



KAREZ

KIDS AFTER-SCHOOL REACHING EXCELLENCE
ZONE PROGRAM



Made possible by the Expanded Learning Opportunity Program (ELO-P) and the After-School Education & Safety (ASES) funds

LVJUSD: Kids' After-School Reaching Excellence Zone (KARE Zone) Program

ENROLLMENT AGREEMENT AND POLICIES AND PROCEDURES

This document contains the Kids' After-School Reaching Excellence Zone (KARE Zone) Program policies and procedures. At the time of enrollment, you will be asked to sign that you understand and agree to abide by these policies and procedures.

- Students are served without regard to their gender, race, ethnic identification, ancestry, national origin, religion, color, or exceptional needs.
- KARE Zone welcomes the enrollment of children with disabilities; understands the requirements of the Americans with Disabilities Act (ADA) to make reasonable accommodations for such children and with resources implements those accommodations.
- KARE Zone does not provide religious instruction or promote worship within the program.

MESSAGE TO PARENTS

Welcome to the LVJUSD KARE Zone Program. KARE Zone is an after-school expanded learning and enrichment program for TK – 5th graders at Marilyn Ave. and TK - 6th grade at Junction K-8 School. The Livermore Valley Joint Unified School District (LVJUSD) is responsible for the KARE Zone program and collaborates with community partners throughout the school year to make this program successful. Our District continues to take pride in offering our community this program to TK-6th grade students.

We know that your student will benefit from this program and the many wonderful activities that are being offered. In order to provide a safe environment for our students and staff, all rules and procedures must be followed at all times. Therefore, please review this document in its entirety and ensure your understanding of all of the requirements of the program as the delineated policies and procedures affect your student.

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We will inform you as soon as possible whether your application is approved or waitlisted. If approved, you must confirm within one week of receiving notification that your student will participate in the program. If no confirmation is received, the submitted application will be archived.

As part of your student's enrollment in the program, all parents/guardians must attend two mandatory parent meetings. Failure to attend these mandatory meetings may result in your student's suspension from the program.

GENERAL INFORMATION

- The KARE Zone program offers services at two schools (Junction K-8 and Marylin Ave.)
- KARE Zone will be open each day school is in session. The program will begin after school at each site - regular release times and early release times.
- KARE Zone will also be open on certain intersession days as well as days in the summertime.
- Students and parents/guardians are not permitted to order food for students via third-party service (i.e. Door Dash, Uber Eats, Instacart, etc.).

LVJUSD KARE Zone RULES

- School rules will be followed at all times, including any procedures made by program staff.
- Students may use non-personal electronic devices while in the program, such as Chromebooks.
- Students must be enrolled in the program to participate.
- Students must be checked out by an adult (18+) daily to participate in the program.
- For students to participate in the program, they must be responsible, and respectful, and always maintain safety.

STUDENT CHECK-IN & OUT TIME

Before School - Early Release

Parents/guardians will need to identify the reason for early release on the check-in check-out system if the student is picked up from the before-school portion of the program at or before the start of the school day.

After School - Late Arrivals & Early Release

Parents/guardians need to identify the reason for late arrival or early release on the check-in check-out system. A "late arrival" is any student who is not checked in by staff

immediately after school is released. An “early release” is any student who is picked up from the after-school program at or before 5:00 PM. If parents/guardians are picking up their students before the end of the program, they must identify the reason from the list below.

- Off-site enrichment programs
- Family emergency
- Transportation
- Safety issues (darkness, weather)
- Other school programs
- Medical appointment
- Student accident/injury/illness
- Other conditions (state reasons)

LATE PICKUP FEES

During the school year, the LVJUSD KARE Zone before/after-school programs are open until 6:00 PM and cannot remain open after this time. Students must be picked up by 6:00 PM.

For safety reasons, if your student has not been picked up within thirty minutes of the program ending and emergency contacts cannot be reached, the KARE Zone staff will notify the Livermore Police Department.

Late fees will be assessed for any pick-ups made after 6 PM. These fees must be paid to the program at the time of pick-up or on the date indicated on the “Late Pick-up Invoice.” This is a per-family fee.

Late Pick-ups	From 6:01 – 6:05 PM	Each additional minute after 6:05 PM
1 st late pick-up	\$5.00	\$1.00
2 nd late pick-up	\$5.00	\$2.00
3 rd late pick-up	\$5.00	\$5.00

A letter will be sent to the family for the first 3 late pick-ups as a warning and intended to remind the parent/guardian of the importance of picking up their student on time.

A Notice of Intended Action to terminate enrollment will be issued the fourth and subsequent times a student is picked up after 6:00 PM. If a 3rd Notice of Intended Action is issued for a late pick-up within a school year, the parent/guardian is required to meet with the KARE Zone site lead and district program representative supervisor to discuss the action plan needed to continue enrollment. Failure to meet within two weeks of the receipt of the Notice of Intended Action may result in termination of enrollment. If a

subsequent late pick-up occurs after meeting with the site lead, enrollment will be terminated immediately unless an appeal hearing is requested in writing.

STAFF/ STUDENT RELATIONSHIPS

KARE Zone provides a professional intervention and enrichment program. Parents occasionally approach program staff to provide personal childcare outside of the program. To maintain professionalism and avoid the appearance of any favoritism or preferential treatment, this practice is discouraged.

DRESS CODE

The KARE Zone program follows the same guidelines as the Livermore Valley Joint Unified School District. The district dress code is located [here](#).

STUDENT EXPECTATIONS

- Students are to report to the program daily immediately after school daily.
- Students are responsible for completing their homework/class assignments and turning these in to their classroom teachers.
- Students are to be respectful to staff, and other participants, and respectful of the room, supplies, and program.
- Students are to display appropriate behavior at all times.
- Students are to remain in the program until their designated adult picks them up. No one under the age of 18 may pick up a student from the program.
- Students are to bring any assigned homework, classroom assignments, and/or reading material to the program.
- Students are highly encouraged to participate in all activities.

STAFF EXPECTATIONS

- Staff will help students with their homework.
- Staff will ensure the safety of all students in the program.
- Staff will keep records of student attendance.
- Staff will monitor student behavior.
- Staff will communicate any concerns with the student's parents/guardians, and if applicable an incident report will be completed.
- Staff will encourage and support students in each activity.
- Staff will model appropriate language and behavior at all times.
- Staff will respect students and other staff members at all times.
- Staff is not allowed to transport any student.

PARENT RESPONSIBILITIES

The following are parent responsibilities. All parents wishing to have their student attend the KARE Zone program must comply with the following.

- Parents/guardians must complete the online registration for the before and after-school program options.
- Parents/guardians or a designated adult must sign the student out daily. (They must be 18 years of age or older.
- Parents/guardians must contact KARE Zone Program staff (by phone or in person) if a student will not attend the program.
- It is the responsibility of parents/guardians to ensure that students turn in their completed homework to their teachers.
- Parents/guardians will support and encourage their students to participate in program activities.
- Parents/guardians will communicate student and program concerns to the site lead.
- Parents/guardians will provide the KARE Zone program with a written notice of the intention to withdraw a student from the program with at least six (6) weeks prior notice.
 - Tuition-based families: There will be no prorations/refunds on processed payments.
- You must inform us if your student is the subject of a court order and provide us with a copy of such order on request.

ABSENCES AND NO CALL / NO SHOW

- Parent/Guardian will be required to sign to acknowledge receipt of a copy of policy
- If your student is absent from school due to an illness, he/she may not attend the before/after-school program that day.
- If your student is absent from the program for more than five days without a medical reason, his/her enrollment may be terminated and their spot may be given to another student on the waiting list.
- After 3 no-calls/no-shows, the student's enrollment will be temporarily suspended. In order for the temporary suspension to be lifted, the parent/guardian will be required to meet with the site lead and/or the district program representative to discuss an action plan to continue enrollment.
- If the student has an additional 2 no-call / no-shows, a Notice of Intended Action to terminate enrollment will be issued on the 5th no-call / no-show.
- If the parent/guardian requests an appeal to the termination of the enrollment, they will need to submit a request to an appeal review in writing. The termination of enrollment will stand until the appeal is reviewed and processed, and a final decision is made. The review process may take up to 21 school days.

BEHAVIORAL EXPECTATIONS

- The KARE Zone staff will follow the discipline guidelines of LVJUSD. The same rules apply both at school and in the program. This includes reasons for suspension and termination.
- A student will be disciplined at a level deemed appropriate by the KARE Zone staff for inappropriate behavior, such as hitting, swearing, spitting, an aggressive uncooperative attitude, running away, displaying disrespectful behavior towards the staff and/or peers, refusing to listen to adult supervisors, and leaving the school grounds unsupervised. An incident report will be completed and shared with parents/guardians. The disciplinary action may include suspension from the program. In an aggravated situation that cannot be solved with the help of the parent/guardian or is a result of the parent's/guardian's behavior, program services may be terminated. If a student is suspended from school, the suspension will be extended to the *KARE Zone* program.
- Misbehavior in the program is used as a learning opportunity rather than a punitive experience. We encourage students to respect themselves, each other, the staff, and the property of both the program and the school.

HEALTH ASSESSMENT AND MEDICATION AUTHORIZATION

If your student arrives at the site not feeling well, the site lead may call the parent/guardian to pick the student up. The parent/guardian is expected to make arrangements to have the student picked up within 45 minutes of being contacted. If your student is not picked up within 45 minutes, your student will be at risk of being terminated from the program.

- If your student has a fever, diarrhea, or vomiting, they will be sent home.
- If your student has active lice (crawling lice found on the head and nits less than ¼ inch from the scalp) must go home after the regular school day is over. They can return to the KARE Zone Program after KARE Zone staff determines there are no active lice or nits.
- Students who are absent from the regular school day cannot attend KARE Zone on the day of their absence.
- If a student is returning after 5 or more days of medical absences, a note from the doctor or clinic will be required. The note should include any medical restrictions the staff should be aware of regarding the student. The site lead reserves the right to delay the student's return to the program if the student is not able to resume regular program activities.
- If the student becomes sick or injured while in the KARE Zone program, the program staff will call the parent/guardian first. If staff is unable to reach the parent/guardian, they will call a designated emergency contact to pick up the student.
- We are allowed to give students medication during program hours only if the following provisions have been made:

- o Parents/guardians must fill out the [Medication Permission](#) form.
 - The student’s doctor fills out this form on a yearly basis if the student needs medication (prescription and/or over-the-counter) during after-school hours.
 - Parents/guardians also sign the form. Submit the form together with the medication (in its original container, with a pharmacy label, if prescription) to the site lead.
- o All medicine, including over-the-counter medication, must be in the original container.

DO NOT SEND ANY FORM OF MEDICATION WITHOUT ADHERING TO THE POLICY ABOVE, INCLUDING ANY TYPE OF VITAMIN.

REASONS FOR TERMINATION

Enrollment can be postponed or terminated when:

- The student's behavior is having adverse effects on other students.
- Excessive late pick up’s (see above) after 6:00 PM. Excessive no-call/no-shows (see above)
- The parent/guardian fails to comply with the program’s health and safety policies which include: submitting appropriate emergency contacts, failing to sign in and out properly, and failing to honor the contract agreement.
- A parent/guardian who is abusive, verbally or physically, towards staff, program participants, students, or other parents/guardians in the program.
- When staff is required to spend an inordinate amount of one-to-one time with a student for more than two continuous weeks.
- Tuition-based families see the section below.

APPEAL PROCEDURE

An appeal to a Notice of Intended Action to terminate enrollment may be made by submitting a written request for an appeal hearing before the effective date listed on the notice. The request for an appeal must be submitted to:

Livermore Valley Joint Unified School District
 685 E Jack London Blvd.
 Livermore, CA 94551
 Attn: Livermore *KARE Zone* District Coordinator

TUITION-BASED FAMILIES

Families can pay via debit card, credit card, cashier's check, or money order. We do not accept cash, personal checks, or digital payments such as Zelle, Venmo, or Cash App.

You can mail your payment to:
Livermore Valley Joint Unified School District
685 E. Jack London Blvd.
Livermore, CA 94551
Attn: Curriculum ELO-P

Fees & Due Dates

- Program fees will be billed monthly and due by the 15th of the previous month. Fees will be collected in advance before services are rendered. For example, if your student has an October 1 start date, initial tuition fees will be due by September 15.
- Program fees for August:
 - Students who participate in July and wish to continue their participation during the month of August, will have full tuition fees for the month of August due by July 15.
 - Students with a start date of the 1st day of school (typically 3rd week in August), will have prorated tuition fees due by July 15.
- If payment is not made in full by the due date, a late fee of \$75 per week will be applied.
- If payment in full, including the late fee is not paid by the 2nd week, a Notice of Action to Terminate will be issued.
- If payment in full is not made, including incurred late fees, a Notice of Termination will be issued on the 14th day of non-payment. The notice will contain the reason for termination, and the last day the student will have access to the program.
- No refund or prorated fees will be given for periods when the student is absent due to illness, unforeseen closures due to weather events (i.e. air quality), and holidays on the part of either party. The program is closed on observed holidays. LVJUSD is not liable for costs that are incurred if the program is unable to provide childcare for any reason.
- ACH Return Fee \$35.00
- Credit/Debit Card Decline Fee \$35.00