



## **PARENT HANDBOOK**

### **Locations:**

#### **Foothill Middle School**

2775 Cedro Lane  
Walnut Creek, CA 94598  
925-934-3324

Email: [teenyouthcenter@gmail.com](mailto:teenyouthcenter@gmail.com)

#### **Walnut Creek Intermediate**

2425 Walnut Blvd  
Walnut Creek, CA 94597  
925-952-4603

Email: [wciteenyouthcenter@gmail.com](mailto:wciteenyouthcenter@gmail.com)

### **Mailing Address:**

P.O. Box 3325  
Walnut Creek, CA 94598

Web: [www.thecreekyouthcenter.org](http://www.thecreekyouthcenter.org)



**Parent Handbook  
Table of Contents**

	<u>Page #</u>
<b>Philosophy</b> .....	<b>3</b>
<b>Eligibility/Hours of operation</b> .....	<b>4</b>
<b>Health Policy, Medications, Emergencies</b> .....	<b>5</b>
<b>Sign in/out Procedures</b> .....	<b>6</b>
<b>Communication/Discipline Policy</b> .....	<b>7</b>
<b>Activities</b> .....	<b>8</b>
<b>Homework Policy</b> .....	<b>9</b>
<b>Evacuation Plan</b> .....	<b>10</b>
<b>Admission Agreement</b> .....	<b>11</b>
<b>The Creek Student Policies.....</b>	<b>14</b>

## **Philosophy**

Creating a bridge between peers, family and community, and the school environment is important to the happiness, the health, and success of the middle school youth.

The Creek provides the opportunity for youth to grow in all areas of development: social, emotional, physical and cognitive. We believe that youth need quality programs that provide supportive learning activities, positive peer and adult interactions, activities that promote confidence and self-esteem, as well as, opportunities for community participation.

The African proverb “It takes a village to raise a child” rings true. We need to work together as parents, neighbors and a community to ensure our youth have the best chance they can to become independent, productive and compassionate adults. The Creek will help our young people to achieve these goals.

## **Eligibility**

Students must be enrolled in grades 6<sup>th</sup> through 8<sup>th</sup> in order to qualify for the program.

## **Days and hours of Operation**

Foothill: Monday, Tuesday, Thursday, & Friday, afterschool until 6:00PM

Wednesday: 1:30 – 6:00pm

WCI: Afterschool until 6:00PM

The Centers will follow the school districts calendars in regard to holidays.

## **Snacks**

Snacks will be provided as students arrive at the facility. Snacks will meet the licensing regulations under Community Care Licensing. Two food groups are required at each snack time.

## **Health policy**

The Creek operates for healthy students and staff only. Students who are mildly ill (e.g. minor cold symptoms) may remain at the Center only with a Director's approval. It is at the Director's discretion to determine if the student is not well enough to attend the program. We want to keep the environment as healthy as possible for both students and staff.

Students may not attend The Creek with:

- Fever
- A skin rash that has not been identified by a phone call or in writing from a physician who has seen the rash.
- Diarrhea/vomiting
- Lice
- Severe cough
- Conjunctivitis

Students may be readmitted:

If visibly free from communicable disease, fever-free for 24 hours, and free of diarrhea /vomiting for 24hours.

### **Medication:**

Medication is given only if parents sign a Center-supplied permission form. Prescription medication must have a prescription label with the child's name and date on it. Any special health needs, (i.e. diabetes, epilepsy,) will be described on the student's health form prior to enrollment.

### **Health Emergencies:**

First aid supplies are kept on site. Staff has first aid and CPR training. If a student becomes seriously ill or injured, 911 will be called first and then staff will notify parents. If a student is taken by ambulance to the hospital, his/her file will be taken with them. A staff member will accompany the student to the hospital and stay with that student until the parent/guardian arrives.



### **Sign in/out procedures:**

1. All Creek students are to arrive at the Center within 15 minutes of the final bell. If the student is coming from another location, parents are to let the staff know prior to enrollment what the expected arrival time of their student will be. There will be a finders fee of \$5.00 if student does not check in within the expected time.
2. If the student is participating in after school sports, clubs, or meeting with a teacher on campus, he/she may leave once he/she has: checked in with staff, documented on the attendance sheet where on campus they are going, and what time he/she will return to the Center. For the first offense, if the student does not return at the written time, staff will send someone to locate that child. If the student continues to lack responsibility for his return to the Center following an activity, parents will be notified and the privilege of self-check in/out may be revoked.
3. Participation in sports/activities off campus must be discussed with the director prior to first date of activity. This is to ensure the whereabouts of the student.
4. Sign/out: Parents/Guardians or adults with written permission from parent, must sign out the student at the end of the day using the electronic clock. Students who will be leaving on their own must have written permission on file, and with the assistance of a staff member check themselves out using the electronic clock.



## **Communication**

Clear communication between parents/guardians, teachers, and students is important in the health, safety, and happiness of the students. Please call to report if your student will be absent and reason for absence. Reporting absences as soon as possible will allow us to offer another student a drop-in space that day.

Any issues or concerns regarding the Center or your child should be discussed with the Directors.

## **Discipline Policy**

Appropriate behavior is expected of each student attending The Creek Youth Center.

The teachers and staff will work with students and families to resolve behavioral issues. If behavior issues are not easily resolved with teacher intervention, a series of steps to resolve behavior difficulties will take place (see steps below). The Creek does not use any form of corporal punishment. Our goal is to work through issues with students using conflict resolution techniques so it is not necessary to contact parents. At the time of a conflict the teacher will have the children involved in the conflict come together to try to verbally resolve the issue. If this process is not successful the following steps will take place.

1. Teacher/child meeting will take place.
2. Phone call to parent/guardian when teacher/child meeting is not effective (possible suspension).
3. Parent/Guardian/Teacher/Student meeting
  - a. Evaluate continued enrollment
  - b. Devise appropriate behavior plan

## **Daily Activities**

**Indoor Activities:** These activities promote cognitive, physical, and social development - Pool, Ping pong, card games, board games, computer games, cooking

**Outdoor Recreation:** These activities promote physical, social and emotional Development – Basketball, Volleyball, Hockey

**Homework Focus:** This is an opportunity for the students to complete homework, do research for class assignments, and practice their computer skills at individual computer stations. Staff is available for homework assistance.

## **Monthly Activities**

**Community service:** Youth will have the opportunity to work on projects at The Creek (food drives, neighborhood projects, environmental efforts, etc.).

## **Other Activities Throughout The Year**

**Parent Education nights:** occasional speakers

**Elective courses for students:** A variety of courses may be offered, such as, self-defense, babysitter certification, CPR/First Aid, and video making.

### **HOMEWORK POLICY:**

The Creek's goal is to foster a student's independence and responsibility for their own homework. The Creek provides appropriate quiet space for students to work on their homework Monday through Friday. The intent of this time is to provide a quiet location for students to concentrate, study, and assist one another with their homework assignments. Staff will be available for homework assistance.

If you find your child is having difficulty with homework, please feel free to contact Directors to discuss a more detailed plan.

### **HOMEWORK AGREEMENT:**

1. The Creek will provide a quiet location (computer room) and some resource materials.
2. The staff will provide assistance; however, they cannot be held liable or responsible for the accuracy of the homework assignments.
3. It will be the responsibility of the parents to check their student's homework for accuracy and or assignment completion.
4. The Creek will provide a set time each day, 3:00-4:30, for homework. If the student needs more time than that, it is up to them to set aside more time. The computer room will be available for additional homework time.
5. All participants must respect the classroom environment.
6. No loud noises or disruptions will be allowed in the computer room during homework hour.

## **Emergency Evacuation Plan**

### **The Creek at Foothill**

In case of a required evacuation from **The Creek at Foothill** premises is necessary the students will be directed to The Foothill Middle School Gymnasium located on Foothill Middle School site or St. Matthew Lutheran Church located on Wigit Ln.

In an emergency please call the Foothill Creek at 925-934-3324

After 72 hours a sign will be posted at The Foothill Gymnasium as to the relocation of each child.

### **The Creek at WCI**

In case of a required evacuation from **The Creek at WCI** premises is necessary the students will be directed to The WCI Middle School Gymnasium located on WCI Middle School site or City Hall on N. Main Street located in Down Town Walnut Creek.

In an emergency please call the WCI Creek at 925-952-4603

After 72 hours a sign will be posted at The WCI Gymnasium as to the relocation of each child.

Staff members will stay with the students for up to 72 hours or until all the children have been released.

The Creek Middle School Youth Center has emergency food and water on hand.

# The Creek Middle School Youth Center

## Admissions Agreement

### Admissions Policy:

The Creek, A Middle School Youth Center accepts applications for enrollment without regard to race, religion, sex, national origin, creed or disability. Students in grades 6<sup>th</sup>-8<sup>th</sup> are eligible for The Creek program. Enrollment is granted based on space available and preference is given to siblings of students already enrolled in the program. When necessary, a waiting list will be maintained and admission will be granted in numerical order of wait-list.

The Creek has a goal of serving the needs of the individual child, family, and all children enrolled in the Center. It may be necessary to assess an individual child on a case by case basis for appropriateness in the program.

### Financial Terms and Agreements:

1. I understand that all forms and registration payments must be completed and returned prior to the 1<sup>st</sup> day of attendance.
2. I will pay tuition by the 10<sup>th</sup> of the month. I understand if I don't use Tuition Express I will receive an invoice via e-mail approximately 10 days prior to the end of the month. A late fee will be assessed at 10% if received after the 10<sup>th</sup> of the month.
3. I agree to pay a \$7.00 convenience fee every month when paying by credit card.
4. I agree to pay the required late fee of \$1.00 per minute after the first five minutes, if I am late picking up my child.
5. In case of withdrawal from the Center, 30 days written notice is needed.
6. I agree to pay a return check fee of \$25.00
7. The Creek will give at least a 30-day written notice prior to any rate change.
8. The Registration Fee is non-refundable
9. I agree to pay a finders fee of \$5.00 if my child does not sign in to The Creek within the allotted time.
10. No tuition refunds for school closure or The Creek closure due to circumstances beyond our control

### Rights of the licensing agency:

I understand and acknowledge that The Creek is a licensed care center and that under California law, the California Department of Social Services has the right at any time, without prior notice or prior consent, to privately interview the children, or staff, to inspect and audit the children's records, to observe the physical condition of the children, including conditions which could indicate abuse, neglect or inappropriate placement, and to have a licensed medical professional conduct physical examinations of the children.

### Photo Usage

The Creek uses photos of students in publications, on social media sites and in marketing materials. **If you do not wish to have your child's picture included, please let us know in writing**

**Termination Policy:**

The Creek reserves the right, in its sole discretion, to terminate or suspend my child’s enrollment effective immediately upon written notice if any of the following conditions arise:

- a. A financial obligation remains unpaid for 30 days following the date such payment is due.
- b. Termination or suspension is in the best interest of my child or the school.

If my child’s enrollment is terminated pursuant to (a) above, I acknowledge that I remain responsible for all unpaid obligations incurred up through the date of termination/suspension. If my child’s enrollment is terminated pursuant to (b) above, any prepaid tuition will be refunded in full (subject to the reduction for any unpaid financial obligations incurred through the date of termination).

**Student Schedule Changes:**

It is very important that you notify The Creek, **VIA EMAIL**, of any change by the 20<sup>th</sup> of the prior month. For example, if you want to change your child’s schedule for the month of January you need to email The Creek by December 20<sup>th</sup> to request that change. Failure to notify us by the 20<sup>th</sup> of the month will result in a non-refundable draw of that month’s tuition.

**Monthly Enrollment Options:**

**Monday through Friday after school until 6:00 P.M.**

Options:

**Daily**

**Drop In:** Drop in is for full day not an hourly option (Call by 8AM on day needed)

**Rates FH**

Daily: MTTHF \$21.50/Day  
 Wednesday: \$26.50/Day (longer Day)  
 Drop in: MTTHF \$25.50  
 Drop in Wednesday: \$30.50/Day (longer day)  
 Minimum Days: \$10 extra if student attends

**Rates WCI/CocoSpa**

Daily: \$21.00/day  
 Wednesday Morning \$15  
 Drop in: \$25.00  
 Wednesday Morning \$18  
 Minimum Days: \$10 extra if student attends

**Please return all forms listed below and sign and date before your student attends**

**The Creek,**

**P.O. Box 3325, Walnut Creek, CA 94598**

Copy of Admission Agreement

Emergency Information Form

Notification of Parents' Rights

Personal Rights Form

Consent for Emergency Medical Treatment Sign out

Form

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of Director \_\_\_\_\_ Date \_\_\_\_\_

## The Creek Student Policies

### Cell phone policy:

Students are permitted to use cell phones at the Creek within limits set by the Directors which include: No photo or video taking.

If cell phone use becomes excessive or inappropriate to the extent that it interferes with the Creek activities or is offensive to others, staff will keep phone in the office until the child leaves at the end of the day. Parents may be contacted.

If photos or videos are taken and the student does not stop after being asked, or repeatedly is caught taking photos or videos, parents will be contacted and more limitations may be set up for this child.

**Romance:** We attempt to create an environment free of distractions so students can concentrate on the activities and homework at The Creek. From time to time, especially in spring, certain students may find their attention wandering. We will remind our older students that at a certain age, hand-holding, hugging, and kissing are considered inappropriate and distracting behavior at The Creek.

**Bullying:** At The Creek we define bullying as a repetitive, intentional, hostile activity with the purpose to harm and induce fear through the threat of further aggression. Bullying can be verbal, physical, relational, or a combination of all three. Such bullying includes the inappropriate and disrespectful use of technology, or “cyber bullying.” In every bully situation there is the bullying behavior, there is a target of the bullying behavior, there are allies, and there are bystanders. All four of these groups have varying levels of involvement and responsibility in promoting, stopping, and resolving these situations. At The Creek, we make our students aware of these different roles and how they can act most responsibly under these circumstances. Students who participate in this kind of activity will be subject to the disciplinary steps as stated below.

### Non-Harassment Policy

One of our goals at The Creek is to help our students develop a positive self-image. The Creek is committed to providing an environment that is free from any harmful or unlawful harassment. The Creek maintains a strict policy prohibiting harassment because of race, culture, ethnicity, age, gender, sexual orientation, social and economic class, religion, family structure, appearance, physical differences, medical condition, learning abilities, or any other basis protected by federal, state or local laws, ordinance or regulation.

We expect our students to refrain from negative verbal conduct such as derogatory slurs, verbal bullying or unwanted invitations or comments; visual conduct such as derogatory posters, photos, drawings or gestures; physical conduct such as assault or unwanted touching; and



threats, demands or retaliation that would be unlawful or harmful to others. Students who participate in this kind of activity the disciplinary steps will be followed as stated below. If anyone believes he or she has been subjected to harassment, it should be reported immediately to the Directors.

**If any of the above behaviors are witnessed or brought to the Staff's attention by a student the following Disciplinary Steps will take place:**

1. Informal resolution: Student accused of bullying/harassment and victim will discuss situation with Director and/or staff member.
2. If resolution can be made between students, staff will closely monitor situation between the two students in the future.

The Director will also call parents to let them know about the situation.

3. Formal Resolution: If resolution is not possible, parents will be notified and meeting with parents and students will take place with Director, and staff if appropriate. Student may be asked to leave The Creek for the day. The incident will be written up and placed in students chart.
4. If bullying/harassment is a continual problem for a specific student, that student may be asked to withdraw from The Creek for the rest of the year.

**Drug and Alcohol Policy:**

No illegal drugs or alcohol are allowed on The Creek premises. If a child is caught with drugs/alcohol, is selling drugs or appears under the influence of drugs/alcohol, the following interventions will take place:

1. Informal resolution: The Director/Staff will meet with student to evaluate if he/she has drugs/alcohol or is under the influence.
2. Formal resolution: If drugs/alcohol are found or the Director/Staff feel the students is under the influence, parents will be called and student will be asked to go home for the day.
3. The Director will meet with the student's parents to decide what the best course of action will be. Referrals will be made to parents for assistance with drug/alcohol issues.
4. If a drug/alcohol situation arises again with the same student, they

may be asked to withdraw from The Creek.