



SCHOOLMATES *Parent* HANDBOOK



Imagine! Create! Play!

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Welcome to Schoolmates!

Dear Parents and Participants,

On behalf of the Piedmont Recreation Department, the Piedmont Recreation Commission, and Schoolmates Staff, we welcome your family to Schoolmates & Minimates!

Operated by the City of Piedmont, the Schoolmates Programs are for school-aged children (Grades TK–5) and provide opportunities for socialization and play with structured games and activities throughout the day.

To ensure the best possible experience, we ask that you carefully review this handbook as it contains important information to help you prepare for the upcoming school year. We also ask for your understanding as the Schoolmates model is continually evolving, and practices and procedures may change as better protocols are identified.

The policies and procedures outlined in this handbook are designed to ensure the safety of everyone involved in programming provided by the Piedmont Recreation Department.

Thank you!

Schoolmates and Minimates Staff

Schoolmates/Minimates Location & Contact Information

Beach Schoolmates: bsm@piedmont.ca.gov | (510) 420-3077
100 Lake Avenue (portable located next to play structure on Linda Avenue)
Schoolmates/Minimates Site Coordinator: Sarah Normart

Havens Schoolmates: hsm@piedmont.ca.gov | (510) 420-3078
323 Highland Avenue (Room 333: Access to classroom via Vista Avenue)
Site Lead Team: Julia Shotz & Deja Nair
Minimates Site Lead Team: Maddie Mills & C’Airra Callum

Wildwood Schoolmates: wsm@piedmont.ca.gov | (510) 420-3076
301 Wildwood Avenue (portable located behind upper play structure on Wildwood Avenue)
Site Lead Team: Danielle Sanchez & Porschia Louis

SECTION 1: About Schoolmates

History

The Schoolmates Program began in 1981 at Wildwood Elementary School. The program's success enabled the program to be expanded and offered at both Beach and Havens Elementary Schools. The program was created, and continues to be operated, by the Piedmont Recreation Department, under the auspices of the City of Piedmont.

Mission Statement & Philosophy

Our mission is to provide your child with a safe, fun, creative, structured, and loving environment in which they can rely on support and encouragement.

Schoolmates Staff work together to create an atmosphere that is "Good for Kids", and where each child is accepted and supported. Guidelines and limits are established to ensure a physically and emotionally non-threatening environment. To accomplish this, staff assists the children in learning to function as a group, recognize and express their emotions, and develop techniques for effective problem solving.

Similar to a home-like setting, our program instills a sense of security and trust through rules, and helps children develop the confidence to explore, to challenge, to encounter, and most importantly, **to learn through PLAY!** We ask all children to respect their classmates, program staff, the classroom space, classroom equipment, and return what they use at Schoolmates back to its proper place before pick up. Children learn that they are responsible for their own actions and that there is a consequence for every action. We believe teaching is most effective through positive reinforcement and role modeling, and children are taught respect and consideration of others through encouragement, understanding, praise, guidance, a helping hand, and a tender heart.

Staff Qualifications

We take pride in the ability to hire and retain quality staff. College courses and experience are generally prerequisites to become a qualified Recreation Leader. Site Coordinators and Site Leads have additional course and experience requirements. At least one staff with a current CPR and First Aid certification will be on site at all times.

Minimates (PUSD Grade TK)

Minimates is a play-based program where participants continue to learn, grow, and have fun through age-appropriate games, crafts, and sports led by PRD's experienced Schoolmates staff. Throughout the year, creative themes and activities keep kids engaged and having fun, while they continue to make friends, learn, and adjust to their school day schedule.

Who Is It For? Exclusively for children enrolled in PUSD's TK program, extended care options before/after school. **Enrollment is set PER DAY (e.g. Mondays, Thursdays).**

SUNRISE: Morning Minimates (For PM TK Students | \$11.20/hour)

Monday/Tuesday/Thursday/Friday 8:30–11:45 am; Wednesdays 8:30–10:20 am

SUNSET: Afternoon Minimates (For AM TK Students | \$11.20/hour)

Monday/Tuesday/Thursday/Friday 11:45 am–3:00 pm; Wednesdays 11:45 am–1:45 pm

Please Note: The Minimates SUNSET program ends promptly at 3:00 pm (Wednesdays at 1:45 pm). If you need extended care beyond this time, please read program notes in the [Schoolmates](#) section.

*Minimates is located at Havens and Beach Elementary. **Child to Staff Ratio 7:1***

Schoolmates (Grades TK-5)

Schoolmates is a play-based, mixed-aged program that provides after-school care for elementary school-aged children (TK–5th Grades) during the academic school year. Children learn teamwork and cooperation, while developing intellectually, physically, and creatively through structured recreational and educational activities.

SM Block Booking (\$11.20/hour)

Monday/Tuesday/Thursday/Friday 3:00–6:00 pm; Wednesdays 1:45–6:00 pm

Predetermined afternoon timeblocks, starting at 3:00 pm (Wednesdays at 1:45 pm). Enrollment is set PER DAY (e.g. Mondays, Thursdays).

Who Is It For? Families who need consistent after school care, pick ups at or close to program closure (6:00 pm), with minimal scheduling adjustments.

SM Konnex: Flexi-Care (\$13.40/hour)

Monday/Tuesday/Thursday/Friday between 2:00–6:00 pm; Wednesdays 1:45–6:00 pm

Hourly increments starting at 2:00pm* (Wednesdays at 1:45pm). Enrollment is set PER DAY (e.g. Mondays, Thursdays).

Who Is It For? Families looking for flexible, hourly timeblocks throughout the week and broken down into hourly increments (i.e. 3:00–4:00 pm, 5:00–6:00 pm).

***Kindergarten Note:** If your child has a 2:00 pm dismissal time, please enroll in SM Konnex: Flexi-Care to bridge the extended care hour between 2:00–3:00 pm.

*Schoolmates is located at each of the three elementary schools in Piedmont: Beach, Havens, and Wildwood. **Child to Staff Ratio 18:1***

SECTION 2: Registration & Enrollment Procedures

Age Requirements

The Schoolmates Programs are available to children enrolled in TK/Kindergarten through Fifth Grade. **The child must be registered for school, at least 4 years 6 months of age** (Per TK Requirements: must be 5 years by 04/02/2024), **and must be toilet-trained** (see [About section](#)).

Schoolmates Online Registration Requirements

Students who attend the Schoolmates Program must be pre-registered, via [Community Pass](#), prior to attending. To be eligible for Schoolmates/Minimates, parents are required to:

- **Complete online registration** into a Schoolmates/Minimates Program via [Community Pass](#)
- **Complete Participant Intake Form**, available via [Community Pass](#)
- **Store an active payment method on your Community Pass account.** If you have more than one on file, please contact Administrative Assistant, [Jessica Pomey](#), to confirm your preferred payment method when processing monthly tuition.

Minimates (Grades TK)

Minimates Ages & Scheduling Type	Dates of Service & Online Registration Dates	Scheduling Options	Tuition Rates	Withdrawals, Adjustments & Waitlists
<p>Minimates:</p> <p>Grade: TK (Must be enrolled in PUSD's TK Program)</p> <p>Predetermined morning and afternoon timeblocks</p>	<p>August 14, 2023–May 29, 2024</p> <p>Registration in advance, no drop ins</p> <p>Rollover participation available each month</p>	<p>REGISTRATION BY DAY</p> <p>SUNRISE: MORNING MINIMATES (PM TK Students): 8:30–11:45 am; Wed. 10:20 am)</p> <p>SUNSET: AFTERNOON MINIMATES (AM TK Students): 11:45 am–3:00 pm* (1:45 pm on Wed.)</p> <p>*Sunset Hours Pick UP at 3:00 pm Mon/Tu/Th/Fri (Wed 1:45 pm)</p>	<p>\$11.20/hr</p> <p>1st Payment due at the time of registration</p> <p>Tuition Payments: Tuition will be billed on the 10th of each month</p> <p>PUSD & SM Closure Days reflected in tuition price</p> <p>(see Holiday Camp Options during holiday breaks)</p>	<p>Enrollment can roll over each month through the end of the school year</p> <p>Withdrawal Deadline: 15th of every month (email prdrefunds@piedmont.ca.gov)</p> <p>Once withdrawn, cannot guarantee future placement</p> <p>Waitlist Option: Available throughout 2023/2024 school year, with opportunities to enroll as spaces become available</p>

Schoolmates (Grades TK–5)

Schoolmates Ages & Scheduling Type	Dates of Service & Online Registration Dates	Scheduling Options	Tuition Rates	Withdrawals, Adjustments & Waitlists
<p>Schoolmates: Block Booking</p> <p>Grades: TK - 5th</p> <p>Predetermined afternoon timeblocks, starting at 3:00 pm (Wed at 1:45 pm)</p> <p>Consistent after school care with minimal scheduling adjustments.</p> <p>“Set It & Forget It”</p>	<p>September 5, 2023–May 29, 2024</p> <p>Registration in advance, no drop ins</p> <p>Rollover participation available each month</p>	<p>REGISTRATION BY DAY</p> <p>Timeblocks: Mon/Tu/Th/Fri 3:00–6:00 pm</p> <p>Wed 1:45–6:00 pm</p>	<p>\$11.20/hr</p> <p>1st Payment due at the time of registration</p> <p>Tuition Payments: Tuition will be billed on the 10th of each month</p> <p>PUSD & SM Closure Days reflected in tuition price (see Holiday Camp Options during holiday breaks)</p>	<p>Enrollment can roll over each month through end of the school year</p> <p>Withdrawal Deadline: 15th of every month (email prdefunds@piedmont.ca.gov)</p> <p>Once withdrawn, cannot guarantee future placement</p> <p>Waitlist Option: Available throughout 2023/2024 school year, with opportunities to enroll as spaces become available</p>
<p>SM Konnex: Flexi-Care Flexible Hourly Booking</p> <p>Grades: TK - 5th</p> <p>Flexible, hourly increments (subject to availability).</p> <p>Registration is set PER DAY (<i>i.e. Mondays, Thursdays</i>) and broken down into hourly increments (<i>i.e. 3:00–4:00 pm, 5:00–6:00 pm</i>).</p> <p>“Like to Mix It Up”</p>	<p>Monthly Flexible, hourly enrollment</p> <p>Mon/Tu/Th/Fri between 2:00–6:00 pm (Wednesdays 1:45–6:00 pm)</p> <p>Registration in advance, no drop ins.</p> <p>Rollover participation available during each enrollment period</p> <p>Open Registration*</p> <p>Registration via Community Pass July 19 at 6:00pm</p> <p>Online registration available on the 20th of each month at 6:00pm via Community Pass</p> <p>Additional openings are subject to availability (first come, first served).</p>	<p>REGISTRATION BY DAY</p> <p>Hourly Increments: 2:00–3:00 pm (Wednesdays 1:45 pm)</p> <p>3:00–4:00 pm</p> <p>4:00–5:00 pm</p> <p>5:00–6:00 pm</p>	<p>\$13.40/hr</p> <p>1st Payment due at the time of registration</p> <p>Tuition Payments: Tuition processed on the 10th of each month</p> <p>PUSD & SM Closure Days reflected in tuition price (see Holiday Camp Options during holiday breaks)</p>	<p>Enrollment can roll over each month through end of the school year</p> <p>Withdrawal Deadline: 15th of every month (email prdefunds@piedmont.ca.gov)</p> <p>Once withdrawn, cannot guarantee future placement</p> <p>Waitlist Option: Not Available (see open registration notes)</p> <p>Open Registration Periods: Online registration available on the 20th of each month at 6:00pm via Community Pass.</p> <p>Additional openings are subject to availability (first come, first served).</p>

*Updated December 2023

Schoolmates After-School Daily Schedule

Time Blocks	Activities and Play-Based Curriculum
2:00–3:00 pm (1:45 pm on Wednesdays)	Themed Indoor/Outdoor Staff-Led Activities (arts & crafts, sports, games, cooking, sensory activities, gadgets & gizmos, STEM)
3:00–4:00 pm	Homework & Play
4:00–5:00 pm	Table Top Kid Choice Activity Rotations / Staff-Led Blacktop Games
5:00–6:00 pm	Themed Indoor/Outdoor Staff-Led Activities (arts & crafts, sports, games, group challenges, STEM)

**Subject to Change*

2023/2024 School Year Schedule

Hours of Operation

Schoolmates prides itself on being a flexible and affordable after school care program during the calendar school year and has scheduling options to accommodate families' busy life schedules.

Schoolmates: September 5, 2023–May 29, 2024

Monday/Tuesday/Thursday/Friday 3:00–6:00 pm; Wednesday 1:45–6:00 pm

- By Day, Per Month: Based on \$11.20/hr

SM Konnex: Flexi-Care September 5, 2023–May 29, 2024

- Monday/Tuesday/Thursday/Friday, hourly breakdown between 2:00–6:00 pm (Wednesday 1:45–6:00 pm)
- By Day, Per Month: Based on \$13.40/hr

Minimates: August 14, 2023–May 29, 2024

- **SUNRISE: MORNING MINIMATES**** (for PM TK Students): 8:30–11:45 am (Wednesday 10:20 am)
 - DAILY OPTIONS Monday–Friday: Based on \$11.20/hr
- **SUNSET: AFTERNOON MINIMATES**** (for AM TK Students): 11:45–3:00 pm (Wednesday 1:45pm)
 - DAILY OPTIONS Monday–Friday: Based on \$11.20/hr

**Subject to Change*

***Minimates Notes: PUSD's TK Program times vary at each site; Sunset Minimates Hours extended to 3:00pm (Mon/Tu/Th/Fri only)*

Schoolmates Monthly Service Dates

Families are reserving time, space, staffing, and provisions for your child, whether or not they attend. Schoolmates monthly tuition is broken down into flat-rate monthly payments, and are based on the following range of dates (see [CLOSURES](#) Section for program closures):

MINIMATES: Daily Enrollment from 8:30–11:45 am (Wednesdays 10:20am) OR 11:45 am–3:00 pm (Wednesdays 1:45pm)

- August 14–August 31
- September 5–September 29
- October 2–October 27
- October 30–November 17
- November 27–December 21
- January 8–January 31
- February 1–February 16
- February 26–March 29
- April 1–April 30
- May 1–May 29 → **May 29th: Last Day of Schoolmates & Minimates**

SM BLOCK BOOKING: Daily Enrollment from 3:00–6:00 pm (Wednesday 1:45–6:00 pm)

SM KONNEX FLEXI-CARE: Daily Enrollment with hourly increments between 2:00–6:00 pm (Wednesday 1:45–6:00 pm)

PROGRAM SERVICE DATES

- September 5–September 29
- October 2–October 27
- October 30–November 17
- November 27–December 21
- January 8–January 31
- February 1–February 16
- February 26–March 29
- April 1–April 30
- May 1–May 29 → **May 29th: Last Day of Schoolmates & Minimates**

* *Dates subject to change*

PUSD Conference Weeks

PRD and ASE work together to provide extended care opportunities to help families in need of childcare during PUSD's Conference Weeks. Our goal is to help families bridge the gap between 12:00 pm and your child(ren)'s typical dismissal at 2:00 or 3:00 pm.

Please Note: Schoolmates will operate under its normally scheduled hours (Minimates hours may adjust, based on PUSD scheduling). Programming opportunities will be announced closer to scheduled dates.

Schoolmates School Year CLOSURES

Schoolmates will be **CLOSED** on the following days:

Labor Day	Monday, September 4
PRD Staff Development Days	Friday, October 6; Monday, October 9
Veterans' Day	Friday, November 10
November Break*	Monday–Friday, November 20–24
Winter Break*	Friday, Dec. 22; Monday–Friday, December 25–January 5
MLK Jr. Day	Monday, January 15
February Break*	Monday–Friday, February 19–23
PRD Staff Development Day	Monday, March 11
April Break*	Monday–Friday, April 8–12
Memorial Day	Monday, May 27
End of School Year / Summer Staff Development Days	Thursday–Friday, May 30–May 31

*See Non-School Days/Holidays section for break schedule

Non-School Days/Holidays: Days of Operation

At least ONE of our Schoolmates Sites plans to be **OPEN** on the following non-school days with a combination of staff from each site. Hours of operation may vary. Online Registration will be available via [Community Pass](#) (see [PRD Activity Guides](#) for release dates), and will be listed alongside holiday camps (see *screenshot below for Piedmont Recreation Programs module*).

November Break at Havens	Monday–Wednesday, November 20–22
Winter Break at Beach	Wednesday–Friday, December 27–29 & January 3–5
February Break at Wildwood	Tuesday–Friday, February 20–23
April Break at Havens	Monday–Friday, April 8–12

**Dates and locations subject to change*

Piedmont Recreation Programs
Classes, Camps, Tennis Decals, Clinics & More!

Continue

Registration Open

Tuition Payments

When signing up for Schoolmates, families are reserving time, space, staffing, and provisions for your child, whether or not they attend.

Please note the following details regarding tuition details:

- **Program fees are collected on a monthly basis.** A non-refundable first month's tuition payment will be collected at the time of registration and a payment plan will be set up for the remainder of the session.
- Following your first payment, Community Pass accounts will be charged around the 10th of each month, and a confirmation receipt will be sent to the primary email on file.
- **Payment information must be stored on your CommunityPass account at the time of enrollment.**
- **Please keep payment information up to date** and pay outstanding balances promptly to keep your account in good standing. If your family accumulates an extended past due balance, and it is not paid in a timely manner, it may result in program dismissal.
- **Community Pass (CP) Processing Fees:** Please note all transactions incur a small processing fee on Community Pass. There are two transaction types and you can choose which option works best for your family:
 - Credit Card (Visa, Mastercard, Discover): 3% processing fee per transaction
 - eChecking (or eSavings): 1% processing fee per transaction
- Once registered, your child may have an ongoing space until PRD staff are notified, via email, that your child will no longer be attending (see [Enrollment Rollover](#) and [Program Withdrawal](#) sections).

Late Pick Up Policy / Late Fees

Minimates (SUNSET PM Only): Minimates SUNSET programs end promptly at 3:00pm (Wednesdays 1:45 pm). If your child is not enrolled into Schoolmates, and you are more than 10 minutes late picking up your child at their scheduled pick up time, you will be given a one-time courtesy warning. If tardiness becomes an issue, your family will be charged a late pick-up fee of **\$5.00 per minute** after 3:10pm (Wednesdays 3:00 pm). An additional \$1.00 per minute fee will be charged after 3:15pm.

Schoolmates: All Schoolmates timeblocks end promptly on the hour. If your child is not enrolled into Schoolmates for additional hours, and you are more than 10 minutes late picking up your child at their scheduled pick up time, you will be given a one-time courtesy warning. If tardiness becomes an issue, your family will be charged a late pick-up fee of **\$5.00 per minute** after the :10 minute mark (e.g. 4:10 pm) and an additional \$1.00 per minute fee will be charged after :15 minute mark.

Schoolmates closes promptly at 6:00pm. The late fee for arriving to pick up your child after 6:00pm is **\$5.00 per minute** between 6:05–6:10pm. An additional \$1.00 per minute fee will be charged after 6:10pm.

In the event you are unable to pick your child up by 6:00pm, please establish **at least three alternate people that you can call** to pick up your child in an unusual or emergency situation. To prevent a large late fee, keep your Participant Intake Form up to date (see [Communication Section](#)). Provide names and current phone numbers of local people who will help you if you are delayed or in an emergency AND notify your Schoolmates Site Coordinator. If your child is still at Schoolmates at 6:00pm, staff will call someone from your contact list to pick your child up. The site will release your child to anyone who is listed on the Participant Intake Form without further written permission, or without you having notified us.

If, by 7:00pm, we are unable to connect with you and/or any emergency contacts, we will turn your child over to the custody of the Piedmont Police Department.

Enrollment Rollover

Opportunities to rollover enrollment are as follows:

- **Block Booking:** Available throughout the school year. Your child will have an ongoing space until you notify PRD Admin staff that your child will no longer be attending.
- **Flexi-Care:** You will be able to rollover your enrollment up to the next open registration period in December, at which time, registration will be available to all families, new enrollment services dates will begin January 2024. If your child is enrolled into the second semester, enrollment can be rolled over each month through May 2024.

Program Withdrawal & Mid-Year Enrollment

If you wish to withdraw from any of our Schoolmates programs, please contact PRD at prdrefunds@piedmont.ca.gov. **Opportunities to withdraw are available monthly, the deadline is on the 15th prior to the next month's service dates** (e.g. November withdrawal deadline is October 15th). Once withdrawn, PRD cannot guarantee a space will be available should you wish to return to Schoolmates.

Withdrawal Notes

In the scope of Schoolmates registration, withdrawals are defined as a **withdrawal of all hours within the enrolled timeblock** from either the Block Booking or SM Konnex Flexi-Care module. Transfer requests between modules or timeblocks will not be processed unless initiated by the request of PRD Staff.

- **Block Booking:** If your child is enrolled in block booking, a withdrawal includes **the entire range of time** (3:00–6:00 pm; Wednesdays 1:45–6:00 pm). Time will **not** be adjusted to partial time (e.g. change from 3:00–6:00 pm to 3:00–5:00 or 1:45–4:00 pm)
- **Flexi-Care:** Please specify your child's individual timeblocks to be withdrawn, typically by hour (if you have a range time between 3:00–4:00 and 4:00–5:00, it is OK to state 3:00–5:00 pm). Time will not be adjusted to another timeblock or module.

Mid-Year Enrollment

Those interested in enrolling must re-register via **CommunityPass** to add their child back to the Schoolmates roster, or in some cases, waitlist (pending space availability).

- **Blocked Booking:** Invitations to waitlisted families will take place as openings occur via email (typically at the end of each month) and families will have 48 hours to reply back to be added to the following month's roster. Waitlisted families must accept the entire block of time offered, partial hours will not be accepted (please refer to the Flexi-Care module for smaller increments of time).
- **SM Konnex Flexi-Care*:** Opportunities to register are available monthly, pending space availability, and will open to families, via **CommunityPass** on the 20th of each month at 6:00pm.
- **Online registration will be open for 5 days** and will close on the 25th of each month to prepare for the next month's outgoing/incoming enrollment.

**There is not a waitlist for this module.*

For more information regarding program withdrawals and waitlists, please contact Administrative Assistant, [Jessica Pomey](#).

Program Credits & Refunds

Refunds, credits, or prorated fees will only be considered by PRD staff under certain circumstances, such as extended illness or family situations where the child will be absent for an extended period of time.

Participants will not be credited or refunded for when they are absent due to early pickups, play dates, or other scheduling conflicts.

If program dates are canceled due to PRD instructor illness, inclement weather, etc. and a substitution or reschedule is not an option, a credit will be issued to your Community Pass account to use towards payment of your next month's tuition. No refunds.

Absences & Non-Attendance

We care about your child(ren). Please let us know if they will not be attending Schoolmates when scheduled. If you need to report a child's absence from the program or revise pickup information, please email your Site Coordinator, as PUSD does not share attendance information with Schoolmates (see directory for site specific email addresses). No Refunds/credits for absences due to minor illness or scheduling changes.

PRD's goal is to provide available timeblocks to as many families as possible in need of after-school extended care. We understand that while families may not be able to attend 100% of their scheduled Schoolmates time, if non-attendance becomes an issue, PRD staff may evaluate and contact families to adjust their child's enrollment, to provide opportunities for families waiting to enroll into Schoolmates and fill vacancies.

SECTION 3: Program Procedures & Daily Operations

Schoolmates participants will participate in group games, enrichment activities, science, arts and crafts, cooking projects, and physical activities such as dancing, hula hoop, jump rope, etc. Participants will have the opportunity to participate in solo activities (such as reading for fun), but will be encouraged to participate in activities and games to foster a sense of community and inclusivity. Programs will run activities both indoors and outdoors, so it is important that your participant comes prepared for the weather.

What to Bring

In a labeled backpack, your participant should come prepared with the following labeled supplies each day:

- FULL Water Bottle
- Nut-Free Snack
- Any medical items (such as epi-pen) that your child may need
- Sunscreen and Sun Gear: For scheduled outdoor activities
- A change of clothes in case of messy projects, water play or accidents (if needed). These can be stored on-site.

As Bay Area weather often fluctuates, a sweatshirt or light jacket is suggested, and clothing layers are best. Please always send your participant in closed-toe athletic shoes. All articles of clothing worn or brought to Schoolmates/Minimates should be clearly marked with the participant's FULL first and last name.

What NOT to Bring

Toys & Electronic/Handheld Devices

Schoolmates is a play-based program that encourages children to interact with their peers. Participants should not bring cell phones, music or other electronic devices, toys, stuffed animals, any type of collectable cards, or money to Schoolmates. Items can be easily lost, stolen, or broken and are difficult for the child to share. The Piedmont Recreation Department, including Schoolmates Staff and Instructors, are not responsible for any items that are brought and become lost, traded, stolen or damaged. If a child brings a toy/device to Schoolmates and it is broken, PRD will not be responsible for its replacement.

Screen Time

Schoolmates limits the amount of screen-time while the program is in session. While there may be special occasions (movie treats, songs, etc.) where screens are utilized, screens and office equipment is not available for everyday and/or student use.

Check-In/Check-Out: Daily Operations

Check-In Procedures

It is YOUR responsibility to sign your child in each day unless your child is coming to us directly from school.

- **Sunrise (AM) Minimates:** Parents/Guardians are required to check-in their child daily (see site location list at the beginning of Parent Handbook)
- **Sunset (PM) Minimates (via program roster):** PRD staff are responsible for admitting and signing in registered participants into the program, each day when arriving at Minimates directly from school (no drop-ins). Unregistered participants will remain in the care of their TK Teacher and/or school office until a parent/guardian can pick up.
- **Schoolmates (via program roster):** PRD staff are responsible for admitting and signing in registered participants into the program, each day when arriving at Schoolmates directly from school (no drop-ins). Unregistered participants will remain in the care of their teacher and/or school office until a parent/guardian can pick up.

Check-Out Procedures

It is YOUR responsibility to sign your child out each day using our check in/check out protocols.

- State law requires that you must sign your child out daily. For the safety of your child, curbside pickups are **not** permitted.
- Children may only leave Schoolmates with a parent, sibling, or an adult 18 years or older, and who has parental authorization on the child's intake form.
- Written permission is required for your child to be released to someone other than those stated on the intake form (family friends, coaches, scout leaders, neighbors, babysitters, etc.).
- Written permission is required for your child to check themselves out for another on-site program, such as a PRD or PUSD after-school enrichment (ASE) program.
- Children may walk home **only** if written parental permission has been given to Schoolmates in advance.
- Children will **not** be released for play dates unless pre-arranged parental authorization, in advance and in writing, is given to Schoolmates staff.
- Schoolmates staff will not set up playdates for children at the site.
- If emergency authorization is needed, You **must** notify Schoolmates directly. You can email/call your Site Coordinator for an emergency authorization; then sign it in person upon your next arrival at Schoolmates.

SCHOOLMATES PROGRAMS WILL NOT RELEASE YOUR CHILD TO ANYONE WITHOUT YOUR WRITTEN CONSENT.

Program Communications

Schoolmates & PUSD

The Schoolmates Programs are operated by the City of Piedmont, in cooperation with the Piedmont Unified School District, therefore it is necessary to communicate with **both** entities when sharing important medical, scheduling or behavioral information, or when making a last minute scheduling change.

PUSD cannot share information, such as emergency contacts, with the Schoolmates program, therefore all PRD Participant Intake Forms must be on file and kept-up-to-date.

Daily Contact

Communication is paramount to the success of our Schoolmates programs. We encourage you to talk to the Site Coordinator and Site Leads on a regular basis. Being advised of family problems, stressful situations, or even a late night helps us to understand your child's behavior. Feel free to ask staff about the day your child has had at Schoolmates.

Keeping in Touch

Information and announcements will be posted on the parent information board/door and via PRD's eNews. Please check for updates regularly. It is your responsibility to notify Schoolmates of any changes in contact numbers, addresses or emergency information.

Please feel free to direct questions or concerns related to programming, policies, staffing, or a child's participation in the program to your assigned Schoolmates Site Coordinator. In the event your Site Coordinator cannot address your concern or answer your question, they will direct you to a Recreation Supervisor.

Staff will communicate to parents on an individual basis when a situation arises that impacts their child's safety and/or success in the program. Site Coordinators, Site Leads or Recreation Supervisors are also available to answer all questions that arise. Please feel free to contact us at any time.

A staff directory is located in the handbook as well as on the City of Piedmont's Schoolmates webpage.

Lost & Found

We ask that you label all your participant's belongings (first and last name) so that we can do our best to return lost items to the right participant or guardian. PRD will try their best to reunite found items with families, but we cannot guarantee the return of any lost items. Staff will remind participants frequently to collect all their belongings and do their best to sweep the areas and identify/return missing items. After a period of time, items not returned to participants by the end of the session will be donated.

Food Policies

Snacks (Schoolmates/Minimates)

Program participants are required to bring a snack daily. Please provide nutritious and allergy-free foods/snacks. We discourage sweets, and request that your child does NOT bring candy to Schoolmates. Food sharing is not permitted at any time. Any food/snacks provided by PRD will be individually packaged whenever possible.

Lunches (Minimates/Non-School Days)

Children who bring their own lunch to school should have their lunch clearly labeled with their full name (first and last). We discourage the sharing of food due to food allergies and ask that families provide nut-free lunches when possible.

PUSD Lunch Program: PUSD is offering a lunch program for TK students. The Sunrise (AM) Minimates lunch period is between 11:15–11:40 am. If you are planning on taking advantage of this offer, check with your school administration office to check availability and delivery times. Pending time/availability you may need to pack a lunch for your child while at Minimates.

Opportunities for Homework (Schoolmates)

During the school year, space accommodations and time may be provided for students to do homework (due to program size, quiet spaces are pending availability).

SECTION 4: Participant Intake Forms, Program Safety Protocols & Procedures

Participant Intake Forms

Please make sure your child's Participant Intake Form is COMPLETE and UP TO DATE so that staff can be prepared. Schoolmates Staff use Participant Intake Forms to support your child and contact parents for a variety of reasons: Allergy/Medical documentation, injury reporting, authorized pick up verification, late pick up contacts, natural or other disaster information. Parents are required to complete an online Participant Intake Form prior to your child's first day of attendance. We request that you also include at least one out-of-town emergency contact. This will allow for communication to an out-of-area third party contact, if needed, in the event of a disaster.

Schoolmates Participant Intake Forms can be found online via [Community Pass](#) and is **REQUIRED to attend Schoolmates** (failure to do so may disqualify enrollment). Please follow these simple [instructions](#) to complete the online form.

To access/update your child's online Participant Intake Form during the school year, please log onto your [Community Pass](#) account, click on the "View Registrations" tile, and click on the "Edit Form" hyperlink next to your child's registration to view/update your child's intake information.

Please notify your Schoolmates/Minimates Site Coordinator of any updates, as needed. We thank you in advance for your efforts in keeping us up-to-date!

Program Accommodations & Services

In compliance with law, the City of Piedmont will not discriminate against qualified individuals with disabilities in its services, programs, or actions. The Schoolmates Program will only make reasonable accommodations for children with disabilities. Reasonable accommodations will be considered depending on the needs of the child, as well as our staff training and program ratios. However, accommodations that would fundamentally alter the nature of or create an undue financial burden on the program, such as one-on-one care, cannot be made. Parents must provide all pertinent information regarding the child's special needs and complete a written medical/physical care plan to assist staff in the care of their child.

If your child has a special need that may impact their success at Schoolmates, please notify your Site Coordinator prior to attending so that we can create an action plan to ensure their success. **Families are strongly encouraged to give at 1 week's notice so that appropriate determinations of accommodations can be considered.** Schoolmates is legally required to conduct a personal interview with the parent(s) to assess whether we can meet the child's needs. Evaluation of qualifications will be undertaken on a case-by-case basis.

Input from the parents as well as the Site Coordinator with whom the child will be placed, will be taken into consideration. Initial enrollment decisions will be based on reasonable judgment concerning the likelihood that the child's participation in a group childcare setting can provide adequate educational, physical, and social adjustment, given the nature and extent of the disability.

One-On-One Support: Schoolmates does not provide one-on-one support. Families who have a designated 1:1 paraprofessional or aide, and who plans to accompany their child to Schoolmates and/or Minimates, PRD requires a DOJ clearance through the Piedmont Recreation Department/Piedmont Police Department prior to entering the Schoolmates site. Please contact PRD at prd@piedmont.ca.gov to schedule an appointment at least 2 weeks in advance to allow time for scheduling and clearance. Your child's paraprofessional may not attend until the clearance has been submitted to PRD. For more information, please contact Recreation Supervisor, [Katrina Morris](#).

Initial enrollment may be provisional for a period to be determined by the Site Coordinator, and/or Recreation Supervisor, at the time of enrollment. Continued enrollment may be reconsidered at any time, for any child, based on the factors listed above.

Medical Conditions & Vulnerable/High-Risk Group Guidelines

Participants with pre-existing medical conditions, or considered vulnerable/high risk, should consult their doctor before enrolling into Schoolmates/Minimates. Children with allergies, medical conditions, disabilities, or other pertinent health related details should include this information both on their Participant Intake Form and by emailing your Schoolmates Site directly.

Participant Illness

Sick children and staff are required to stay home and will not be allowed to participate in Schoolmates/Minimates if signs of infection or illness appear. "Sick" is someone exhibiting, but not limited to, the following symptoms (even if a medical clearance has been given for your child):

- Fever (at or exceeding 100°F/38°C) or Chills
- Cough or Sore Throat
- Shortness of Breath or Difficulty Breathing
- Fatigue or Muscle/Body Aches
- Severe Headache
- Congestion, Continual Sneezing or Runny Nose: Cloudy or Colored Mucus
- Nausea or Vomiting
- Diarrhea
- Rash that has not been diagnosed as non-contagious
- Head Lice (SM has a "No Nit" Policy)
- Pink eye symptoms: Inflammation of lids and whites of eyes, thick discharge, blurred vision, pain and sensitivity to light

As a general guideline:

- If your child is home sick from school, they may **not** attend Schoolmates that day. This is for the child's own welfare as well as the health of others.
- A child is contagious at the onset of cold symptoms: weepy eyes, coughing/sneezing, shortness of breath, or runny nose, they should be kept at home until these signs disappear.
- A child with a fever (at or exceeding 100°F/38°C), sore throat, chills, vomiting, diarrhea, head lice (SM currently has a "No Nit" policy), rashes or other contagious afflictions will **not** be allowed to come to Schoolmates. Parents/Guardians will be immediately contacted to pick up their child.
- A child should not exhibit a fever for a *minimum* of 24 hours (without the use of fever-reducing medicines) prior to returning to Schoolmates.

Staff will be vigilant in monitoring symptoms of participants and will notify a supervisor if symptoms are present. If your child is ill or becomes ill at Schoolmates, they will be helped to rest quietly until picked up by a parent/guardian or authorized person. Parents/guardians will be notified, via phone, and must be prepared to come immediately or instruct someone from their Participant Intake Form to pick up the child should they receive notification that their participant is showing signs of illness. Parents are expected to pick up the sick child within 45 minutes.

[Medication Forms/Instructions](#)

If your child requires **prescribed medication**, we require a written statement from the child's physician detailing the method, dosage and time schedules by which such medication is to be administered, **AND** a written statement from a parent/guardian of the child authorizing staff to follow the doctor's instructions. All medication must be in original packaging, with labeled instructions, from the prescribing doctor. When possible, please give at least one week's notice to arrange for this service.

In addition to medications, if your child has any known **medical alerts or allergies**, please include this information on your Participant Intake Form **AND** notify your Site Coordinator prior to your child's first day of attendance.

For those applicable, please download and complete the following parent authorization forms, and email submissions to Recreation Supervisor, [Katrina Morris](#).

[Medication Consent Form](#)

[Epi-Pen Plan & Authorization Form](#)

Smoke Days & Inclement Weather*

For the safety of kids and staff, programming may be postponed/canceled due to poor air quality or inclement weather. AQI can change quickly throughout the day and decisions may need to be made right before the start of a program or during a program. Advance notification may not be possible. Program cancellations will be the discretion of PRD staff, or their designated representative, at the program site.

Air Quality Monitoring Site

PRD uses the [AirNow](#) website (which references [Bay Area Air Quality Management District's](#) Laney College Monitor), to determine current PM2.5 levels. AirNow's [Fire and Smoke Map](#) was jointly made by the EPA and the US Forest Service and provides consolidated air quality from several sources in one place. To access your area, click on the colored dot icon on the left side of the map to see specific monitors in our area.

PRD also has a Purple Air sensor, located at 358 Hillside Avenue (PRD).

AQI Thresholds and Notifications

If AQI exceeds 100 PM2.5 (101–150 pm2.5 range is unhealthy for sensitive groups), programming may be modified and/or moved to an indoor location, pending availability.

If AQI reaches 125 PM2.5, parents will receive a status update notification via email. Staff will try to give families at least 90-minutes notice regarding program changes. If after 90 minutes, AQI is still above 125 PM2.5, or exceeds 150 PM2.5, programming may be cancelled. If AQI has fallen below 125 PM2.5 within 90 minutes, programs will continue.

If AQI reaches or exceeds 150 PM2.5, programs will be cancelled, regardless of time frame.

AQI Program Cancellations & Credits

If programs are canceled due to inclement weather, a credit will be issued to your Community Pass account to use towards payment of the next month's tuition.

**subject to change*

Accidents/Injuries

If a participant experiences a mild to serious accident or injury, staff will call the contact numbers listed on your Participant Intake Form.

- If a child sustains an injury needing attention beyond standard first aid, staff will phone the local emergency number/911 for assistance. The parent/guardian will be contacted. If the parent/guardian cannot be immediately contacted, staff will make every attempt to contact a person on the emergency contact list.
- When 911 is called, an ambulance may be dispatched.
- Only authorization by a parent/guardian can cancel an ambulance.
- The determination for transportation may be left up to emergency personnel depending on the seriousness of the injury and the availability of the parent/guardian.
- If your child is transported to a local hospital facility, staff will remain with the child until a parent/guardian arrives.
- The City does not pay the cost of ambulance service, but most family health plans do cover ambulance service.
- The City does not provide accident insurance for childcare children.
- The cost of treating accidents must be assumed by the parent/guardian and/or their health plan.

Emergency Procedures

In case of a serious accident or emergency, Schoolmates Staff will contact you through your child's Participant Intake Form. If staff cannot connect directly with a parent/guardian, the child will be taken by ambulance, if needed, to the hospital for immediate attention. Continued efforts will be made to reach parents and emergency contacts.

PRD/PUSD Disaster Procedures

Our primary concern is the safety and well-being of your child. The PUSD Emergency Plan is posted at each site outlining the steps taken in case of an emergency situation, such as fire, earthquake or other disaster. The Schoolmates Sites are included in all PUSD emergency drills and staff will follow procedures set by the school. Curriculum includes safety, and drills are conducted to keep staff and children aware of correct procedures. PRD also offers SM staff additional training in both First Aid and CPR procedures.

SECTION 5: Participant Behavior Expectations

At Schoolmates/Minimates, children and staff are asked to treat each other with respect, tolerance, kindness, and consideration. The rules and behavior expectations are explained to participants clearly and reinforced in a consistent manner. Reminders and redirection are given in order to encourage positive behavior. When problems arise, the first step is direct communication with the individual(s) involved.

It is the goal of the Piedmont Recreation Department to provide a safe, positive and fun experience for all participants. To achieve this goal, we ask that everyone follow instructions and rules as stated by City Staff and Instructors, use appropriate language, never verbally or physically harm another person, and be respectful of others and their belongings as well as facilities and equipment.

Behavior Guidelines

Staff will keep an open line of communication with parents/guardians. We have established a set of behavioral guidelines that we expect participants, parents, and staff to adhere to:

- Children will listen and speak respectfully to adults and peers. No yelling or using language that includes profanity, vulgarity, obscenity, derogatory, racial or degrading remarks.
- Activities where participants purposely exclude another child will not be allowed.
- Children must stay with Schoolmates Staff, and within program boundaries, at all times.
- Pushing, hitting or other use of physical force is not allowed.
- Spitting or biting of adults or children is not allowed.
- Participants, parents and staff may not destroy or deface any property of the Piedmont Recreation Department or Piedmont Unified School District.
- Children are not allowed to use cell phones or smart watches, including text/voice messaging, without permission.

At Schoolmates, we believe that children should learn that they are responsible for their own actions and that there is a consequence for every action. These guidelines set the standard for and encompass the expectations within our program, but do not cover every possible situation. The Piedmont Recreation Department will consider inappropriate behavior not listed in these guidelines on a case by case basis. By following these guidelines, children can feel both emotionally and physically safe.

When a child is disruptive or needs time to regain self-control, they will be given a break from the group. After the break, the staff and child will discuss behavior options before the child can return to the group. Under no circumstances will a child be subjected to neglect, physical punishment, verbal abuse, or denial of food or restroom facilities. Parents will be notified if a child exhibits unusual emotional or physical behavior that threatens the wellbeing of the child or others in the Schoolmates Program.

Any child who does not accept the physical boundaries of the program, or exhibits behavior that threatens their wellbeing, or the wellbeing of others, is subject to dismissal without notice. Any inappropriate behavior by a parent, including verbal abuse of a child or staff member, or confrontations with staff in the presence of a child, is grounds for termination of the family's participation in the Schoolmates Program, effective immediately.

Behavior Management Plan, Incidents & Consequences

If a child has specific behavioral issues, every effort will be made to implement a behavior management plan consistent with efforts being made at the child's home and school. If a child's behavior indicates that the program is not able to meet their needs, the Site Coordinator will do the following:

1. Staff will take steps to resolve the behavior directly with the individual(s). This may include actions such as repeating rules and expectations or giving verbal warnings. A child may be directed to an alternate activity or given time away from the group to calm and self-reflect.
2. If behavior challenges continue, a Site Coordinator and/or Recreation Supervisor will contact the participant's parents to arrange a meeting to discuss behavioral issues and will ask for their assistance in resolving the matter. A parent/guardian may also request a meeting. Staff will continue to share steps they are taking to correct the behavior. With the parent's permission, school staff and other professionals providing services to the child may be asked to attend the meeting. Parents/guardians must agree to work with City Staff to come to a resolution.
3. Within ten days of the meeting, and in keeping with the conclusions of the meeting, an action plan will be developed that establishes reasonable, attainable objectives for the child. A copy of the plan will be given to the staff and to the child's parents. A log will be kept of the child's progress.

Continuation of misbehavior, or consistent inability to follow these guidelines, may result in one or more of the following, based on the child's action plan:

- Parent or emergency contact will be called to pick-up the child
- An additional Parent/Recreation Supervisor and/or Recreation Coordinator Conference may be required
- After careful consideration, conclusions may result in suspension or dismissal from the program, and is at the discretion of the Piedmont Recreation Department.

If the Site Coordinator feels Schoolmates/Minimates cannot accommodate the needs of the child, or if the objectives established for the child are not met, Schoolmates reserves the right to terminate the child's participation.

If a participant is temporarily suspended or dismissed from the program, refunds or credits will not be issued.

Eligibility to return to Schoolmates/Minimates, may require a participant assessment, with the Recreation Supervisor, Recreation Coordinator and/or Site Coordinator. Pending approval, a revised action plan will be established and must be adhered to.

Consequences for misbehavior may reflect the severity of the participant's actions. Disciplinary steps may not be sequential and one severe act, as determined by the Piedmont Recreation Department, may lead to immediate dismissal from the program(s). Participants may also be dismissed from the program if parents/guardians are refusing to engage and collaborate in a productive manner with staff on working towards solutions.

PARENT HANDBOOK AGREEMENT FORM



I have read the Parent Handbook for the City of Piedmont Recreation Department Schoolmates Program. In reviewing the school policies and regulations, I hereby agree to abide by the rules and regulations of the program.

Child(ren)s Name

Parent/Guardian(s) Name

Parent/Guardian(s) Signature

Date