

## **ABOUT THE PROGRAM**

Beyond the Classroom is an After School Enrichment Program designed to provide a safe, nurturing environment after school hours to school-aged children, K-5. The space will give children a truly enriching experience as they will be given different opportunities to take part in several activities and classes that are increasingly left out of the normal school curriculum. To complement the increasing emphasis on text-book based learning in schools, children at Beyond the Classroom will receive hands-on experience that is project-based and emergent in nature. They will continue their journey in learning beyond the boundaries of the classroom and take field trips related to their projects. Though homework is not the focus of the program, children will be given the appropriate time during the day to work on their homework.

Beyond The Classroom will also provide a special place for families to grow. Parents will have a space to discuss their children's development as the program will provide monthly parent education meetings where they can discuss pertinent issues surrounding their children's development. Facilitated by a parent educator, parents will have the opportunity to ask questions and have conversations about topics such as setting limits, media and children, etc.

Beyond The Classroom is owned by two South Pasadena Moms who have children in the South Pasadena Unified School District. These moms are former teachers and hold a Masters Degree in Education and in Human Development respectively. Both have witnessed childhood development as it unfolds. They know what is needed outside of schools to make for enriching childhood experiences.

## **MISSION OF THE PROGRAM**

- To provide a "home away from home." One that is safe, loving, and nurturing for children.
- To provide children with an enriching environment that will foster a passion for learning.
- To foster greater parental awareness of childhood development.
- To help strengthen the community and build partnerships among its members.

## **HOURS OF OPERATION**

Beyond The Classroom is a year- round program and will be open from Monday to Friday, from 8am to 6:30pm. It is also open during most school holidays and local school vacations, such as spring break, winter break and summer break.

DAILY SCHEDULE FOR ALL-AGES

- 8:00 – 8:45** Indoor Choices (Block area, dramatic play, art center, reading center, etc.)  
**8:45 – 9:00** Clean up  
**9:00 – 9:15** Check in Group time for PM Kinder students  
**9:15 – 9:30** AM SNACK  
**9:30 – 10:30** Outdoor Play  
**10:30- 10:45** Clean Up  
**10:45- 11:15** LUNCH (prepare to go to Kindergarten!)

**11:20 – 11:55 PM Kinders will be dropped off to respective schools and AM Kinders will be picked up and taken to BTC**

- 12:00 -12:30** LUNCH (talk about Kindergarten)  
**12:30- 1:15** Outdoor Play  
**1:15 – 1:30** Clean Up  
**1:30 – 1:45** Check-in /Group Time  
**1:45 – 2:15** Indoor Play  
**2:15 – 2:30** Clean up/Snack Preparation  
**2:30 – 3:15** PM SNACK  
 Classroom 1 (Indoor Snack)  
 Classroom 2 (Outdoor Snack)

**2:30 – 3:00 School- Aged Kids grades 1-2 will be picked up at 2:30, grades 3-5 at 2:45 and PM Kinders will be picked up at 3:00 pm.**

- 3:00 – 3:45** Free Choice  
 Classroom 1 (Indoor)  
 Classroom 2 (Outdoor)  
**3:45-4:00** Daily Discussion  
**4:00 -4:30** Free Choice  
 Classroom 1 (Outside)  
 Classroom 2 (Inside)  
**4:45 – 5:30** **BTC Quiet Time**  
 Homework Time/ Quiet Choices including  
 Storytime (Read a-loud or Buddy Reading), Journaling  
**5:45 - 6:00** **Late Light Snack**  
**6:00 – 6:30** Indoor/Outdoor Choice  
 Mixed Grouping

*Teachers may modify the daily schedule and change it without prior notice*

DAILY SCHEDULE FOR KINDERGARTENERS

- 8:00 – 8:45** Indoor Choices (Block area, dramatic play, art center, reading center, etc.)  
**8:45 – 9:00** Check in Group time for PM Kinder students  
**9:00 – 9:45** Project Time (gardening, making cars, growing crystals, writing stories, etc.)  
**9:45 – 10:00** AM SNACK  
**10:00- 10:45** Outdoor Play  
**10:45- 11:20** LUNCH (prepare to go to Kindergarten!)

**11:20 – 11:55 PM Kinders will be dropped off to respective schools and AM Kinders will be picked up and taken to BTC**

- 12:00 -12:30** LUNCH (talk about Kindergarten)  
**12:30- 1:15** Outdoor Play  
**1:15 – 1:30** Check-in /Group Time  
**1:30 – 2:15** Project Time (gardening, making cars, growing crystals, writing stories, etc.)  
**2:15 – 2:30** PM OUTDOOR SNACK (AM K)  
**2:30 – 3:15** Indoor Choices: Homework table will be available for children who choose to work on their homework (AM K)  
**3:00 – 3:30** **PM Kinders will be picked up from respective schools and will be taken to BTC**  
**3:30 – 3:45** PM OUTDOOR SNACK (PM KINDERS)  
**4:00 – 4:30** Check- in/Group Time (K, 1, 2)  
**4:30 – 5:15** Outdoor Play/outdoor snack for AM KINDERS (Kindergarteners only)  
**5:15 – 6:30** Homework Time/ Quiet Choices including Storytime(Read a-loud or Buddy Reading)/ Clean-up/Parent Pick-ups

DAILY SCHEDULE FOR GRADES 1-5

**2:30 – 3:00 School- Aged Kids grades 1-2 will be picked up at 2:30 and grades 3-5 will be picked up at 3:00 pm.**

- 2: 45 -3:00** PM OUTDOOR SNACK (G.1-2)  
**3:00 – 3:45** Outdoor Play (G.1-2)  
**3:30 – 3:45** PM OUTDOOR SNACK (PM KINDERS AND G.3-5)  
**4:00 – 4:30** Check- in/Group Time (K, 1, 2)  
**3:45 – 4:30** Outdoor Play (G.3-5)  
**4:30 – 5:15** Indoor Project Time (g.1-5)  
**4:30 – 5:15** Outdoor Play/outdoor snack for AM KINDERS (Kindergarteners only)  
**5:15 – 6:30** Homework Time/ Quiet Choices including Story Time(Read a-loud or Buddy Reading)/ Clean-up/Parent Pick-ups

DAILY SCHEDULE DURING NON-SCHOOL DAYS

<b>8:00 – 9:00</b>	Indoor Play (K,1,2) Outdoor Play (3,4,5)
<b>9:00– 9:15</b>	Check in/Group Time
<b>9:15 – 9:45</b>	AM SNACK (K,1,2 outdoor/3,4,5 indoor)
<b>9:45 – 10:45</b>	Outdoor Play (K,1,2)/Indoor Choices (3,4,5) indoor)
<b>10:30- 11:30</b>	ART (K,1,2 in the art room) /ORGANIZE PLAY (3,4,5)
<b>11:30- 12:30</b>	LUNCH (K,1,2 indoor/3,4,5 outdoor)
<b>12:30- 1:30</b>	ART (3,4,5 in the art room)/ORGANIZE PLAY (K, 1,2)
<b>1:15 – 1:45</b>	Check-in /Group Time
<b>1:45 – 2:45</b>	Project Time (all spaces open: outdoor, indoor, and art room)
<b>2:45 – 3:15</b>	PM SNACK (K,1,2 indoor/3,4,5 outdoor)
<b>3:15 – 4:15</b>	Read- A-loud/Reading Buddy (K,1,2) and Outdoor Walk (3,4,5)
<b>4:15 -5:15</b>	Outdoor Exploration (K,1,2) and Read – A-loud/Reading Buddies (3,4,5)
<b>5:15 – 6:15</b>	Quiet Activities
<b>6:15 – 6:30</b>	Clean-up

*Schedules may change depending on field trips. Depending on the number of students, field trips will be taken separately according to grade levels. Children from K,1, will take field trips separately from children grades 2,3,4,5.*

## **PROGRAM UP CLOSE...**

### PROJECT-BASED AND EMERGENT IN NATURE

At Beyond The Classroom, we take guidance from various philosophies, pedagogies, and principles of learning to create a rich, meaningful after-school program for our children. Jean Piaget, John Dewey, Lev Vygotsky, and Maria Montessori shared the ideas that education should be child centered; active and interactive.

During Project time, children actively take part in hands on experience. We believe that children learn best when they are given the opportunity to directly interact, experiment, and question the world around them. Howard Gardner stresses the importance of recognizing the various forms of intelligence. When children engage in project-based learning, they will naturally access the various intelligences through hands-on learning. Allowing children to directly interact with materials will accommodate many different learning styles.

Beyond the Classroom is child- centered. Projects will arise from the interest of the child. We believe that children are curious and inherently inquisitive. They are the best judge of what they want to learn. When the projects are based on their interest, they take ownership of their learning and they will be more involved and engaged. For example, if the kids are interested in learning about bugs, they may spend their project time collecting bugs, creating bug habitats, and observing caterpillars grow into butterflies. As a culminating activity, they may go on a hiking field trip and continue their explorations in the hills.

John Dewey stressed the value of school preparing a child for life. In fact, according to him, school should be life. At Beyond the Classroom, children learn real-life skills in communication and planning as they become a team of decision-makers. Project time starts off with a conversation, where the teacher acts as a facilitator. The group takes part in a discussion on things they want to learn about. Then as a group, they decide what materials they would then need to execute their plan.

### PLAY- BASED LEARNING

Play is the most significant component of a child's life and is the most natural way for children to grow, develop and acquire a variety of skills. During outdoor and indoor play, children are given many choices of activities. Below are just some of the benefits of play:

- It allows children to master skills, problem solve and understand an imaginary world that is manageable.
- It offers an opportunity for children to develop physical coordination, agility and body control.

- It promotes both interpersonal and intrapersonal skills as they interact with other children and themselves.
- It allows children to investigate, observe and interact with the world around them.

### PARENT EDUCATION

Beyond the Classroom provides a space for families to grow closer together. Parents are given the opportunity to attend a monthly parent education forum facilitated by a parent educator. During this time, children will be cared for while parents attend the meeting. Parents will take turns in caring for the kids. Different topics will be discussed every month.

In modern society, it is becoming increasingly rare to have a stay-at-home parent. Most parents are in the work force, leaving little time for them to reflect on their parenting. Local colleges provide various opportunities for parents of younger children to attend parent education classes. However, parent education courses for parents of school-aged children are not accessible. In fact, when children are older, this is the most pivotal time for parents to learn more about the complexities of their developing and growing child.

### FIELD TRIPS

True life- long learners never stop learning within the boundaries of the classroom. As a matter of fact, in most cases children are able to construct and make deeper connections with what they learn in school when they have a rich experience outside of it. At Beyond the Classroom, we take every opportunity for children to expand their explorations by taking field trips to museums, the theater, aquariums, gardens, and other places.

### EXTRA-CURRICULAR ACTIVITIES

Aside from the on-going projects the kids are taking part in, children at Beyond the Classroom will receive an opportunity to be taught Drama, Music, Cooking, and Art using various media. Local artists from the community will be invited from at Beyond the Classroom to share their expertise. Every Wednesday, during project time, children will participate in one extra-curricular activity that may last from 4 to 10 weeks at a time. This will allow kids to have the opportunity to try something new.

## PARENT PARTICIPATION

Parent participation is crucial. Beyond The Classroom strongly encourages parent participation regarding center planning, program activities, and decision-making within its organization. Participation helps parents foster a better understanding of the program's goals; objectives and needs in addition to helping the center maintain a quality program. All parents are encouraged to participate and attend all of the following:

- Center Events
- Classroom and Center Parent Meetings
- Fundraising Events
- Parent Workshops and/or In-services

## SERVICES

The After school Program is designed for children in Kindergarten-Fifth Grade. Beyond The Classroom will pick-up/drop off from all 3 local area Elementary in the South Pasadena Unified School district and bring them to the campus or parents may drop off directly at Beyond The Classroom.

Beyond The Classroom is designed for ambulatory children. We will try to accommodate each child's individual needs but retain the right to request that parents make other child care arrangements.

**CENTER POLICIES**

## MONTHLY TUITION RATES

**GRADES 1-5/1 SESSION OF KINDERGARTEN**

AFTER –SCHOOL CARE	2:30 PM – 6:30 PM
FULL –TIME	\$495.00
4 DAYS	\$445.00
3 DAYS	\$415.00
2 DAYS	\$350.00

**2 SESSIONS OF KINDERGARTEN**

AM KINDER	11:30 AM – 6:30 PM
PM KINDER	8:00 AM -11:30AM/ 2:30PM – 6:30PM
FULL- TIME	\$ 655.00
4 DAYS	\$600.00
3 DAYS	\$525.00
2 DAYS	\$450.00

\$225.00 – Registration fee

\$100.00 – Deposit (Deposit will be applied to last month's tuition)

\$25- Earthquake kit

--There is a supplemental fee for fieldtrips, enrichment classes and activity fees for days that BTC is open when SPUSD is closed.

--Summer Camp tuition is different from after school care tuition.

-- Daily Rate: \$40/school-day, \$60 non-school day (upon availability)

--Transportation fee outside of Regular School pick up -\$5 (upon availability/within 2mile radius)

## TUITION PAYMENTS

Tuition will be payable by automatic deduction from a checking account before the day your child begins in the program, unless other arrangements have been made in advance. The same fee will be paid regardless of center closings or number of days in the month. No credit will be given for absences. If for any reason the electronic payment is denied a \$25.00 fee will be assessed. If tuition payment is more than one month delinquent, the Center retains the right to terminate childcare. The Center reserves the right to increase tuition yearly. Please be aware that parents will be informed a minimum of 30 days in advance.

## SIBLING DISCOUNT

Beyond The Classroom offers a 10% monthly discount off the lowest tuition for families who have siblings enrolled in the Center. The 10% discount is allowed for only the lowest tuition in cases where more than two children are enrolled at the center.

## ATTENDANCE AND VACATIONS

Parents are required to sign-in and sign-out ON A DAILY BASIS with a full signature. Parent Initials are not acceptable. These are State regulations that parents and the center MUST follow, the center may be fined by the state in cases where this regulation is not followed. To ensure that this happens at Beyond The Classroom as little as possible, please be aware that parents will be fined \$2.00 for every missed signature.

Part-time families may arrange with the Center Director to have their child attend the center during non-contracted days. Arrangements must be made in advance and will depend on availability of space. Same day drop offs will not be accepted. Please see the tuition schedule for extra day fees.

If your child will not be attending school, please try to call before 9:30 A.M. to notify us. This will allow us move staff around as needed throughout the center. We appreciate your efforts on informing us of your child's absence.

Parents should try to inform the Center Director of any scheduled vacations. Parent Communication Forms are available in the front office and in each individual classroom. This will allow us to staff the rooms appropriately and make extra day care available for families in need.

There are no tuition adjustments for vacations and/or absences.

## LATE PICK-UP POLICY

A \$1.00 per minute late fee will apply to parents who pick-up their child after 6:30 p.m. The late fee will either be billed or paid directly to the teacher who waited with the child.

Repeated late pick-ups (more than three times in a month) may result in terminating your child's enrollment.

## **CUSTODY DISPUTES**

As required by law and State Regulations, Beyond The Classroom must have on file copies of all legal documentation in the event a custody dispute. This will allow the center to act in a rational and legal manner if intervention is necessary with a non-custodial parent.

## **LEAVING THE PROGRAM**

We require a minimum of 30 days written notification of your child's withdrawal from the program.

This policy allows your child to leave program with the least disruption to the family and the center. In addition, the teachers prepare both your child and the remaining children for the changes without feelings of abandonment and desertion. Our teachers are trained to help children handle transitions constructively, and will help all the children adjust gradually to changes in the group.

## **CREATING PARENT PARTNERSHIPS**

Parents play an enormous role in helping our staff maximize children's optimal development. Parents are encouraged to discuss any child or center concern with their Lead Teacher. **KEEP IN MIND THAT NO CONCERN IS TOO SMALL.** If you feel your discussions have not resulted in a satisfactory response or action, or you believe you need more information, you are encouraged to discuss your concern with the Center Director. As professionals, our staff is here to hear your ideas, suggestions and concerns. We view parent/teacher relationships as a crucial part of your child's growth and development. As with any partnership, we hope to work closely with parents to create a learning-rich and positive environment for everybody.

**DISCIPLINE IN THE CLASSROOM:**

To foster a greater sense of comfort and security, children will participate in discussing and establishing classroom rules of behavior. Staff will promote good behavior through modeling, positive reinforcement, and other developmentally appropriate techniques. When problematic behavior (such as biting, hitting, kicking, pushing) occurs and the use of discipline is required, the following steps will be initiated as follows:

- The children will be encouraged to resolve their problems by “using their words”, “walking away” from the situation, getting help from a teacher or other solutions to help develop a socially acceptable response.
- If problematic behavior continues, teachers will attempt to work closely with parents to discuss the behavior and develop a plan of action. This is intended to help guide a child’s behavior by applying consistent feedback between home and the center. Consistency between staff and parent approaches to discipline makes corrective action more effective.
- In cases where intervention by staff and parents does not appear to be effective in reducing the behavior to an acceptable behavior, or it is believed that a child may need professional assistance by outside sources for speech, gross motor, developmental or discipline related concerns, parents will be asked to allow the agency to contact professional sources to futher help in assesing and help the with the concerned area of development. At this point, the parent’s cooperation will be required in order for the child to remain enrolled in the program.

At no time will a child be physically or verbally addressed in an abusive manner. Neither corporal punishment nor punitive discipline (hitting, spanking, isolation, shaming and verbal put-down) will ever be used with a child or group of children in an attempt to change behavior. Respect for each individual child will always be implemented. Problematic behavior will generally be redirected to promote positive conflict resolution, positive interactions with peers and positive negotiation skills in the classroom in order to increase children’s self esteem.

If, after a parent conference, the behavior does not change within two weeks, we will have no other choice but to terminate your child’s enrollment from our program.

***BTC has the right to terminate services at any time at the discretion of the program administrators. Endangering the safety of the staff or children will result in immediate termination of services.***

## COMFORTING CHILDREN

Children will always be comforted by staff in a loving and positive manner after any accident/incident. Staff will give every child the time needed to address their feelings in a manner that fosters positive self-esteem. Every incident offers a “window of learning” that immediately follows any incident/accident where staff will encourage self-esteem building, language development to express feelings and positive conflict resolution skills. This will help children gain effective social competencies needed to succeed in a social environment while giving them the self-esteem needed to continue learning. Parents will also be encouraged to use this approach at home with their children.

## ACCIDENT REPORTS

Parents will receive an ‘Accident Report’ for accidents/incidents that happen at school. The accident report will state the time, date, type of accident/incident (bump, bruise etc.) the teacher that addressed the accident/incident and the type of treatment given (ice, soap and water, etc.) The accident report will also include a short description of the event that leads to the accident/incident in order to give the parents details regarding the event. All accident reports will be signed by the attending teacher and Center Director. Please note: At times accident reports are done at nap time for accidents/incidents that happen in the morning or at the end of the day because this is a more effective time for staff to fill out accident reports. If you pick up your child during this time please note that you may not receive your accident report until the next day your child attends. Parents should generally expect to receive their accident report that same day, upon picking up their child. Parents may also request more information about the accident/incident if they would like.

## **HEALTH PROGRAM**

### EMPHASIS ON PREVENTIVE HEALTH SERVICES

Beyond The Classroom provides a healthy and safe environment for children, parents and staff. Emphasis is placed on preventive health services and early intervention. The exclusion guidelines for Beyond The Classroom's Infection Control are outlined by the American Public Health Association and the American Academy of Pediatrics. Our policy states that no child will be accepted at the Center exhibiting symptoms of an illness. The Center works with Infection Control policies and procedures that safeguard the health of the children in its care. We also reserve the right to determine whether or not a child in our care is not well enough to actively participate in our program, regardless of any such symptoms as outlined in the guidelines.

## **MEDICATION**

Medication will be administered at school only when the following guidelines are followed:

1. Prescription medication must be made out for the child in question, dated pertinent to the current illness, and the dosage clearly marked. Prescriptions for siblings or other family members will not be given, nor will medication in "sample" bottles or bottles other than the prescription container.
2. Over-the-counter medication will be given **ONLY** if the medication has a prescription label stating the child's name, dosage, and dates pertinent to illness. Pharmacist will type a label to clarify dosage etc., without doctor's prescription.
3. Aspirin and aspirin substitutes will **NOT** be given to children at school except with a doctor's prescription, which states a pertinent reason for administering the drug.
4. Parents are responsible for providing the medication spoon/dispenser. Medicine will not be given without a spoon/dispenser which measures the dosage as it is written on the prescription.

For all situations involving medications, the medication sign-in information must be filled out completely and signed daily by the parent for each medication to be given to a child. This form is located on the refrigerator in the kitchen.

All medications are to be kept locked in the refrigerator/or on the designated shelf. At no time is medication to be left lying within reach of the children.

Medication will be dispensed by authorized teachers only. Please remember to notify your child's teacher that medication is required for your child.

If there is ever any questions regarding medication, its dispersal, or anything else related to medication or Infection Control.

## MEDICAL EMERGENCIES

Your child must have an updated Emergency Care and Release Form on file. This form provides vital information in case of illness, injury, accident or disaster about contacting you or an authorized adult. In addition, this form authorizes the center to release your child to specific adults of your choice. It is important to have a minimum of three adults on the list in case of an emergency; all adults will be asked for identification by the center staff. Parents or legal guardian must also have a “Medical Consent Form” authorizing the Center Director or assistant to call a rescue squad in case of an accident or life-endangering emergency that cannot be treated at the center. The Center Director or assistant will accompany your child to the hospital. The person accompanying your child will stay with your child until a parent or authorized adult arrives.

These forms are to be reviewed and updated by parents or legal guardian whenever there is a change in the information. In addition, new forms are to be filled out annually.

## CONFIDENTIALITY

All of your child’s records and information are strictly confidential and will not be released to anyone without parent consent. Parents may have a copy of their child’s file at any time upon request.

## NUTRITION

Nutrition is related to healthy growth, alertness, intellect and physical strength. Eating times are pleasant and happy with children and staff sitting together.

The center will provide a nutritious morning and afternoon snack for the children which represent the basic food groups in a variety of foods. The center will also provide milk or juice with each snack. Snack menus will be posted on the Parent Information Board. Parents are responsible for providing a nutritious lunch for their children. We encourage parents to provide a healthy and nutritious lunch.

## FIELD TRIPS/COMMUNITY RESOURCES

Field trips may be planned by center staff. All field trips must be approved by the Center Director in advance. Normally we will use the school van to transport children to and from the field trip but at times we may require parent drivers and extra support for the safety of the children. Parents will be notified of the date, time and destination and given "Permission Slips" to be filled out for their child prior to going on a field trip. If parents do not wish for their child to go on any particular field trip other arrangements will be made by the Center Director for their child to stay at the center.

In addition to field trips, Beyond The Classroom allows the children to utilize materials from the library, local businesses, and parents in conjunction with classroom themes.

Staff resources include but are not limited to seminars, the National Academy for the Education of Young Children, local businesses, libraries and Regional Center.

## PARENT AND EARLY CHILDHOOD OBSERVERS

Our center has an "Open Door" policy for all parents who have their children enrolled.

Students from various universities, community colleges and other educational institutions may choose to use our program for their studies and will, at times, interact with the children. Students will be asked to present to the Center Director an I.D, negative T.B test along with an official letter from their educational institution detailing the purpose and goals of the student observers. All of the student observers will, at all times, be under direct supervision of a qualified teacher and will not be left alone with children at any time.

In addition, there may also be volunteers, social workers, special educational teachers and other professionals from the Early Childhood Education field doing observations and working together with our staff. All guests will be required to meet with the Center Director and will be given an opportunity to be a part of the program at the Center Director's discretion.