

**Building Innovative Minds!**



Innovations Academy Charter School

### Innovations Extended Care Program

Innovations Extended Care Program is dedicated to creating a fun and creative environment that will inspire students to learn new skills, make new friends, and enjoy being a kid!

Contact:(619) 501-6327

**INNOVATIONS  
EXTENDED  
CARE**

**Innovations Academy**  
Extended Care Program

- ✓ Before and After School Care Services
- ✓ Drop In Extended Care Services

## Innovations Extended Care Program Options & Prices

### **Before & After School Program**

#### **Full Time (3-5 days a week)**

Single Child Rate	\$150/month
Family Rate (each child)	\$75/month

#### **Part Time (1-2 days a week)**

Single Child Rate	\$75/month
Family Rate (each child)	\$30/month

### **Before School Program (Only)**

#### **Full Time (3-5 days a week)**

Single Child Rate	\$50/month
Family Rate (each child)	\$25/month

#### **Part Time (1-2 days a week)**

Single Child Rate	\$25/month
Family Rate (each child)	\$10/month

### **After School Program (Only)**

#### **Full Time (3-5 days a week)**

Single Child Rate	\$100/month
Family Rate (each child)	\$50/month

#### **Part Time (1-2 days a week)**

Single Child Rate	\$50/month
Family Rate (each child)	\$25/month

### **Drop In Program (24hr notice is preferred)**

Single Child Rate	\$10/day
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## Innovations Extended Care Phone Directory

**Innovations Academy**                      **619-501-6327**

**Innovations Extended Care**            **619-795-1737**  
Information  
Enrollment  
Attendance  
Program Concerns

**I.E.C. – Emergency Contact**            **619-248-9047**

**I.E.C. Blog Website**  
<http://innovationsextendedcare.blogspot.com/>

## **Inclusion of Special Needs Students**

Innovations Extended Care recognizes and supports the rights of special needs students to participate alongside their peers, so long as the student is selected for enrollment based on the criteria set forth for all families, follows established program rules, and the family abides by all program policies. I.E.C. will provide reasonable accommodations for students with special needs. Please note the program operates with an established supervision ratio. Students will still be expected to comply with program health and safety standards. If a child's actions endanger the health and safety of himself or herself, another student, or staff member they may be disenrolled from the program.

## **Rights and Privileges**

All participants, students, staff and parents/guardians, are entitled to the following rights and privileges:

- To be accorded dignity;
- To be accorded a safe and healthful environment;
- To be accorded an environment free from the following: corporal punishment, humiliation, intimidation, ridicule, threats, physical restraint or mental abuse;
- To be accorded an environment that includes all of the necessities of care.

Any parent/guardian or child representative has the right to be informed of the appropriate procedure regarding grievances, questions or complaints. The procedure is as follows:

- Step #1 – Contact the Extended Care Program Director

## **Parent Handbook**

### **Introduction**


Welcome to the Innovations Extended Care Program (I.E.C.)!!! We offer an exciting and engaging learning environment for before and/or after school. Parents/Guardians can feel comfortable knowing their children are participating in fun and enriching activities, while interacting with peers in a physically and emotionally safe environment.


### **Program Description**


I.E.C. is designed and operated by the staff at Innovations Academy who specializes in child development, education, and youth leadership. A program leader and program staff will work closely with classroom teachers and Directors at Innovations Academy.

I.E.C. creates partnerships with families and community organizations, public agencies, and volunteers to provide each student with a variety of activities that will create an enthusiasm for life long learning. Activities are fun, challenging, and developmentally appropriate for program participants. We are located on the school grounds in the Exploratorium.

Students participate in a variety of fun activities including various forms of art mediums, sports, theatrical performances, life skills, and much more. On half days, Innovations will utilize the extended time to provide students with the

 **Community Partnerships:** Students will have the opportunity to explore the community around us, identify the opportunities that surround our school, and seek out areas in which we can support the growth of our community. This will include meeting our neighbors, using art to enrich our communities structures, volunteering our time to help neighboring businesses, etc.. *Additional Costs: Transportation costs may apply.*

 **Building New Skills:** Students will have the opportunity to explore their hidden talents through small group instruction. Community members will be offering classes to students enrolled at Innovations Academy. Classes offered will depend on student interest. Some classes may include: language, music, sports, etc.. *Additional Costs: Cost for classes will be determined by instructor.*

 **Seeing San Diego:** Students will have the opportunity to explore San Diego and have fun! This will include field trips to some of San Diego's museums, skate parks, theaters, parks, beach, etc.. *Additional Costs: Transportation costs may apply.*

### **Student Participation (Enrollment)**

Innovations Extended Care Student Participation Forms must be completed and signed by a parent/legal guardian prior to students participating in the Extended Care Program. It is the parent/legal guardian's responsibility to keep all pertinent information current.

### **Student/Staff Ratio**

The student to staff ration is 20 to 1 at both the elementary and middle school level.

Administer Medication Form (available from the program leader). Medication must be presented to program leader in its original container, labeled with physician's name, phone number, prescription expiration date, prescription directions, and pharmacy contact. If a student has asthma, it is necessary to have a physician complete the Asthma Action Plan (available from the program leader) to provide guidelines on how to proceed in the event of an asthma attack. School Nurses are not available during extended care.

### **Accident or Injury**

Mild scrapes or "Ouches" will be reported to a parent/guardian by an I.E.C. staff. Staff will use standard first aid and universal precautions when treating scrapes or falls. An Incident Report will be completed for more serious injuries and will be placed on file with I.E.C.. When a serious accident or injury occurs the program leader will attempt to notify parents/guardians and emergency contacts. A more serious accident / injury may require: 911 notification; Emergency room visit - accompanied by I.E.C. staff; Follow-up care by a doctor/dentist. All emergency numbers must be kept current in order to assure that a parent/guardian can be reached whenever necessary. Parents/guardians are responsible for all costs incurred in the provision of emergency medical treatment for their child.

### **Child Abuse / Neglect**

The State of California considers all I.E.C. 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. All staff members are trained

### Physical aggression/threat/harassment is not tolerated at IA

- Premise ~ a strong foundation of physical safety and security must be present for children to maximize their learning potential and opportunities in any environment.
- All physical aggression/threat observed by a staff member is investigated immediately and child may be sent home.
- All physical aggression reported by students, but unseen by staff, is assessed. A remedy is chosen based on the timeline of the report and the nature of the infraction.

Parents are contacted when a child is acting in any of the following ways: property damage, theft, use of profanity/vulgarity, hazing, sexual harassment, use of force on anyone, excessively rude behavior, and use of intimidation techniques, etc.. Any incidence compromising safety or a productive learning environment can result in removal from the program.

*Recommended Reading: Positive Discipline in the Classroom, The First Six Weeks of School, Solving Thorny Behavior Problems*

### Illness

If a child becomes ill during I.E.C and cannot participate in the normal daily routine, the program leader may notify a parent/guardian or emergency contact to pick up the child. Please keep your child at home if experiencing:

- A fever – A cold with heavy nasal discharge – A persistent cough
- Symptoms such as: sore throat or vomiting – A contagious disease

### Medications

### Program Hours

Innovations Extended Care Program operates every regular school day. Please see the program leader for specific information regarding the school's schedule and to obtain a calendar of holidays, minimum days, and school closures. I.E.C. does not operate on non-school days.

Innovations Extended Care Before School Program hours of operation will be from 7:00 A.M. to the start of the school day. Length of time will depend on the beginning of the school day for each grade level.

Innovations Extended Care After School Program hours of operation will begin after school is dismissed until 6:00 P.M. each day. Length of time will depend on end of the school day for each grade level.

### Attendance Procedure

It is the parent/guardian's responsibility to notify the program leader if their child will be absent. If the child is scheduled to attend and does not report to the program, the program staff will make every effort to verify the absence with the school staff and/or contact the parent/guardian.

I.E.C. Attendance Phone Line is 619-795-1737

### Child Release Authorization

Students participating in the I.E.C. must be signed in and out by a parent/guardian or authorized adult, unless otherwise noted on Student Participation Forms. If someone other than the authorized adult will be picking up the child from the program, prior written authorization must be given and the person will be required to show photo ID. The parent(s)/guardian(s) or authorized adult(s) are

## Nutritional Snack

Students are offered a free afternoon snack. If your child has any dietary restrictions or allergies please contact the program Leader so an alternate snack may be provided.

## Late Pick Up Policy

It is imperative that children are picked up promptly at 6:00 P.M. when I.E.C. ends each day. All children being picked up after 6:00 P.M. will be charged \$1 for each minute until you arrive to pick up your child(ren). This fee is to be paid in cash to the I.E.C staff present at the time of pick up. Emergency contacts will be called for any child who is not picked up by the end of program hours. If an I.E.C staff is unable to contact an authorized adult , an administrator from Innovations Academy will be contacted. Please remember that a child(ren) left at the site after closing time, without notification, is considered to be abandonment. For this reason it is important to contact our Innovations I.E.C. Staff when an emergency situation occurs, running late or having transportation issues. If a child is habitually left after the end of I.E.C., an administrator from Innovations Academy will meet with the parent to discuss possible solutions to the transportation issue.

I.E.C. and Innovations Academy are not liable for incidents involving a child, which occur before and/or after his/her authorized arrival and/or departure time.

## Positive Behavior Management

Opportunities to learn come from making mistakes. By addressing mistakes we can move towards the path of resolution. We use positive discipline to help children become competent problem solvers. Early in the year, each class creates its own expectations to establish a successful community. These classroom expectations encompass our four school-wide policies below. Each policy is guided by a premise with resulting actions.

As relationships with students are important to us, we work hard to make consequences for misbehavior respectful and constructive rather than punitive. This supports us in being decisive and action oriented in discipline measures.

- Making amends – “You break it, you fix it”
  - Premise ~ with guidance, children can meet their needs and take responsibility.
  - Children are assisted in making amends.
  - If the child(ren) is unable to find a solution, the staff member sets parameters for the timeliness of the solution and is responsible for follow up on the resolution.
- Mishandling responsibility leads to more limits.
  - Premise ~ children thrive in an environment that fosters freedom and responsibility.
  - Classes create expectations/limits that provide the structure for how much freedom a group can responsibly uphold.
  - When a freedom is mishandled, new limits are set until the student(s)

