

STS Academy Parent Handbook

2024-2025 Before & After School Program

The Marina Community Center

Located at 340 Marina Blvd, Pittsburg

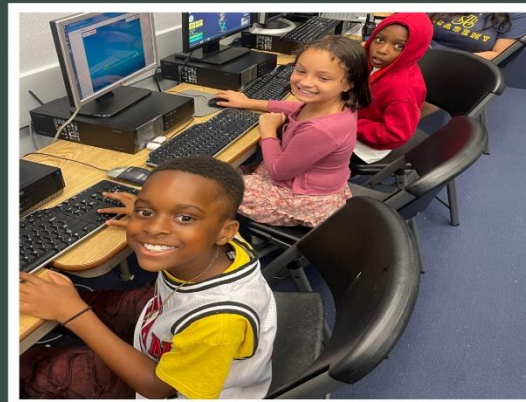


STS ACADEMY

BEFORE & AFTER SCHOOL PROGRAM



PLAY, LEARN & CREATE



📍 340 Marina Blvd., Pittsburg, CA 94565

Visit Us!
www.stsacademy.org

CALL FOR
MORE INFORMATION
(925) 252-8028

Effective Date: August 10, 2024

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Federal Tax ID # 20-1483590

Office: (925) 252-9199 Site: (925) 252-8028



P.O. Box 1355 • 710 Black Diamond Street • Pittsburg, CA 94565 • 925-252-9199 Voice • 925-252-9947 Fax •
www.stsacademy.org

Welcome

Dear Parents,

Thank you for entrusting the care of your child(ren) to STS Academy's Before & After School Program.

I would like to take this opportunity to welcome you to the STS Academy Before & After School Program. The programs are set up and designed to give your child a safe, fun place to be while you complete your work day. If at any time you have questions or concerns about the program or its activities, please feel free to give me a call at the numbers listed above.

Included in this handbook will be an explanation of procedures, fees/schedules, discipline procedures, absentee procedures, pick-up/drop off procedures and more. If an issue arises that is not covered in this handbook, please feel free to contact us.

Again, welcome to our program.

Sincerely,

Theresa Miller
Executive Director

STS Academy uses Procure Software to update parents. Procure a popular choice for childcare centers and afterschool programs, offering a range of features to manage various aspects of the business, including reporting. For parents, Procure can generate several types of reports to keep them informed about their child's activities and progress. Here are some common types of reports that Procure might offer to parents:

1. **Attendance Reports:** These show the dates and times a child was present or absent, helping parents track their child's attendance patterns.
2. **Daily Reports:** These provide a summary of daily activities, including meals, naps, and any notable incidents or milestones. It's useful for parents to understand what their child did throughout the day.
3. **Progress Reports:** These reports may include information on developmental milestones, behavioral progress, and any educational achievements. They help parents see how their child is growing and developing in the center.
4. **Incident Reports:** If any unusual events or accidents occur, incident reports provide details about what happened, including any actions taken. This ensures parents are kept informed about their child's safety and well-being.
5. **Billing Statements:** While not directly about their child's daily activities, billing reports provide parents with a clear breakdown of charges, payments, and balances due, helping them manage their account with the center.
6. **Meal Reports:** These detail what meals and snacks a child has consumed, which can be particularly useful for parents monitoring their child's diet or allergies.

SPECIAL ACCOMMODATION FOR YOUR CHILD

We are committed to providing a safe, nurturing, and inclusive environment for all children. To best support your child's needs and ensure they have a positive experience while in our care, it is important for us to be informed about any special needs or accommodations your child may require.

If your child has any medical conditions, developmental needs, learning differences, or any other special considerations that we should be aware of, especially any that your child's school have made you aware of, we kindly ask that you share this information with us. This will help us tailor our approach and ensure that we can provide the necessary support and accommodations to meet your child's needs effectively.

Please provide the following information at your earliest convenience:

1. **Nature of the Special Need:** A brief description of the special need or condition.
2. **Specific Accommodations Required:** Any specific adjustments or accommodations that would help support your child.

3. **Emergency Contacts:** Names and contact information for individuals who should be reached in case of an emergency related to the special need.
4. **Medical Information:** If applicable, details of any medication or medical treatments that are needed during daycare hours.

You can provide this information by [method of communication, e.g., filling out a form, sending an email, or scheduling a meeting]. If you prefer to discuss this in person, please contact us to arrange a meeting at a convenient time.

Thank you for your cooperation and for entrusting us with the care of your child. We look forward to working together to ensure a supportive and enriching experience for your child at STS Academy.

RELEASE OF INFORMATION

STS is committed to protecting the privacy and confidentiality of the information we collect about your child. Occasionally, there may be situations where it is necessary to release specific information about your child to external parties, such as schools, healthcare providers, or other authorized entities.

To ensure we comply with privacy regulations and provide the highest level of care and support, we require your written consent before we can release any information about your child. This consent is essential for us to share information that may be needed or requested by any person or agency other than those on file.

Three strikes and you're out

RESPECT YOURSELF - RESPECT OTHERS - RESPECT THE ENVIRONMENT

STS Before & After School Program staff expects the children to treat each place, person and thing with respect, and to uphold all regular school rules. The following rules are put into place to assure the emotional and physical safety of the children while at the program.

If your child fails to follow one of the following rules they will receive a warning message through procare. They will be given three verbal warnings, and then they will be given a strike. (See below for strike consequences) **After each strike warning the incident will be written down on a parent communication form to be signed by the parent at the end of the day.**

At the site:

- No talking when staff is talking
- No bullying
- Keeps hands to self
- No play fighting or wrestling
- Follow directions and leadership of staff. Respect the rights of all others in the program. Disrespect towards the staff is not allowed.

On the Van:

- No Standing
- Seat belt always buckled
- No loud talking or yelling
- No eating or drinking. No throwing things
- Keep hands and feet to yourself

The following incidents will be cause for immediate strike and/or suspension from the program until a parent/child conference is held:

- Any negative physical contact (Any Hitting, Biting, etc. of other children or staff)
- Stealing
- use of foul and/or abusive language
- Intentionally destroying STS, City or School Property.
- **In accordance with PUSD School District ZERO TOLERANCE policy, bringing weapons, real or fake, to the Before & After School program will result in a minimum of a one- week suspension and a maximum of being removed from the program.**

If a child is continuously having a discipline problem, they may be given a one-day in-program suspension where they will spend one day at the coordinator's office or a designated supervised area. The child will only be able to do academic enrichment during this time.

Parents who disrespect staff will be given one warning and their child(ren) may be removed from the program.

THERE WILL BE NO REFUND OF ANY KIND IF THE CHILD IS DISMISSED FROM THE PROGRAM!

The rules & consequences are not limited to those listed above. If there is a problem the Coordinator and/or Executive Director will determine an appropriate consequence.

Parents must call the Site or Director's office, 925-252-8028, six hours in advance if your child is going to be absent. You can also call 925-252-9199.

It is the parents' responsibility to report any changes in a child's program coordinator to program coordinator "**Ms. Nidia**". Procure can be used to send messages to the program.

Parents may text coordinator **Nidia Thomas** at 925-497-9501 to ensure immediate delivery of your message.

Ms. Nidia's email is thelearningcenter340@gmail.com

Complete all paperwork before your child can attend. **Applications** can be completed online at www.stsacademy.org.

Office hours:

Ms. Nidia - 8:00 AM -4:00 PM Monday- Friday - thelearningcenter340@gmail.com– 925-497-9501

Delani Moore 4:00 PM – 6:00 PM Monday – Friday thelearningcenter340@gmail.com – 925-566-4243

Fill out a new application if there is a permanent change in your child's schedule or parent contact information.

A photo ID and/or a signature may be required upon picking up your child.

Pre-Payment is due by the Monday or the 1st day of each week. A \$15 late fee will be assessed for payments not received by 6:00PM the 2nd day of the week. Payment can be automatically debited from a credit card weekly (EFT). Non-EFT payments can be made online or in person at our office, over the phone with a credit card.

WE DO NOT HAVE A DAILY PAYMENT RATE!

Pick-up Time & Late Pick-up Fee

If you are late picking up your child there will be a \$15.00 per 15 minutes or any portion of that 15 minutes to be paid with your next week's payment. **NO WARNINGS!** However, please do not rush in inclement weather. We will take that into consideration.



The Before & After School Program may take the children on field trips. Permission slips must be completed by parents. **Permission slips can be completed when paying on the website.** The permission slips and field trip fees are due no later than three days prior to the field trip, we suggest paying one week in advance. Field trips may be canceled for lack of interest. All requests must be made online. Late sign-ups will not be accepted.

Snacks & Lunches

STS Academy will provide hot meals and snacks every day.
Meal Time 6:00-7:00 AM Breakfast, 12:00-12:45 PM Lunch,
Supper 3:00-4:00 PM
Snack Time: 5:30 PM



Please make sure to inform us if your child has any food allergies or restrictions. We will do our best to accommodate them. In extreme circumstances you may be asked to provide your own meal/snack.

Failure to Call in Policy



Parents **MUST** call STS office if their child is going to be absent; if parents don't call two hours or more prior to the start of the daily program, a possible charge of \$5.00 can occur every time they fail to call to advise us that their child will be absent.

PAYMENTS

Students may be dropped from the program if payment is not received by the 3rd day.

Non-EFT Payment may be made in person at the site location. Monday-Friday, over the phone with a credit card by calling (925) 252-8028).

STS may not send out statements. It is the responsibility of the parent to remit payment by the first DAY of each week.

There will be a \$35 NSF fee assessed for all checks returned. You will need to make this payment and all future/other payments by Credit card, money order, or cash if this occurs.

DO NOT GIVE ANY PAYMENTS TO THE STAFF, PAY COORDINATOR ONLY.

Electronic Funds Transfer (EFT) means STS has a credit card on file to be automatically charged on the 1st day of every week that programs are in session. We Reserve the right to treat a declined transaction (for any reason) as a late payment.

If we have continuous issues with expired, not valid or declined cards from the same individual then we will remove them from the EFT program and they will be placed into the Non-EFT payment option and no longer be eligible for the EFT payments.

Receipts & Tax ID number

Receipts will be given at time of payment, emailed or mailed. If you are a EFT parent and do not receive your receipt by the 3rd day of the week, please contact the office. Yearly Statements are available as well. STS Academy’s Tax ID number is listed on the STS Academy Website www.stsacademy.org and in this document.

BEFORE & AFTER SCHOOL PROGRAM

K - 8th Grade

@ 340 Marina Blvd – Pittsburg, CA 94565

(925) 252-8028

Effective: August 6, 2024

KINDERGARTEN 4 & 5 Year Old	Program Hours		Weekly Rates
EARLY BIRD	6:00am	8:00am	\$160.00
	6:00am	11:00am	\$200.00
	11:00am	6:00pm	\$200.00
LATE BIRD	2:00pm	6:00pm	\$210.00
ALL DAY	6:0am	6:00pm	\$360.00

1st - 8th	Program Hours		Weekly Rates
BEFORE SCHOOL	6:00am	8:00AM	\$ 160.00
AFTER SCHOOL	2:00pm	6:00pm	\$300.00
ALL DAY	6:00am	6:00pm	\$ 300.00

Transportation from the afterschool program to home is subject to a charge of \$60.00 per week. There are no daily rates. Any transportation to student home is subject to a charge of \$60.00. Payable each week.

Mini-Camps: Programs will be offered to participants and families that may run 1 week or more. Mini-camps are designed for students interested and encouraged to try and participate in specialized activities.

These mini-camps will be an additional charge for families, these charges cover the cost of the supplies and the instructor for said program. Prices may vary, these **Mini-camps are not field trips.**

RATES INCLUDE ACADEMICS, DAILY HOMEWORK COMPLETION AND SOME TUTORING.

Space is limited. Call (925) 252-8028 or Main Office 925-252-9199 Today

***RATES SUBJECT TO CHANGE - Discounts cannot be combined.**

Discount for 2 or more siblings in program or employees of STS, City of Pittsburg & PUSD

- Completed hardship applications must be on file to qualify.

Transportation: Transporting students from program to home.

In light of the increasing importance of ensuring safe and reliable transportation for children participating in after-school programs, we want to address the associated costs and considerations.

Transporting students from after-school activities involves several factors that impact overall expenses, including fuel, vehicle maintenance, driver salaries, and insurance. These costs can vary depending on the distance traveled, the number of students transported, and the specific requirements of the program.

We are committed to providing efficient and cost-effective transportation solutions while prioritizing the safety and well-being of the children. To that end, we continuously assess and optimize our transportation methods to balance affordability with high-quality service.

We encourage parents and guardians to share any concerns or suggestions regarding transportation, as we strive to improve our services and address any financial implications transparently.

Thank you for your understanding and support as we work to enhance the after-school experience for all participants.

Rate: \$ 60.00 per week per location subject to a single family

Attendance

Please drop your students off at the start of the program your child is registered to attend. Due to staffing and scheduling students dropped off early, 15 minutes or more before the program begins, may result in additional charges.

If you have a job that varies from month to month and your child will not attend daily because of this, you can leave the scheduled days at the coordinators office. Do NOT give it to the program staff. We only have weekly Rates schedules. Any week or any day of a week attended is subject to the weekly rate.



Illness & medication



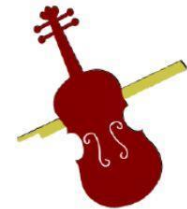
STS Academy Before & After School Program has the right to:
Refuse any child who has an unconfirmed rash, fever, lice, or any other contagious disease or condition. The parent will be contacted immediately and the child will need to be picked up within a half hour.

Any child needing medication dispensed during Before & After School Program hours will need a packet filled out by the parent and a doctor's note, before any medication can be dispensed. The medication must be in a current prescription bottle with dosage, doctor's name and number, child's name must match the name of the prescription on the bottle and the student should be able to take it without assistance from staff. STS reserves the right to refuse to allow a student taking medication to attend the program on any given day.

PROGRAM STAFF CANNOT ADMINISTER MEDICATION TO ANY CHILD UNDER ANY CIRCUMSTANCES.

Extracurricular Activities - MINI-CAMPS

If your child will be involved in any activities, you may be asked to fill out an Extracurricular School Activity Form. This will inform day, date, times and adult in charge. This also gives program staff your permission to allow your child to attend the activity. If it is a one-day activity your child's site coordinator will have extra forms on site. Mini-Camps provided through STS Academy are highly encouraged.



Monday through Friday, students receive *Academic Assistance, Enrichment/Recreation Activities & Tutoring* from certified instructors who follow-up with individualized objectives and goals. Enrichment Activities include Arts & Crafts, Math & Science Projects, Games, Mini-Camps and more. Additional information will be provided via website and site location.

Weapons/Bullying/Fighting

STS Before & After School Program has a ZERO TOLERANCE policy for any of the following:

1. Bullying
2. Fighting
3. Bringing weapons to the Program real or fake will result in a suspension and possible removal from the program with no refund. The Police Department will also be notified.

It is up to the discretion of the STS Coordinator & Director as to the final consequence!
STS Academy will not release any child to a parent or driver who has obviously been drinking. We will call you to call someone to carry the children home safely.

Holidays

The STS program will open on select holidays and non-school days Monday- Friday 6:00AM-6:00PM. We will be closed on most national holidays. See online calendar.
There will be an additional charge for attendance on these days.

Leave Toys at Home

Do not allow your child to bring toys and/or major electronics to the program. STS Academy is not responsible for personal items that are not allowed at the program.

Cell Phone Use



Cell phone use by students in the program is permitted at times. There will be times when students will be asked to put phones away for safety reasons. If you need to reach your child, please call the office at 925-252-8028. Students will be permitted to make outgoing calls to parents or persons approved by parents from the office line. Personal calls and use of cell phones during the program will be limited and supervised.

Payee: Craft Community Care
P.O. Box 1355
Pittsburg, Ca 94565

License Exempt

CALENDAR

Nidia Thomas
Coordinator
The Learning Center
340 Marina Blvd
Pittsburg, Ca 94565
Office: (925) 252-8028
Mobile: (925) 497-9501
thelearningcenter340@gmail.com

Theresa Miller
Executive Director
710 Black Diamond St.
Pittsburg, Ca 94565
Office: (925) 252-9199
tmiller@stsacademy.org

Tax ID
20-1483590

The Learning Center
Will be closed on the following Days

- ◆ Independence Day
- ◆ Labor Day
- ◆ Veterans' Day
- ◆ Thanksgiving Day
- ◆ Day after Thanksgiving
- ◆ Christmas Eve
- ◆ Christmas Day
- ◆ New Year's Eve
- ◆ New Year's Day
- ◆ New Years' Day Observed
- ◆ Martin Luther King, Jr
- ◆ Presidents' Day
- ◆ Memorial Day
- ◆ Juneteenth



STS ACADEMY

- ❖ Academic
- ❖ Art & Craft
- ❖ Sports & Fitness
- ❖ Hot Meals & Snacks
- ❖ Transportation provided
- ❖ One on one Tutoring
- ❖ Homework Help
- ❖ Individual success plan
- ❖ Computer Games
- ❖ Art & Crafts
- ❖ Field Trips

2024-2025