



2019-2020 Coyote Arts Program
After School Care Program

C.A.P. PARENT HANDBOOK

Locations:

Media - 2709 Media Center Drive
Los Angeles, CA 90065

COLO - 322 S. Ave 18
Los Angeles, CA 90031
Entrance gate on Ave 19
(213) 952-8457

C.A.P. Office Phone: (323) 539-2810 extension 306
Email: cap@losfelizarts.org
Fax: (323) 539-2815



Please Read all the information as there are updates every year.

**Los Feliz Charter School for the Arts
2019-2020 Coyote Arts Program - C.A.P.
Parent Handbook**

Program Goals: Coyote Arts Program (C.A.P.) will provide enrichment & care that supports academic and social guidance through the arts, project-based learning, and community (social) interactions.

Hours of Operation:

School Dismissal – 6:00 pm. C.A.P. begins at your child’s dismissal time and ends promptly at 6:00pm.

Addresses & Phone Numbers

LFCSA & LFCMSA
2709 Media Center Drive
Los Angeles, CA 90065

Fax Number: (323) 539-2815

CAP Office Phone: (323) 539-2810 ext. 306

****After 3:30 please use ext. 301**

CAP Office Email: cap@loshfelizarts.org

CAP Program Manager Phone: (323) 539-2810 ext. 306 **Email:** jcastro@loshfelizarts.org

CAP Billing and tax ID, please email: mmanalastas@loshfelizarts.org

LFCSA at Albion Elementary School (COLO)
322 S Ave 18
Los Angeles, CA 90031
(213) 952-8457

Cost:

Regular Schedule Rates:

\$15 per day for the first child – *please refer to pg. 8 for explanation in increase of cost*

\$12 per day for additional children

Drop-in Rates:

\$15 per day, per child Drop-In fee - Applies when a parent adds a day after the 1st of the month or on an as needed basis.

***Families qualifying for Free and Reduced Rates should inquire about available rates that pertain only to regular schedules, not Drop Ins. In the event your family cannot afford program rates please contact our C.A.P. Office Manager.**

Enrollment: Please review all of the information in the **CAP Parent Handbook** as it outlines all policies of LFCSA’s Coyote Arts Program. Submit a completed **Registration Packet** to the C.A.P. office 24-48 hours prior to your child’s needed start date. Registration forms will be processed in the order they are received and are available on the school website.

An **Enrollment Change Form** is due at the start of the month if a change in your child’s schedule is needed. We plan based on enrollment numbers. Therefore there are no credits or refunds for unused days. Be sure to change your child’s enrolled days to avoid unnecessary charges.

Registration: Only complete Enrollment Packets will be accepted and processed. Parents will receive an email/phone call from C.A.P. Staff informing you of your child’s start date. Parents may select the number of days per month they would like their child to attend.

Attendance: In the event your child will be absent from CAP or you are adding a day your child is not registered to attend, **you are required to notify the LFCSA Office and C.A.P. Office first by 12:00 pm.** Information received after 12:00 pm complicates program operations. Additionally, please notify the C.A.P. office if your child will be leaving during carpool with another family on one of their registered C.A.P. days.

Late Pick-up: C.A.P. services end promptly at 6:00pm. In the event you will be late, you are required to call the C.A.P. after 3:30pm line (323) 539-2810 ext. 301 to notify C.A.P. staff. Families will be charged a late fee of \$1 per minute after 6:00pm. Late Pick-up fees are due at time of pickup or the following school day. Unpaid fees will be added to the next month’s enrollment payment. Multiple late pick-ups can result in disenrollment of the C.A.P. Program.

Parent Handbook- Billing & Payment

Payment is due in the form of cash, check, or credit card on the 1st week of each month for that service month. Auto-payments will be processed on the 1st week of each month. Late fees apply to payments received after the 1st week of each month. As needed basis schedule payments are due at the end of the service month once C.A.P. days of attendance are totaled.

Late Payment Fees:

A \$25 late payment fee will be added to all payments received after the 1st week of each month. Additionally, a \$25 late payment fee will be applied to all declined credit cards and returned checks. Returned checks will also include an additional bank fee. These fees cannot be waived. Please be sure to keep up to date credit card information with C.A.P. management along with the card's CVV 3 digit code.

Late Pick-up Fee:

C.A.P. service ends promptly at 6:00pm. Please arrive on time. In the event you will be late, call the **C.A.P. after 3:30pm line 323-539-2810 ext.301** to notify C.A.P. staff. Families will be charged a late fee of \$1 per minute after 6:00pm. Late pick-up fees are due at pick up or the following school day. In the event that your child is picked up late from the program on multiple occasions, additional fees beyond \$1 per minute after 6:00pm will be applied. Unpaid fees will be added to the next month's enrollment payment.

Note: Failure to make payments on time can result in disenrollment of the program.

Parent Handbook- Program Structure

Simply indicate the days your child will attend in your Registration Packet.

You may also write "AN" for "AS NEEDED BASIS" (also referred to as a "DROP IN.") Please call before 12 PM noon of the day you would need your child to stay in after school. **Due to the high demand for after school care, we may or may not have space for your child(ren) depending on the day, weather, school events and if the program is short on staff for that day. Requests made after 12 PM noon will not be accepted.*

SAMPLE DAILY SCHEDULE

Students will be grouped together according to grade level.
Dismissal
Snack & Free Play (45 min)
Arts-Integrated Enrichment/Themed Activities
5:15PM - Multi-age Free Choice Activities/Play
6PM – end of CAP

2019 – 2020 C.A.P. Themes:

We will begin the year with a 2-week Opening Session focused on community building, program expectations and ice-breaker activities. The Opening Session will be followed by themed-based sessions, a new theme every month. Our C.A.P. instructors will present lessons based on our themes of Culture, Exploration & Experimentation, Appreciation & Celebration and Our Environment. The remaining themes will be determined after receiving input from C.A.P. students. We hope to create an environment that encourages deep exploration and understanding of our themes/curriculum through engaging the students

Homework (specific to Media Center)

The base C.A.P. program is designed with a variety of arts and enrichment activities, as well as free choice. We understand that students and their parents would like dedicated time within the schedule for homework support. If you would like your child to do homework during CAP – please let the C.A.P. Office know. We will consult with teachers and tutors to help support your child's academic needs.

Enrichment Clubs

A variety of clubs (in house and outsourced) will become available throughout the school year, usually beginning sometime in October. Registration for clubs may or may not require additional payment(s). Some clubs have grade level restrictions. Club samples include Professor Egghead, Robotics and Coding, Dance, Film, Tinkering, Cooking Club, Sports, and Spanish Club.

Pick up Procedures & Policy

Pick-up Policy

Parents may pick-up their child at any time during the C.A.P. hours of operation. The following guidelines apply:

1. Students will only be released to parents, guardians and individuals who appear on a child's *LFCSA Authorized Pick-up List*. Please arrive with a photo ID to expedite the check out process. Contact the C.A.P. Office to submit additional individuals to your Authorized Pick-up List. It is required to notify the office if a parent or guardian will not be picking up their child.
2. **Carpool Pick-up:** C.A.P. Students may be picked up during carpool. You are required to let the C.A.P. Office know via email or phone if your child(ren) will be going home during carpool and not attending C.A.P.
3. **Pick-up after Carpool:** Carpool ends at approximately 4:00 pm each day. After carpool ends, individuals arriving for C.A.P. pick-up are required to park in a designated LFCSA parking space *behind the black gate, enter the building, and sign out their child*.
4. **After 3:30 pm: Please feel free to call the C.A.P. front office line 323-539-2810 ext. 301** to arrange for your child to meet you in the front office after 3:30 pm for sign out. Due to the C.A.P. staff's concern for safety and school property, students will not be allowed to retrieve their belongings by themselves after they have been greeted and signed out by a parent or guardian.

Once you have arrived in the front office and have signed out your child for the evening, he/she is no longer under the supervision of their C.A.P. instructor. If you are informed that your child has left an item behind, you will be required to escort them back into the school to retrieve the item. Please do not allow your child to return to play on the yard or other classroom areas, as this is disruptive to the C.A.P. environment.

Speed Limit

Please be mindful of the 10MPH speed limit of our business park. Failure to adhere to this limit is a safety issue and poses a threat to our relationship with neighbors and our school's facility rental with our landlord. Drive safely for the sake of our children, neighbors, families and staff.

LFCSA Designated Parking Spaces

LFCSA is authorized to park in the spaces behind the black gate. *Please do not park cars in the carpool area or the 6 handicapped parking spaces*. There are 4 handicapped parking spaces directly facing the front office and 2 handicapped parking spaces facing away from the front of LFCSA. Please remember to make your handicapped placard visible when parking in any of the handicapped parking spaces.

Handicap Parking Spaces are reserved for individuals with authorized placards. Please respect the law and our enforcement of it.

Behavior & Safety Policy

Policy & Procedures

The Coyote Arts Program (C.A.P.) is an enrichment program designed for students of LFCSA. In order to promote a safe, high-quality experience students are expected to follow all LFCSA school rules in regards to safety, learning and effective communication while participating in the C.A.P. Program. C.A.P. Staff works with students to develop written behavior expectations for each group. In addition, C.A.P. Instructors and Program Coordinator will communicate directly with classroom teachers in designing behavior interventions that support and compliment those in place for each child during the regular school day when necessary. C.A.P. Staff are trained to implement LFCSA's positive behavior management system, Cool Tools. ***Please have your student(s) sign and turn in their Student Expectations/Behavior Contract page with the Registration forms.***

Safe School/Cool Tools

As a safe school, we are committed to a caring community for learning in a safe environment. Therefore we will adhere to the following guidelines: **1)** We will respect differences of all types-physical, mental, emotional, social, and spiritual. We will work to keep our school free of verbal and nonverbal put-downs regarding the following: academic progress, age, appearance/ body image/mannerisms, athletic ability, belief systems, cultural, ethnic, and/or racial background, family background, and family composition, friendships, languages, learning styles, physical challenges, sexual harassment of any types including gender stereotypes and homophobic taunts. **2)** We will use school-appropriate language. **3)** We will not tolerate physical taunts or threats. As a safe school, we will accept responsibility for our words and actions without excuses.

Unsafe behaviors interfere with the effectiveness and safety of all children and staff. This includes defiance of authority and danger to themselves or others. When a student displays unsafe behaviors he or she will have a conversation with the C.A.P. Program Coordinator.

C.A.P. Program Coordinator will:

1. Ask the student to share the details of the incident
2. Interview the C.A.P. Instructor or adults observing the incident and all students involved
3. Discuss acceptable student actions and behaviors
4. Have student make a plan for next steps
5. Oversee a repair conversation with other individuals if others were involved
6. Determine whether student returns to the activity or is sent home
7. Contact parent or family within 24 hours
8. File paperwork in individual student's file
9. Request support from After School Administrator via email, phone call, or face-to-face conversation as needed

Parents will receive communication via phone, email, or face-to-face conversation from the C.A.P. Program Coordinator within 24 hours of an incident. Repeated violations may result in an extended C.A.P. suspension to be determined by C.A.P. Program Coordinator and Administration.

Suspensions in Coyote Arts Program:

In the uncommon event that a student's behavior breaks Safe School Code including: consistent bullying, discrimination, harassment, intimidation, and violence or threatens to cause physical harm to another an extended dismissal will be determined. Safe School violation will result in an automatic suspension from C.A.P.

1. Child will be immediately removed from C.A.P. activity
2. C.A.P. Program Coordinator will interview all individuals involved and record written documentation.
3. C.A.P. Program Coordinator will contact LFCSA Administrators via phone or email to discuss suspension.
4. Parent(s) or guardian will be contacted and required to immediately respond and arrive at school to pick up the child. Parent or guardian must enter the building to complete paperwork, participate in a suspension meeting with the C.A.P. Program Coordinator and remove child from campus. Suspension forms will outline the number of days of suspension. In the event a parent must leave the campus before paperwork is completed, the C.A.P. Program Coordinator will email a form or provide the paperwork the following day. A signed copy must be filed with the C.A.P. office prior to the child returning to the program.
5. Within 72 hours of suspension, C.A.P. Program Coordinator will create a written behavior plan that includes input from parent, student, C.A.P. Instructor and classroom teacher for the child's return to the program.

Following the 3rd suspension in a calendar year, a child will not be allowed to attend the Coyote Arts Program.

C.A.P. Suspension Form (Example)

Date: _____

Mother/Guardian: _____ **Father/ Guardian:** _____

To the parents of: _____

Please be advised that the above named student is being suspended from LFCSA's C.A.P.

Program for the following reason (s): _____

Brief description of the incident causing the suspension: _____

Expectations for student returning to C.A.P. : _____

A behavior plan has been discussed and will be implemented when the child returns to C.A.P on: _____

*In accordance with the Coyote Arts Program C.A.P. policies for behavior and safety, student will not be able to participate in the program after a third suspension in a calendar year. This serves as the _____ suspension from CAP for **2019-2020**.*

I understand the terms of the suspension:

Student Signature

Date

Parent or Guardian Signature

Date

C.A.P. Program Coordinator

Date

C.A.P. Administrator

Date

C.A.P. Leadership & Structure

The Coyote Arts Program has an organizational structure that includes staff and volunteers. **C.A.P. Program Coordinator/Manager** oversees the day-to-day operations of the program including staff supervision and support, staffing, parent communication, and programming under guidance of an LFCSA Administrator. Our **C.A.P. Office Assistant Manager** is responsible for communicating with parents and teachers regarding reports, registration, enrollment and billing.

Volunteers

We encourage family involvement and volunteerism in our program. If you have a special talent or time to contribute, please contact the C.A.P. Office to let us know your hours of availability. All volunteers must have a current TB Clearance on file and a meeting with the program Director prior to working in the program. If volunteering for extended period of time a Live Scan will also be required.

Donations

C.A.P. goes through a lot of materials on a weekly bases for our projects, donations are always accepted and deeply appreciated.

CAP Staff Training

Qualified individuals are hired based on their experience in working with elementary age children and desire to plan and implement arts-integrated experiences in the after school setting. All staff will participate in LFCSA's weeklong summer training institute in August. Additionally C.A.P. Instructors are partnered with LFCSA Teaching Staff to support ongoing collaboration and professional development.

Communication

Parents are encouraged to communicate directly with the C.A.P. Program Coordinator via email, phone or face-to-face conversations. If you wish to schedule a meeting with your child's C.A.P. Instructor leave a message with the C.A.P. Program Coordinator or Office Manager. We will continue to send out a Friday C.A.P. E-Blast to communicate program related information. Announcements will be updated in each new E-Blast that will include club information.

Photo Release

C.A.P. will reference what is on file in the student information system.

Computers

CAP Permission slips will be available in the school year, separate from the permission slips from class computers.

Movies

Are shown during CAP on rainy days, hot days, and CAP Parties, and possibly also on early dismissal days.

Lost & Found

Please be sure to label all personal items (clothing, lunch boxes, school supplies) sent to school. If an item has a name, it can be returned to its rightful owner. Please check the Lost & Found weekly for misplaced items. Periodically, unclaimed items are donated to shelters in our local community or sold with proceeds donated to LFCSA.

Technology, Toys and Valuables

We will enforce all LFCSA rules regarding use of technology (computers, cell phones, ipods, ipads etc.) during C.A.P. Students are not allowed to bring technology, toys or valuables to the program, unless there is a specified day that students are allowed to bring them (for instance Electronic day, Celebration in Class). In the event a staff member learns that such an item is on campus, a C.A.P. Office Manager will collect the item, contact a parent or guardian, and store the item in the office for pick-up by an adult. This policy is designed to safeguard your child's valuables. C.A.P. is not responsible for any lost or misplaced items.

No Glass at School

This includes water bottles, mason jars, soda bottles, glass food containers. These items are not safe and can cause an extreme safety hazard if broken. Thank you for your support in keeping our school safe!

Los Feliz Charter School for the Arts
2019-2020 Coyote Arts Program - C.A.P. Parent Handbook
Frequently Asked Questions

FOR THE COMPLETE C.A.P. PARENT HANDBOOK PLEASE REFER TO OUR SCHOOL WEBSITE: www.losfelizarts.org

Why does C.A.P. cost more this year? C.A.P. funding is dispersed throughout our school to support other school wide projects. Our aim this year is to provide more reasonable raises for the C.A.P. Instructors who have been with LFCSA and your students for years and have not yet received one. In addition, C.A.P. will be expanding on revised structure with services like tutoring, sports, and additional clubs throughout the year in hopes that students become well engaged in these activities. Activities and clubs will vary by school and by grade level.

Who will be working with the children? C.A.P. Instructors are hired based on their experience working with children and interest in facilitating arts education with students.

How will students be grouped? By grade levels. However, all grades share the playground after school.

Will my child be able to start C.A.P. the same day I turn in the registration paperwork? No, please allow 24-48 hours for our office to process registration paperwork. You will receive an email or phone call from C.A.P. letting you know your child's available start date.

Will snacks be provided? C.A.P. does not provide snacks due to special dietary needs and allergies.

What is the procedure to pick up my child? During carpool before 3:30 you may call the C.A.P office ext.306 to have your child ready at the car pool area for pick up. After 3:30 please park and come in to the front office to sign out your child. C.A.P. starts from your child's dismissal to 6 p.m. You will be charged \$1 per minute after 6 p.m.

How do I change my schedule? In order to properly staff and plan arts integrated experiences, we must know who is enrolled. Families must submit an *Enrollment Change Form* by the 1st of the month to communicate their childcare's schedule. Adding days after the 1st will result in a Drop-In Fee \$15 per child per day.

What if I need my child to attend C.A.P on a day they are not scheduled? For same day changes, email or call C.A.P office by 12:00pm. If staff is not notified by 12:00 pm your child will be sent to the auditorium at dismissal and may remain there until carpool is finished. A Drop-In Fee will be applied.

What is the cost of the program? The rate is \$15 per day for the 1st Child and \$12 per day for additional children. Families who qualify for LFCSA's Free or Reduced Lunch may inquire about reduced rates. Drop-In or on an as needed basis schedule \$15 rate per day per child.

When is payment due? Payment is due on the 1st week of each month. Automatic credit card payments are processed at the same time. A late payment fee of \$25 will be charged on all payments received after 1st week of each month and returned checks or declined credit cards. Failure to pay on time can result in disenrollment of the program.

Will I be refunded/credited if my child misses a day? *Refunds and credits are not offered for missed days.* However, you may change your schedule for future months by contacting the office to avoid being charged for days that you know they will miss (vacations, doctor's appointments, etc.) before the 1st of that service month. You will be required to come into the CAP office to sign a form.

What if I want someone else to pick up my child who is not on the pickup list? You may add individuals to your *LFCSA Authorized Pick-up List* by signing a form with the front office. For one time pick-ups, please email the C.A.P. office cap@losfelizarts.org. For safety purposes, please provide the first and last name of individual and their relation to your student. He/she must provide a photo ID at the time of pickup.

Note: C.A.P. kids are expected to follow the same school wide rules and norms as during the school day. Failure to meet student expectations can result in C.A.P. suspension and C.A.P. disenrollment.