



THE LION'S DEN

Supplement to
Parent/Student
Handbook
2021-2022

Table of Contents

Welcome Message	2
Program Description	3
Admission Policies and Procedures	3
Behavioral Expectations	4
Discipline	4
Respect and Civility Expectations	5
Arrival and Pick-Up	6
Food at The Lion's Den	6
General Information	7
Nondiscrimination	8
The Lion's Den Childcare Center Admission Agreement	9
The Lion's Den Admission Agreement	11
Payment Provisions	11

Welcome Message

Dear Families:

Thank you for choosing to enroll your child in The Lion's Den for our TK-8 after school childcare program. We understand just how important quality childcare is to your family. Our program is staffed with loving caregivers who go above and beyond for our children each and every day.

Our program is designed with families in mind. We seek to form a partnership with you that promotes the learning and healthy development of your child. Our program complements our educational program at Placer Academy Charter. We offer homework completion time with adult supervision and academic support when needed. Our team will collaborate with our PAC teachers when students need additional support with their homework and other assignments.

Our program also offers weekly art and curriculum based projects. The projects our students complete are aligned with PAC's Core Knowledge curriculum. This program also offers STEM activities once a week. During their stay with us, students are served nutritious snacks and they are offered time in their day for outside play. Playtime outside is a combination of free choice time along with organized, staff led games and other physical activities.

This portion of the Parent/Student Handbook is in addition to the policies already in place at Placer Academy Charter that apply to the enrolled student in The Lion's Den after school program.

We look forward to working in partnership with you throughout the school year. We value the need for close communication between families and caregivers. We look forward to getting to know you and offering your child a safe, caring, and joyful educational environment.

Sincerely,

Jill Godtland, Executive Director
Diana Wilson, Vice Principal
Placer Academy Charter

Program Description

The Lion's Den offers safe, high quality, before and after school care to our families whose children attend Placer Academy Charter in grades transitional kindergarten through 8th grade. Our program offers students nutritious snacks, outside play, homework time, as well as arts, crafts, STEM activities, and projects that coincide with the Core Knowledge curriculum.

In addition to the program described above, students who are in transitional kindergarten who come to The Lion's Den right at lunchtime will be offered a lunchtime meal period. For this meal period students are welcome to bring lunches from home or to order our grab and go lunches from our school program. Grab and Go lunches need to be purchased one week in advance. Details from our school registrar will be emailed to families each week regarding lunch purchases.

Admission Policies and Procedures

Enrollment in The Lion's Den is open to all students who attend Placer Academy Charter in grades Transitional Kindergarten through 8th grade. To enroll your child in our program, please fill out the enrollment form. Completed enrollment forms should be submitted to our Placer Academy Charter office staff. Along with the completed enrollment form, a nonrefundable deposit of \$80.00 is required to hold your child's enrollment in our afterschool program. The deposit for additional siblings is \$60.00 per child. Please make checks payable to Placer Academy Charter. Once enrollment forms and deposits are received, you will be notified of your child's acceptance and placement in our program.

Admission to the Lion's Den program is based on availability and the age of your child. When a classroom no longer has open enrollment positions, a waiting list will be established. Priority will be given to siblings of currently enrolled children. Otherwise, individuals will be placed on the waiting list on a first-come, first served basis. The Lion's Den does not discriminate against any race, religion, nationality, gender, or sexual orientation. Before a child's start date, the parent must have an updated immunization record on an official State form and complete a health history form on file with Placer Academy Charter.

Tuition Payments

Payment must be received prior to the first day your child attends. Thereafter, tuition is due on the first of the month. When withdrawing your child from The Lion's Den, a written two-week notice is required. If the required two-week notice is NOT given, you will be required to pay tuition for the additional two weeks.

- Tuition is based on enrollment NOT attendance. Full payment is required even if the child is not in attendance, regardless of absences or closings.
- No credit will be given for illness, vacation, center closing due to an emergency situation, or inclement weather. The Lion's Den reserves the right to close the center for weather or safety-related reasons.
- All registration fees and tuition is paid by check or cash in our front office. If a check has insufficient funds and is declined, a \$35 late fee will be charged along with any fees charged by the bank to Placer Academy Charter.
- Non-payment of tuition is grounds for immediate dismissal from the center.
- See Admission Agreement for more information.

Behavioral Expectations

Students are expected to demonstrate positive behavior during their time at The Lion's Den and to behave appropriately on their way to and from The Lion's Den. We recognize that these skills are being developed and that mistakes will happen. When these mistakes occur, depending on the severity of the problem, a student may be verbally reminded, removed from the group or activity, have parents involved in a formal conference, or lose privileges. We believe that these are opportunities for teaching and learning. We work with students to recover from mistakes, as mistakes are a vital part of learning. Students are expected to use appropriate behavior at all events that are part of the program at The Lion's Den.

Den Rules and Expectations

- Be Honest
- Be Engaged
- Be Respectful
- Be Organized
- Be Innovative
- Be Caring

Students will learn that the choices they make help form the positive, safe environment that makes this program enjoyable. We strive to make sure that all members of our community follow these school rules and expectations.

Discipline

At the Lion's Den, one of our goals is to foster in students a personal responsibility for their actions. Our students are responsible and will be held accountable for their choices. We subscribe to the tenants of positive discipline, creating a safe, nurturing environment for learning not only academics, but social and civic responsibilities and graces. We believe that discipline is a shared responsibility, which includes the student, all staff members at The Lion's Den, and our parents.

Discipline will be handled primarily at the classroom and activity site level and administered by the teacher. The approach and procedures will be as follows:

- Each classroom teacher will lead the class in developing and posting a set of rules.
- A site-wide set of rules will be in effect for all students.
- Teachers and staff will incorporate the following into their disciplinary procedures as much as possible:
 - A reset period where students have the chance to calm their emotions and consider possible solutions before they work on the discipline problem with an attitude of mutual respect.
 - The notion of progressive discipline when appropriate. This means that as a problem recurs or develops the response and consequences will intensify.
 - The notion of logical consequences wherein students learn to be responsible for their actions by developing and experiencing the logical consequences of their actions.

The director or designee will provide support in disciplinary matter when:

- Progressive discipline has escalated to the point where it is necessary to go beyond the classroom or duty supervisor.
- Misbehavior is so serious as to warrant bypassing the normal progressive steps.
- A reset period is needed and normal ways of providing this are unavailable.
- An emergency exists.

Disciplinary Consequences

Inappropriate choices lead to consequences, which are progressive in nature (i.e, consequences will become more severe if certain behaviors continue). These include:

- Reset in the classroom or on the playground
- Think it over note completed
- Recess detention spend in the classroom or office
- Community service performed by the student
- Referral to the Director or designee
- Loss of privileges
- Conference with parents and director or designee
- In severe cases, disenrollment from after school program.

Disenrollment

Enrollment at The Lion's Den is a privilege not a right. Repeated violations of behavioral expectations will result in disenrollment from the program at the discretion of the director or designee.

Respect and Civility Expectations

The Lion's Den believes that a safe, secure, nurturing and civil environment is essential in creating a nurturing and caring environment to create a community which works together so all Lion's Den

students will reach their highest potential. This expectation promotes mutual respect, civility, and orderly conduct among all Lion's Den employees, students, parents and the general public. This expectation is not intended to deprive any person of his/her right to freedom of expression. Rather, it is intended to maintain, to the extent that is possible and reasonable, a safe, harassment-free workplace for students, families and staff, that is free of disruptive, demeaning, intimidating, threatening or aggressive behaviors.

1. Lion's Den staff will treat students, parents, fellow staff members and members of the public with respect and will expect the same in return.
2. Lion's Den staff will not conduct business with those who use obscenities or otherwise speak in a demanding, loud, insulting or threatening manner.
3. Volatile, hostile or aggressive actions and words will not be tolerated, and individuals who engage in these activities may face penalties up to, and including, criminal prosecution.

Arrival and Pick-Up

Arrival

Students arriving prior to school starting should walk their children into their assigned classrooms. You must sign in your child using the Sign-In/Sign-Out binder or digital kiosk located by the door of the classroom. Students who attend the Lion's Den in the afternoon arrive at the center directly from school. Students are expected to check into their assigned classrooms within 15 minutes of being dismissed from their PAC classrooms. Transitional kindergarten students and kindergarten students are met by staff and walked directly to their assigned classrooms. If parents need to drop off their child(ren) to the center in the afternoon they should follow the early morning routine noted above.

Pick-Up

Parents and guardians should pick up their students in their assigned classrooms. There will be a sign out binder or kiosk by the door of the classroom. Parents and guardians must sign out their children daily. Parents and guardians should always be prepared to present identification when picking up their child(ren). Students will only be released to parents, guardians, and individuals listed on their emergency contact list. Please keep these lists current with The Lion's Den.

Food at The Lion's Den

Students may bring a water bottle, and a snack and/or lunch from home. The Lion's Den serves snacks and lunch as part of the child care program. It is not necessary for students to bring their own snack; however, they are permitted to do so if they like. While planning your child's snacks and lunches, keep in mind you are fueling them to complete their homework and participate in late afternoon/early evening activities and nutritional value is of tremendous importance. To that end, candy and sodas are not appropriate fuel and students who bring candy and/or soda to the center

will be asked to wait until they leave with their parents to eat the candy or drink the soda. Children are encouraged to bring home any food that they do not eat to let their parents/guardians know what they like and don't like. There may be students on site who have extreme allergies. To ensure the safety of all students, food sharing is not permitted.

General Information

Change of Address

Families must immediately inform the office of The Lion's Den of any changes in student/parent addresses, email address, telephone numbers, or other emergency number information.

Closed Campus

The Lion's Den is a closed campus. Once a student arrives, they must remain on campus until they are picked up by their parent, guardian, or authorized emergency contacts person.

Electronic Devices

To prevent disruptions and also to prevent loss and/or theft of personal property, no personal electronic devices are to be used on school grounds by students without specific permission. Students bringing personal property to the center do so at their own risk. Damaged or stolen personal property are the responsibilities of the owner. This includes, but is not limited to radios, CD players, cell phones, iPods, iPads, cameras, and laser pens. Any equipment used without staff permission at school will be confiscated and parents will need to retrieve them. Students may also have a behavioral consequence. The PAC Complete Acceptable Use of Technology policy and Cell Phone and Other Electronic Signaling Devices policy is located on the PAC website. This use agreement remains in effect during non-school hours when your child attends The Lion's Den.

Emergency Drills

Emergency drills are required by law and are important to your safety. When the alarm is first sounded, you must immediately follow instructions and leave the building as directed as quickly as possible. Center staff will go over drill procedures and protocols with students before any drills are performed.

Gum

The Lion's Den has a three-part policy which governs the use of gum at school: 1.) NO GUM 2.) NO GUM 3.) NO GUM! Children are expected to comply with all aspects of this policy.

Hours of Operation

Before School: 7:00 am - 8:00 am

After School K-8 3:15-6:00

After School TK and Minimum Days 12:15-6:00

Lost and Found

If you find articles such as clothing, books, jewelry, etc., please bring them to The Lion's Den Lost and Found box located in the school office. Items not claimed will be donated to charity throughout the year.

Nondiscrimination

The Lion's Den does not discriminate against any child or employee on the basis of actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, immigration status, religion, religious affiliation, sexual orientation, or any other characteristic that is contained in the definition of hate crimes in the California Penal Code.

PAC also prohibits sexual harassment, including cyber sexual bullying, and harassment based upon pregnancy, childbirth or related medical conditions, race, immigration status, religion, religious affiliation, creed, color, gender, gender identity, gender expression, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation. The Lion's Den does not condone or tolerate harassment of any type, including discrimination, intimidation, or bullying, including cyber sexual bullying, by any employee, independent contractor or other person with which The Lion's Den does business, or any other individual, student, or volunteer. This applies to all employees, students, or volunteers and relationships, regardless of position or gender. The Lion's Den will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted.

The Lion's Den Childcare Center Admission Agreement

Child's Name _____

This agreement is entered into by and between _____ and
Parent/Guardian

The Lion's Den.

It is mutually agreed between the parties as follows:

1. The child shall be involved in a program of play and learning experiences that are appropriate for the ages of children enrolled in the program. A balance of active and quiet play is provided, with individual and group activities geared toward the emotional, social, physical, cognitive, creative, language and individual growth of the child.
2. If the child comes to the program and becomes ill, his parent/guardian is called to pick up the child. The sick child will be isolated from the other children until picked up by the parent/guardian. If the child has a fever, stomach or intestinal illness, they will not be allowed back to the program until 24 hours after the illness has passed.
3. If medication is required to be administered, the parent/guardian must complete the medication administration form with Placer Academy Charter.. All medications, if kept on site, must be in the original container with the current effective date and prescribed information and directions for use. This also applies to all over-the-counter medication. All medications must be kept in a secure designated location.
4. In case of injury, the staff shall administer appropriate first aid to the child. If it is the judgement of the staff that the injury is an emergency, paramedics will be called to the site and a parent or guardian shall be contacted.
5. The director or staff members shall notify the child's parent/guardian of suspected exposure to communicable disease.
6. The parent shall complete the Identification and Emergency Information and Physician's Report forms every fall.
7. The director and staff shall attempt to safeguard personal belongings, but shall not be responsible for lost or broken items. Please put the child's name on all clothing and personal belongings.
8. The Director or any staff members shall report to Children's Protective Service or the Police Department as required by the State of California Penal Code, any suspicion of child abuse, sexual or otherwise, neglect, or endangerment of which they may become aware.

9. The child may be required to be removed immediately and without advance notice from The Lion's Den for consistent use of inappropriate language, abusive and/or harmful, aggressive behavior or disruptive behavior, or if The Lion's Den cannot guarantee the safety of the child or other children due to the child's behavior.

10. The child/family may be required to be removed with a two week notice from The Lion's Den for consistent disregard to The Lion's Den policies, failure to pay for services, disruptions to daily schedule and/or the use of inappropriate language, abusive and/or harmful, aggressive behavior or disruptive behavior toward students and/or staff, or if The Lion's Den is unable to meet the needs of the child.

11. The State Licensing Agency has the right under Section 101195(b and c) to interview clients and to inspect and audit client or facility records without prior consent, to observe the physical condition of the client, and to have licensed medical professionals physically examine the client.

12. Concurrent with California Code Section 49068, The Lion's Den reserves the right to contact prior schools that the child has been enrolled in and obtain information and/or copies of student records.

13. Parent has the right to request, in writing, that another parent not be allowed to visit a child or take a child from this facility provided the custodial parent has shown a certified copy of a court ordered custody. If there are court ordered custody measures in place please provide a copy and keep us advised, concurrent with California Code section 102419 parental and authorized representative rights.

14. Breakfast and lunch options are available to purchase at an additional cost of \$6.00 per meal. Please note, meal prices are subject to change based on vendor pricing changes and volume of our food purchases. Current prices will be listed on the order form. Meal orders must be received one week in advance along with payment.

The Lion's Den Admission Agreement

Payment Provisions

(Effective July 1, 2021-June 30, 2022)

The Lion's Den		
Daily Tuition Rates for Before and After School Care		
Annual Registration Fee (non-refundable)	\$80.00 first child	\$60.00 for each additional sibling
Before School Care TK-8	\$ 15.00	
TK and Minimum Day Fee for After School Care	\$ 32.00	
After School Care K-8	\$ 27.00	
Before and after school care TK-8	\$ 32.00	
The Lion's Den is open during school days only. The Lion's Den is closed when students are not in session.		
A 10% discount on tuition is given to staff and to active military personnel.		
Options Available: 2 days per week, 3 days per week, 4 days per week, and 5 days per week. A 10% discount is given when students are enrolled in the 5 days per week option.		

1. A non-refundable registration fee of 80.00/\$60.00 for each additional sibling is due at the time of registration and annually thereafter.

2. Upon attendance a child must have all required paperwork completed and on file with the office of Placer Academy Charter.

3. Tuition is to be paid in advance by parent/guardian on a monthly basis. Charges are based on a calendar month from the 1st through the 31st. You will receive your billing statement the last week of the month for the subsequent month. Your tuition payment will be due on the 1st of each month. If the month's payment is not made by the 5th of the month, you will be assessed a late fee of \$35.00 The first month's bill will be prorated depending on the starting date. Subsequent months will be billed on a monthly basis for the entire month. Late or non-payment of fees is sufficient cause for dis-enrollment.

4.. A child's tuition statement of billing can only be sent to one household. The Lion's Den is not responsible for sending out two monthly statements for one child to a different mailing address. In

the event of a change in marital status, it is the parent's responsibility to determine the financial responsible party regarding tuition payment.

6. A two week advance written notice is required when you no longer desire to have your child attend The Lion's Den. If a notice is not given then you will be billed for those two weeks. A refund for any tuition paid beyond those two weeks will be given to you on the last day of your child's attendance.

7. There are no tuition reductions for holidays or absences. The Lion's Den follows the academic calendar of Placer Academy Charter school and is closed on the same days that the school is out of session. Holiday camps may become available in the future.

8. Children must be picked up by 6:00 PM. A late fee of \$5.00 for every 5 minutes or portions thereof will be charged. Students not picked up on time routinely will be disenrolled from the program.

9. Photographs and video of the children participating in our programs may be published/displayed in public and private settings, including but not limited to slide shows, newsletters, brochures, periodicals, social media for The Lion's Den. Your permission for photographs including your child to be used without compensation is part of this agreement.

Signature Parent/Guardian

Date Signed

Signature of Director or Designee

Date Signed

Please check the program you are interested in enrolling your child.

- Monday - Friday before and after school**
- Monday-Friday before school only**
- Monday-Friday afterschool only**
- Two day a week program. Please select days your child will be attending.**
Monday Tuesday Wednesday Thursday Friday
- Three day a week program. Please select days your child will be attending.**
Monday Tuesday Wednesday Thursday Friday
- Four Day a week program. Please select days your child will be attending.**
Monday Tuesday Wednesday Thursday Friday