



Parent/Guardian Handbook

ADESTE PROGRAM 2023-2024

Catholic Charities of Los Angeles, Inc.

St. Anastasia – Adeste

213-343-4387

8631 Stanmoor Drive Los Angeles, CA 90045

Monday—Friday School Dismissal to 6:00PM

Dear Parent/Guardian,

Welcome to the Adeste Program! We are happy to have your child join our exciting after school program. This Parent/Guardian Handbook provides important information as well as program policies and procedures. Please keep this handbook for future reference.

The Adeste after school program provides a safe, enjoyable, and structured setting for school aged children to build friendships, play games and sports, do their homework, and engage in a variety of creative projects and enriching activities, while being supervised and supported by nurturing, adult child care professionals. A daily program is planned to meet the needs of the children. The children are encouraged to develop and pursue their own interests, while respecting the rights of others. Children are also encouraged to engage in activities that involve cultural enrichment that will help them to understand the diversity that exists in our world. Programs are based on educational, physical and social enrichment and support a child as they grow and mature.

It is our mission to provide quality care for children and families in our Adeste afterschool programs. Our learning program exists to provide school-age children with a warm, loving environment where he or she can feel safe, secure and happy. Our staff members are carefully screened and certified in early childhood education. Adeste is a licensed child care and adheres to the highest standards of security, safety, cleanliness and teaching.

Please feel free to contact us with any questions or concerns. We thank you for choosing the Adeste program and look for a successful year with your child!

Warmest Regards,

Rocio Bach
Child Development Program Director
rbach@ccharities.org
213-318-5702

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Welcome to the Adeste Program

Catholic Charities of Los Angeles, Inc. – St. Anastasia - Adeste Program welcomes you and your children!

This parent/guardian handbook is intended to be a basic, general information guide for parent/guardians. It provides information on policies and procedures, and general Adeste program and guidelines. However, it is not possible to cover every program activity or event in our handbook. The Adeste Program is a licensed program and has a long history of children entrusted in our care. The program offers a variety of activities; such as supervised homework time, arts/crafts and indoor/outdoor activities to enhance the child's cognitive, physical, social and emotional development. The program is designed to provide a quality, safe child care service to working families with school age children.

ELIGIBILITY: Children ages 4 years 9 months to 13 years old (grades Kindergarten – 8th grade)

HOURS OF OPERATION: School days, from school dismissal until 6:00 p.m.

Catholic Charities of Los Angeles, Inc. – Adeste Program reserves the right to close the program and not provide its regular child care service for one day during the academic year to allow its staff to attend the agency-wide Staff Appreciation Day sponsored by Catholic Charities of Los Angeles, Inc. All parents will be given a minimum advance notice of thirty (30) days prior to this day, thus allowing for alternative child care arrangements to be made.

ADESTE PHILOSOPHY

Parents are a child's first and most important teachers. Our staff provides an opportunity for children to interact with a diverse population of adults who are trained to facilitate learning, offer care and comfort in the absence of the parent. When children interact with the people and objects in their world at the appropriate developmental level, they make progress in the cognitive, language, physical and social/emotional areas. We believe that children develop and grow to their fullest potential in a safe environment that is emotionally secure.

The Adeste program curriculum incorporates the following to ensure the quality of the program:

1. Supportive of the policies and procedures of the local elementary schools.
2. The staff creates a safe, well-supervised environment.
3. The children are encouraged to make choices among activities and provide suggestions and feedback.
4. Activities are planned with an emphasis on active participation, enjoyment and safety.

ADESTE GOALS

1. Offer experiences in the areas of language, cognitive, social/ emotional, and physical development.
2. Provide consistent child-care, structure and routine for the child's day at the center.
3. Provide a program and environment that will support the growth of the whole child.
4. Provide a "Safe Harbor" for your children.
5. Provide a safe, supportive environment where children develop social skills, build life-long friendships.
6. Support quality homework time with assistance, as needed, and free personal time.

PARENT/GUARDIAN RESPONSIBILITIES

A parent/guardian is the primary role model in a child's life. By being involved with your child, you instill and develop moral values, gain trust and share love. We ask that you are aware of your child's experiences at Adeste. If a problem should arise with your child, a conference with the Site Supervisor, Program Director and parent/guardian will be scheduled. It is the responsibility of the parent/guardian to know the Adeste's schedule, policies and procedures. The Adeste program welcomes parent/guardian comments and suggestions to make the program even more valuable to the children.

The Parent/Guardian agrees that he/she has accurately completed all required forms in the Child's Contract and that he/she has read and agrees to abide by all provisions of the Parent/Guardian Handbook. Parent/Guardian agrees to notify the Adeste program immediately in writing of any change in the information provided. The parent/guardian will be provided with the following forms:

1. Identification and Emergency Information form
2. Child's Pre-Admission Health History form
3. Consent For Emergency Medical Treatment form
4. Notification of Parents' Rights form
5. Personal Rights Form

FIELD TRIP PROVISION

The parent/guardian will be provided with information regarding the field trips destination, date and time two weeks in advance. Permission field trip slips must be signed and dated by the parent/guardian, before the child can participate in the field trip.

ADMISSION AGREEMENT

Basic Services: The Adeste program is a child-care center to provide child-care for children. For this purpose, "child care" means non-medical care for children who are in need of personal services, supervision, age-appropriate activities and informal education.

Monthly Services: The Adeste program provides monthly after school child care.

Drop-In Services: Drop-In is considered twice a week at a rate of \$25.00 per day.

The Adeste program will maintain a set of rules for the protection of the child participating in the program. Parent/Guardian having acknowledged receipt of the Parent/Guardian Handbook and Child Contract agrees to abide by the provisions thereof. This applies to Drop-In children as well.

Catholic Charities of Los Angeles, Inc. – Adeste program does not discriminate against, race, color, creed, sexual orientation, religion, and/or religious instruction.

PAYMENT PROVISION POLICY

REGISTRATION FEE

Parent/Guardian shall pay the Adeste program a **non-refundable** annual registration fee of **\$40.00** per child on the enrollment date and thereafter on the (first) of each year in which child is enrolled in the Adeste program. Also, if Parent/Guardian decide to withdraw the child from the Adeste program, for one month or more, during the nine month school year, a registration fee of **\$40.00** per child will be due when child returns to the Adeste program.

BASIC RATES

Parent/Guardian shall pay per month for the Basic Services based on Adeste rates for such services. The rates are as follows per month:

1 Child: **\$310.00** 2 Children: **\$510.00** 3 Children: **\$640.00**

Each Additional Child: **\$100.00**

DUE DATES

Payment in full of the monthly fee for each month and any additional fees incurred in the previous month are due on the **first** calendar day of the month in which the services are to be provided. The fee paid each month is adjusted for half-days, holidays or school vacations. Holidays that fall in months that are not full school months, such as **spring, Fall and Winter breaks, still require the full monthly rate. The days the program is in session in August, only requires the registration fee of \$40.00 and the daily fee of \$25.00 and in June only the daily fee of \$25.00 is required.**

LATE PAYMENT

Payment in full of the Monthly Fee for each month is due on the **first** calendar day of the month in which services are provided. A late fee of **\$30.00** will be assessed for any payment paid after the **fifth** calendar

day of the month.

DROP-IN RATES

Drop-In is considered twice a week at a rate of \$25.00 per day.

REFUND POLICY: If the monthly childcare fees have been paid, but services have not been utilized, the monthly fee is not refundable.

MODIFICATION CONDITIONS

The parent/guardian understands and acknowledges that, under California law, the Adeste program may modify this Agreement whenever circumstances covered in this Agreement change, provided that any such modification shall be in writing and shall be signed and dated by parent/guardian and the Adeste program and provided that:

- a. If the Adeste program rates or fees are set by agreement between parent/guardian and the Adeste program, the Adeste program agrees to provide written notice to Parent/Guardian thirty (30) days prior to implementing any change in such rate or fees.

ABSENCE POLICY

Parent/Guardian shall pay in full to the Adeste program the Monthly Fee for each month child is enrolled in the Adeste program to ensure his/her space in the program, regardless of whether the child is absent for any reason, including but not limited to illness or vacation. Parent/Guardian shall notify the Adeste program through the school office each day the child will be absent due to illness. The Parent/Guardian shall provide the Adeste program at least one week in advance notice if the child will be absent due to vacation.

LATE PICK-UP CHARGES

For each day a child is picked up from the Adeste program later than the scheduled pick up time of 6:00 p.m., Parent/Guardian will pay a late fee of **\$10.00** per child for every 15 minutes and/or fraction thereof (beginning at 6:01 p.m.). Parent/Guardian or authorized person shall pay the Adeste program the Late Pick-up Fee on the day the late pick-up fee is assessed against Parent/Guardian or authorized person. If child is picked-up late more than three (3) times in a (60) sixty day period, the Adeste program will notify Parent/Guardian of the fact and the Adeste program may terminate child's enrollment in the Adeste program.

METHODS OF PAYMENT

Any payment to be made by Parent/Guardian to the Adeste program may be made by cash, check or money order payable to the order of **Catholic Charities of LA -Adeste Program**. However, if any payment by check is returned unpaid, Parent/Guardian shall pay the Adeste program a service charge of **\$30.00** in addition to other amounts due, and thereafter. After two (2) bounced checks, payment must be paid in money order or cash. All payments must be made directly to the Adeste Site Supervisor at the Adeste

program.

Parent/Guardian shall be solely responsible for any payment lost, stolen or mispaid before such payment is received by the Adeste Site Supervisor.

INSPECTION AUTHORITY OF THE DEPARTMENT

The Department has the inspection authority specified in Health & Safety Code Sections 1596.852 and 1596.853 – Health and Safety Code Section 1596.852 provides in part:

Any duly authorized officer, employee, or agency of the department may, upon presentation of proper identification, enter and inspect any place providing notice, to secure compliance with, or to prevent a violation of this act, or the regulations adopted by the department pursuant to this act. The department has the authority to interview children or staff, and to inspect and audit child care center records, without prior consent. The Department has the authority to observe the physical condition of the child (ren), including conditions that could indicate abuse, neglect or inappropriate placement.

TERMINATION CONDITIONS

The Adeste program may immediately terminate the child’s enrollment in the program upon written notice to the Parent/Guardian of such termination, if any of the following conditions arise:

- a. Based on the Adeste staff’s observation and documentation of child’s behavior, that significantly and directly threatens the physical and/or mental safety or well-being of children or staff and/or the unwillingness to cooperate at the Adeste program.
- b. Any payment owed by the Parent/Guardian to the Adeste program is not paid within (30) thirty days after such payment is due. Not to exceed (2) two months or (2) two consecutive months.
- c. Child is picked up late more than (3) three times in a (60) sixty-day period.
- d. On more than (3) three occasions in the judgement of the Adeste Site Supervisor, child evidences obvious symptoms of infections or acute illness, including but not limited to runny nose, fever or vomiting, while child is in the Adeste program and Parent/Guardian or authorized representative fails to pick up the child from the program promptly when notified that the child is ill.
- e. Weapons of any type are prohibited from all Adeste site.
- f. Act of stealing from a child, staff and/or program.
- g. Act of physical and/or verbal violence or threat thereof from parent/guardian or child.
- h. Repeated unwillingness to cooperate or comply with program rules and expectations on the part of either the child or parent/guardian.

Discipline Policies

Behavior Management

The Adeste staff are committed to providing a kind, safe, nurturing, respectful, and trauma informed environment for all who participate and visit our program. We would appreciate for parents, guardians, visitors and children to participate in the programs safety guidelines. Also, to be courteous and respectful in ways we treat each other and our surroundings.

Our general mode of discipline is the use of positive reinforcement. Guidelines for consequences should be reviewed and followed by the parent/guardian.

BEHAVIOR EXPECTATIONS

We offer safe, secure, supervised, fun and challenging programs that are accessible and affordable for all families. In order to achieve this, we would appreciate for parent/guardian, children and staff to adhere to the following the behavior expectations:

- Show RESPECT for others and themselves
- Show RESPECT for property and equipment
- Be SAFE and safety conscious at all times
- Must follow the Adeste program policies, procedures and directions at all times.
- Child must remain with the Adeste program staff and group whether they are inside or out on the playground at all times.
- Child must ask permission from the Site Supervisor, Teacher or Teacher Aide to use the restroom and follow the rule of taking a partner.

Adeste is committed to creating a successful environment for your children. The children and staff of the Adeste Program are asked to treat each other with respect, tolerance, kindness, and consideration. The behavior expectations utilized by the Adeste Program will be explained to the children clearly and reinforced in a consistent manner.

Our guidelines and consequences on positive instruction, supporting positive behaviours and discipline is the following:

- A. First Violation: Child will write a self-reflection of the behaviour expectation not followed and parent guardian informed verbally of the situation and sign the reflection documents.
- B. Second Violation: Child will write a self-reflection of the behaviour expectation not followed and parent guardian informed verbally of the situation and sign the reflection documents.
- C. Third Violation: : Child will write a self-reflection of the behaviour expectation not followed and conference with parent/guardian regarding determination of situation and documented.

During the break times, staff will speak with the child about and ask what they could have done to prevent the challenging behaviour. A child who uses supplies or equipment inappropriately, will be informed that the supplies or equipment are being inappropriately utilized. When a child is disruptive or needs time to

regain self-control, he or she will be removed from the group and have the opportunity to share what is going on with them. Parent/guardian will be sent home a written notice when children have any challenging behaviors at the Adeste Program.

SUSPENSION CONDITIONS

There may be occasions when a child must be suspended from the Adeste program between one and three days. The amount of days will be determined by the Site Supervisor and the Child Development Program Director. Parents/Guardians will be contacted and will be asked to pick up their child immediately. Such situations could be, but are not limited to, any of the following:

- A. Child physically and/or verbally confronts an adult or another child.
- B. Child leaves the Adeste program without authorization from the program staff.
- C. Child damages property. Parent/Guardian will be held financially responsible for the damage to any property (including another child's).

Child is suspended from school is automatically suspended from the Adeste program.

PROGRAM POLICIES

CHANGES IN ADDRESS OR TELEPHONE NUMBERS

Parent/Guardian agrees to provide written notice to the Adeste program within two (2) days of any changes in parent/guardian mailing, residence, work address, home phone, cell phone and work phone.

ADESTE PROGRAM VISITS

We have an open door policy and want families to feel welcome. Parent/Guardian is encouraged to visit their child in the Adeste program. California law affords Parent/Guardian the right to visit the Adeste program without advance notice.

CHANGE IN SERVICES

Parent/Guardian shall notify the Adeste program in writing when requesting a change of service, whether it be from Basic Monthly service to Drop-In service or from Drop-In service to Basic Monthly service.

CONFIDENTIALITY

The Adeste program respects the privacy of children and their parent/guardian, while ensuring quality child care.

ITEMS FROM HOME

Personal items and toys are discouraged, unless staff have designated a Sharing Day. If the child would like to bring a toy to share, parent/guardian must speak with the Adeste program Site Supervisor in advance. No toy guns, war toys, or other toys of destruction are acceptable. Recommended toys would be

those that encourage creativity, dramatic and active play, intellectual and social growth. The Adeste program cannot be responsible for items brought from home.

ELECTRONIC DEVICE POLICY

Cellular phones may only be utilized prior to the Adeste program and in emergencies during the Adeste program. If a cell phone is brought to the Adeste, it should be put away and secure—either on the person (a pocket) or securely enclosed in a backpack. If the parent/guardian needs to get in touch with their child, they must contact the Adeste program. Electronic devices are to be utilized for homework only.

Adeste accepts NO responsibility for a lost, stolen or damaged cell phone. A cell phone cannot and must not interfere with any Adeste activity, or the health and safety of the Adeste environment. In such an event, staff can and will confiscate the cell phone and return it to a parent. If interference is an ongoing or chronic issue, the staff can ban cell phones from the Adeste, and, if necessary, revoke membership privileges.

CHILD'S DRESS CODE

Appropriate and comfortable clothing and enclosed shoes with rubber soles are required. No Sandals, slippers, or slip-ons please. Since staff are not allowed to change the children clothes, the Child must be able to dress and undress him/herself.

PROGRAM INTERVENTIONS

The Adeste program provides interventions to meet the needs of the children. The Adeste program prohibits the following:

- a. corporal punishment;
- b. the use of aversive stimuli;
- c. interventions that involve withholding nutrition or hydration, or that inflict physical or psychological pain;
- d. the use of demeaning, shaming, or degrading language or activities;
- e. unnecessary punitive restrictions;
- f. forced physical exercise to eliminate behaviors;
- g. punitive work assignments;
- h. punishment by peers; and
- i. group punishment or discipline for individual behavior.

NUTRITION

The Adeste program supports nutritious snack habits by serving nutritious snacks from at least two food groups during snack time each day. The menu is posted for viewing by parents/guardians. If you must send snacks, please support our efforts by sending only healthy choices with your child. The Site Supervisor is happy to discuss healthy snack options with you. If your child has allergies, please inform staff.

SIGN-IN

The children will be signed into the Adeste program each day by the Adeste staff.

SIGN-OUT

Parent/Guardian agrees that each day the child is to be signed out by the parent/guardian or authorized representative. The child may not be removed from the premises, unless the child is signed out. A signature and time is required.

ADMINISTERING OF MEDICATION

All prescription and non-prescription medication may be self-administered by the age-appropriate child and supervised by the Adeste personnel in accordance with the label direction as prescribed by the Child's physician. The Adeste personnel will assist and/or supervise in carrying out the physician's recommendation, while the child self-medicates. If the child is in need of medication, the Medication Authorization and Permission form must be completed by both the parent/guardian and physician and submitted to the Adeste personnel.

THE HEALTH & SAFETY OF THE CHILD

A daily health inspection is given upon each child's arrival to the Adeste program. The child's well-being is important to us. A child may be sent home if any symptoms of illness appear during the day. In such cases, a child will be immediately isolated from the others and Parent/Guardian will be contacted. If the child is ill during school hours, they cannot be accepted in the Adeste program.

Conditions for which a child would not be excluded from the program:

Certain conditions, in the absence of any of the conditions or reasons listed below; do not require the child to be excluded from the Adeste program, unless recommended by the child's health care provider:

1. Common colds with runny nose if the child feels well and can participate.
2. Non-contagious conditions such as a disabling injury or illness (ex. Asthma)
3. HIV infection or Hepatitis B virus carrier state.
4. Rash without fever or behavior change.
5. Non-purulent conjunctivitis (viral pink eye).
6. Presence of germs in urine or stool in the absence of illness

Conditions for which child would be excluded from the Adeste program:

1. Fever with behavior change or other signs of illness – temperature of 100 degrees or greater.
2. Symptoms and signs of possible severe illness – unusual lethargy, uncontrolled coughing or wheezing, persistent crying or irritability or difficulty breathing.
3. Uncontrolled diarrhea – stool runs out of the child’s clothing or the child cannot get to the toilet in time.
4. Vomiting - more than once in a previous 24-hour period until the vomiting stops or a health care provider determines and states in writing that the child may be in the Adeste program and is not in danger of dehydration.
5. Mouth sores and drooling – until the child’s health care provider determines and states in writing that the child may be in the Adeste program.
6. Rash with fever or behavior change – until health care provider determines and states in writing that the child may be in the Adeste program.
7. Pink eye (purulent, bacterial conjunctivitis) – with white or yellow discharge until 24 hours after treatment are started. (Viral conjunctivitis usually has a clear, watery discharge and may not require medication or exclusion).
8. Scabies, head lice, or other infestation – until 24 hours after treatment is started and a health care provider determines and states in writing that the child may return to the Adeste program, in case of head lice when the child is nit free.
9. Tuberculosis (TB) – until after treatment has begun, fever is gone, and a health care provider states in writing that he child is non-infectious.
10. Strep throat or other streptococcal infections – until 24 hours after antibiotic treatment has begun (little white puss bubbles on the back area of the tongue and a health care provider states in writing that the child may return to the Adeste program.
11. Chicken Pox – until 6 days after onset of rash or sooner if all sores have dried up and crusted over and a health care provider states in writing that the child may return to the Adeste program.
12. Pertusis (whooping cough) – until 5 days after appropriate antibiotic treatment has begun and a health care provider states in writing that the child may return to the Adeste program.
13. Mumps – until 9 days after onset of swelling and a health care provider states in writing that the child may return to the Adeste program.
14. Hepatitis A – until 1 week after onset of illness and fever is gone, or as directed in writing by a local health department.
15. Measles – until 6 days after onset of rash and a health care provider states in writing that the child may return to the Adeste program.
16. Rubella – until 6 days after onset of rash and a health care provider states in writing that the child may **return to the Adeste program.**
17. Shingles – until the sores are crusted over, unless a health care provider determines and states in writing that the child should otherwise be excluded.
18. Runny Nose – thick green mucus (indication of sinus infection)
19. If your child tested positive covid-19.

COVID-19 Policy: Children with symptoms of COVID-19 must remain at home for a minimum of 10 days, and 24 hours after the resolution of any fever without fever-reducing medication and the improvement in other symptoms. Symptoms of COVID-19 may include shortness of breath, new loss of taste or smell, nausea, chills, headache, muscle aches, and fatigue. Children who have been exposed to somebody with a respiratory illness must stay at home for 10 days to monitor symptoms. If no symptoms appear after 10 days, the child may return. Children who are sick, but do not demonstrate symptoms of COVID-19, may return 24 hours after symptoms disappear.

RELEASE OF CHILD

The parent/guardian will provide a list of individuals authorized to pick up the child from the Adeste program ("authorized representative). The parent/guardian agrees to notify the Adeste program in advance, in writing, each day that anyone other than the parent/guardian or one of the parent/guardian's authorized representatives will pick up the child from the Adeste program on such day. The parent/guardian understands and agrees that the child will not be released to any individual for whom the Adeste program has not received prior written authorization from parent/guardian. The parent/guardian name must also be on this form if they are to pick up the child. If the designated authorized representatives are siblings, they must be 16 years old and older, unless a note in writing from the parent/guardian authorizes the representative who is under 16 years of age to pick up the child. All other authorized representatives, such as relatives/friends must be 18 years and older. All authorized representatives must provide proper identification, before the child is released to the authorized representative.

In case of an accidental emergency, an immediate attempt will be made to contact the parent/guardian. If parent/guardian is unable to be reached, if necessary, the paramedics will be contacted and the site supervisor and Regional Coordinator will be in charge and make all decisions about the care of the child.

The Parent/Guardian will be expected to assume responsibility for any resultant expense not covered by CCLA – Adeste program insurance. It is to the child's benefit that the parent/guardian to keep the Adeste program up-to-date on phone numbers, emergency numbers and other pertinent information.

RELEASE ISSUES

The Adeste program guidelines for the release of children in our care are the legal documents indicating the source of parental rights, provided to us by the parents, guardians, or those having legal custody of the child. The Adeste program requires, therefore, that the enrolling parent or guardian provide us with the most accurate and up-to-date information available before a contract is signed at the facility for care of the child. The Adeste program will abide by any current court orders and their stated restrictions on the release of the child. If the court order(s) provided do not address the issue of picking up the child from the child care center, the parent who has been awarded primary physical custody of the child is the parent who is the parent who can authorize release to the other parent. In the absence of a court order indicating otherwise, the Adeste program is legally required to release the child to either legal parent, whether the parents are married or separated. A legal parent may authorize another individual to pick up a child from the facility. The Adeste program will require such authorization to be in writing, and for the individual to be authorized to provide proper identification, before the child is released to such individual

DUTY TO REPORT CHILD ABUSE

Under California law, “child-care providers”, or “child care custodians” are mandated to report known or reasonably suspected child abuse. The parent/guardian is hereby advised that under the terms of the California Penal Code 11166, the Adeste program and the employees have a statutory duty to report the known or reasonably suspected instance of the child abuse to a child protective agency if the Adeste program or its employees, in its or their professional capacity or within the scope of its or their employment, know or reasonably suspect that a child has been the victim of child abuse. The Adeste program and any employee who has knowledge of or who reasonably suspects that mental suffering has been inflicted upon the child or that his or her emotional well-being is endangered in any way, including neglect, must report the known or reasonably suspected instance of child abuse to a child protective agency.



PARENT/GUARDIAN AND CHILD CONTRACT SIGNATURE PAGE 2023-2024

I/We, _____, have received and read the
(Parent/Guardian)

Parent/Guardian Handbook with my/our child _____.
(Child's Name)

(Mother/Guardian Signature) _____
Date

(Father/Guardian Signature) _____
Date

(Child's Name) Optional _____
Date

(Site Supervisor Signature) _____
Date