

STS Academy Parent Handbook

2025 Summer Camp

The Marina Community Center

Located at 340 Marina Blvd, Pittsburg

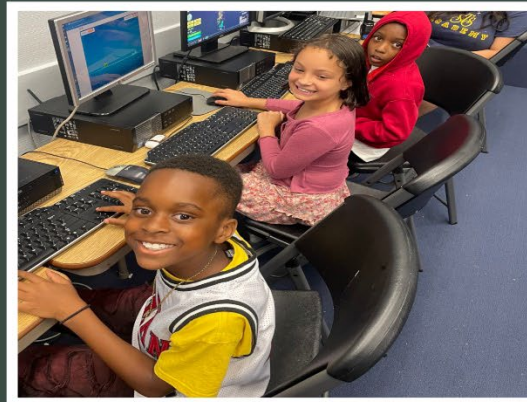
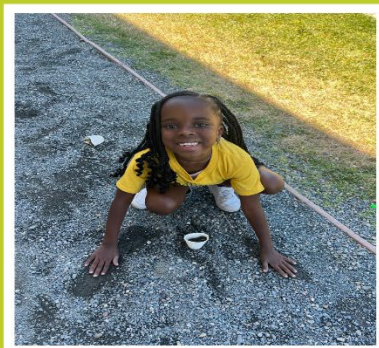


STS ACADEMY

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: June 1, 2025

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P O Box 1355 ♦ 710 Black Diamond Road ♦ Pittsburg, CA 94565 ♦ 925-252-9199 Office
♦ 925-252-8028 The Learning Center/Site
www.stsacademy.org



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, payments, fees, schedules, disciplinary 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, we welcome you to our program.

Sincerely,

Theresa Miller
Executive Director

Procare

STS Academy uses Procare Software to update parents. Procare 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, Procare 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 Procare can offer to parents:

- Attendance Reports
- Daily Reports
- Progress Reports
- Incident Reports
- Billing Statements
- Meal Reports

SPECIAL ACCOMMODATIONS 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.

RESPECT YOURSELF - RESPECT OTHERS - RESPECT THE ENVIRONMENT

Three strikes and you're out

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 Procure. 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.**

Strike	Accountable Behavior	Action Taken
1 st	Bullying	3 verbal warnings
2 nd	Inappropriate language	3 verbal warnings
3 rd	Repeated cell phone use	3 verbal warnings <ul style="list-style-type: none"> • 1-day suspension • Removal from the program • Behavioral contract • Parental conference • Actions timeout

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

You must complete all paperwork before your child can attend. Admission/Registration forms 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

America Estupian 5:45-12p mf thelearningcenter340@gmail.com – 925-732-2719

Admission/Registration

STS Academy requires a comprehensive admission/registration process that includes the following:

- A comprehensive 4-part Admission/Registration form which requires entry of student data, parent data, pick-up data and policy and waiver information.
- The completion of the admission/registration process requires the mandatory completion of a suite of nine Health and Human Services forms.
- The nine forms may be acquired from our website, in hard copy format in person or here:

English LIC #	613A	627B	700	701	702	995A	995E	9221	9224
Spanish LIC #	613A_{sp}	627B_{sp}	700_{sp}	701_{sp}	702_{sp}	995A_{sp}	995E_{sp}	9221_{sp}	9224_{sp}

Fill out a new admission/registration form if there is a permanent change in your child's schedule, or parent contact information.

Student Placement Criteria

Students are enrolled into the program and placed in specific programs and rooms based on the program timeframe selected and the grade the student is currently in. Tutoring, homework assistance placement is based on their current report card and academic performance. Exceptions and modifications to this process may be made upon request.



Student Sign-In, Sign-Out Procedure

The sign-in, sign-out procedure consists of the following 5 steps:

1. Parents download the Procure app, which allows them to sign-in digitally using an PIN number assigned to them at admission/registration.
2. Upon arrival parents walk their child in to an area where the sign-in kiosk is located.

3. Parents enter their 4-digit PIN.
4. When the parent sees their child's image on the screen they sign their signature. The Procure system timestamps their child's arrival.
5. For pick-up, parents repeat the same procedure as is step 4 and Procure timestamps their child's departure.
6. **No minors are allowed to pick-up children. Authorized pick-up guardians as listed in Procure only.**

Pick-up Time

Pick-up time is not later than 6:00 pm Monday through Friday. A fee of \$\$ will charged for late pick-ups.

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

Snacks & Lunches

STS Academy will provide hot meals and snacks every day.

Meal	Time Served
Breakfast	9:00 am – 9:30 am
Lunch	12:00 pm – 12:45 pm
Supper	3:30 pm – 4:00 pm
Snack	5:30 pm – 5:45pm



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

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. 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!

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

Our current rates can be found on our website, on the admission/registration form and by contacting us at: (925) 252-8028 and (925) 252-9199.

MAKE SURE PAYMENTS ARE MADE ONLINE.

Statements & Tax ID number

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.

Supplemental Services

Parents are encouraged to take advantage of the following supplemental services offered by The Learning Center.

- **Transportation**

Transportation consists of transport from the Learning Center to the student's school and from the student's school to the Learning Center. Transportation may also be provided from the Learning Center to the student's home. Transportation to and from Field Trip sites is also provided.

- **Field Trips & Mini-Camps**

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.**

- **Financial Assistance**

Hardship Waivers are available for qualified parents, subject to administrative approval. The Hardship Waiver Discount Application can be found by clicking [here](#).

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 PROVIDE EMERGENCY MEDICAL TREATMENT OR ADMINISTER MEDICATION TO ANY CHILD UNDER ANY CIRCUMSTANCES. DURING MEDICAL EMERGENCIES, OUR STAFF CAN ONLY PROVIDE A SAFE AND COMFORTABLE ENVIRONMENT UNTIL EMERGENCY PERSONNEL ARRIVE.

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.

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**

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.