrine or inhaled asthma medication if the school district receives a written statement from the healthcare provider detailing the name of the medication, method, amount, and time schedules.

Program Policies

Emergency/Identification

All the necessary paperwork was provided to you prior to the beginning of the program. Program registration includes a student emergency card. Please be sure to fill out all of these forms completely before the first day of the program. Your child/children will not be allowed to participate in the program until these forms are completed in full and returned to the site.

You must note any allergies (food, bee stings, etc.) and/or other special needs you feel the staff should know about your child/children. Please be sure to keep this information current throughout the year and notify staff of any changes.

Personal Belongings/Possession of Cellular Phones and Other Personal Electronic Signaling

Please label all of your child's belongings—coats, backpacks, sharing items. It is up to your child that all belongings be stored in the designated locations. CARES staff are not responsible for any misplaced/lost/stolen items.

Students are not permitted to use any type of electronic device. The electronic device must remain turned off during the CARES Expanded Learning Program.

If a school staff member finds it necessary to confiscate a device, parents will be notified promptly and the device will be returned in accordance with program rules after the administrator or designee has consulted with the student's parent/guardian. The program is not responsible for lost or stolen electronic devices. Students are to make arrangements with their parent(s) or guardian(s) to contact the Expanded Learning office when attempting to reach them during the CARES Program. Failure to adhere to policy, Program Coordinator/Program Coordinator Assistant will confiscate the device and return at the end of the program day.

Student Check-In/Sign-Out

All students must check-in/out with CARES program staff. Each site has a check out system that will be implemented. It is a program policy that each child is checked out by a parent/guardian or designated individual listed on the CARES student emergency card every day. **No one under the age of eighteen can be on the emergency card or may pick up child/ren. You will be asked to provide a valid identification card at the time of pick up.**

Only individuals listed on the emergency card prior to the date of pickup, with identification, will be permitted to check your child out. Please make sure this information is updated regularly. Failure to check your child out is a breach of program policy and may result in dismissal from the program. This is a safety policy and it is strictly enforced.

All students that are considered walkers, (marked on their emergency card) must be fourth graders and above. MDUSD CARES does not allow students in kindergarten through third grade to sign themselves out and be walkers. We understand that this may be an inconvenience, but it is to ensure the safety of all program students. Students in kindergarten through third grade must be signed out by an adult eighteen years of age or older who is listed on the emergency card and has a valid identification card.

Healthy Food and Beverage Policy

Mt. Diablo CARES Expanded Learning Program

Mt. Diablo CARES Expanded Learning Program will make every effort to promote health and wellness by being a role model in encouraging the consumption of healthy food and beverages.

As mentors and role models for staff, children and families, our efforts in maintaining a healthy image at our workplace and providing healthy opportunities and choices must be intentional. Therefore, Mt. Diablo CARES Expanded Learning Program will:

- Increase the range and availability of healthy food and beverage options available at meetings, events and at premises under our agency's control.
- Ensure that only healthy options are provided for food and beverage rewards, prizes and give-aways.
- Ensure that CARES staff avoids consuming or conveying "Junk Food" on any CARES school site during program hours or presence of students. This includes but not limited to: Soda, Chips, Candy.
- Only support fundraising activities involving food or drink items that meet the agency's food and beverage policy guidelines.
- Ensure that any food and beverage catering for meetings and events sponsored or organized by our agency; meet the *Healthy Food and Beverage* policy guidelines.

Implementing the Policy

Mt. Diablo CARES *Healthy Food and Beverage Policy* will be distributed and explained to paid staff, clients and volunteers within our organization, and to collaborators, contractors and partners.

CARES Expanded Learning Program COVID Guidelines and Protocols

Staff will be trained in the following prior to opening:

- COVID Response and Protocols
- Safety and Sanitation Procedures

How will CARES Expanded Learning Program ensure students are safe when participating in the program?

All students and staff will maintain the following:

- Frequent hand washing and sanitizing
- Follow all cleaning guidelines and safety precautions outlined by the CDC, CDE, and MDUSD practices, protocols, and COVID response and reporting guidelines Which all can be found on the Mt. Diablo Unified School District website
- CARES protocols will be aligned with the school day protocols and guidance. The MDUSD CARES Expanded Learning Program will align with the school day covid protocols at all times. More information in regards to this is available at www.mdusd.org.

When and/or if a student or staff member tests positive?

CARES will follow district/BACR COVID response and reporting guidelines, which can be found on the MDUSD website and BACR website. The CARES Leadership Team will work in partnership with the CARES Program Coordinator and site Principal when a staff or student tests positive for Covid 19.

Thank You

Thank you for participating in the Expanded Learning Program. If you ever have any questions, comments, or concerns that have not been addressed, please feel free to talk to the Program Coordinator at your child's school site. Your cooperation and support throughout the school year is important to us and beneficial in assisting us in providing a quality after-school program for your child. Thank you!

Please sign and return the acknowledgment portion (next page) to the Mt. Diablo CARES Expanded Learning Program Coordinator.

Parent Acknowledgement

I acknowledge that I have read and understand Mt. Diablo CARES Expanded Learning Program policies and will contact the program if I have any questions.

I acknowledge that I have read and understand Mt. Diablo CARES Expanded Learning Program policy that all students must check-in/out with CARES program staff. Each site has a check out system that is implemented and must be adhered to. It is a program policy that each child is checked out by a parent/guardian or designated individual listed on the CARES student emergency card every day. **No one under the age of eighteen can be on the emergency card or may pick up child/ren. You will be asked to provide a valid identification card at the time of pick up.**

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Parent Name (please print): _____

Parent Signature: _____ Date: _____