



City of Dublin LITTLE CLOVERS Extended Learning PARENT INFORMATION SHEET

The City of Dublin Little Clovers Extended Learning program is specifically designed for your Transitional Kindergarten (TK) student. Our program is centered around a theme-based curriculum, allowing children to explore and learn in a fun and engaging way. In addition to our theme-based curriculum, we also place a strong emphasis on kindergarten readiness. We will focus on literacy, math, science, and social-emotional development. Our dedicated and experienced staff at Little Clovers are committed to providing children with a nurturing and enriching environment. Our program is designed to be flexible and responsive to each child's individual needs. At Little Clovers, we prioritize every child's overall well-being and development.

Program Schedule:

- 4-day program: 8:45 am – 11:15 am Mon, Tues, Thurs, Fri
- 5-day program: 12:00 pm – 2:30 pm Mon – Fri
- **Please note:** Little Clovers follows the DUSD holiday/no school schedule.

Sign-In / Sign-Out Procedure:

- An adult must walk your child to and from the classroom. If you are unable to escort your child to the room, please make arrangements for another adult to accompany him/her. All students are required to be signed out by an adult, 18 years of age or older, listed on their emergency form each day at the end of program. A personal quick response code (QR code) will be required for the sign-out process. Please access your unique QR code from your ePACT account by logging into epactnetwork.com on your web browser (**not a phone app**). You will find the 'Family App' button in the top right corner and press it to reveal a black QR Code. Press the black QR Code to reveal the blue one. That is what you will present to the City Staff. Every adult authorized will have their own QR code.

Your child **will not** be released until one of the instructors sees and can verify whoever is picking him/her up. To ensure orderly dismissal, your child will be called by staff for dismissal as you wait quietly by the entrance. Please try to resist temptation to call your own child and remember not to leave your child or other children unattended in the classroom or outside the building. Your child will be released only to those who have the updated QR code. If an adult is unknown to the staff on duty, we will ask for proof of identification in the form of a valid driver's license. **You must be 18 years of age or older to sign out any student. Verbal authorization either over the phone or in person will not be accepted.**

Snack:

- The program does not provide snacks/lunch for participants. Please send your child with a **nut-free** snack/lunch each day to enjoy during program.

Illnesses:

- If a participant becomes ill, a parent or emergency contact will be called. Pick up is expected within 30 minutes.

Late Fee:

- Parents will be charged a flat fee of \$10 plus a \$1.00 late fee for every minute after the program end time. Parents will sign late slip and fees will be applied to account the following day for payment.

Redirection and Discipline:

- Staff will work with students to encourage them to make good choices and will provide appropriate reminders of the rules when needed. Sometimes, students need time away from the other children to re-focus and think about their behavior. If a child is unresponsive to redirection and continues to misbehave or acts aggressively towards other participants, they will receive a Behavior Report. This is a formal document to make parents aware that an incident has occurred, and parent will sign. It will also let parents know that staff needs assistance to encourage and reinforce positive involvement.

Withdrawal from Program:

- City Staff may withdraw a child from the program if it is determined that the services provided do not meet the needs of the child.
 - A child having physical, emotional, behavioral, or psychological disorders that are beyond the capabilities and/or expertise of the recreation staff as determined by the Recreation Supervisor.
 - Parent(s) or guardian in disagreement, or non-support, of the program's policies and procedures.
 - Family members and adults acting on their child's behalf who exhibit behavior endangering the children, other families, or staff.

Parent Communication:

- An introductory email will be sent prior to the beginning of each session. Parents can always contact City Staff with questions and concerns via email.

Thank you for choosing the City of Dublin Afterschool Recreation program. If you have any questions, please feel free to call us at (925) 833-6645.