

SADDLEBACK COLLEGE



**Before & After School Enrichment**

*A partnership with Capistrano Unified School District*



## **PARENT HANDBOOK POLICIES & PROCEDURES**



SADDLEBACK COLLEGE COMMUNITY EDUCATION

28000 Marguerite Parkway, Mission Viejo, CA 92692

(949) 582-4646

[www.saddleback.edu/ce](http://www.saddleback.edu/ce)

# FOREWORD

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Dear Parent or Guardian,

Welcome to Saddleback College Community Education!

The Before & After-School and Summer Experience programs (BASE) is a partnership between Saddleback College and Capistrano Unified School District (CUSD). This handbook is a quick reference for many of the questions you may have regarding the details of program information, policies, and procedures.

Saddleback College Community Education and its partners strive to provide fun, enriching activities aimed toward increasing your child’s intellectual, social, and recreational needs. The program offers art, computer, cooking, science, sports, and academic enrichment classes taught by CUSD teachers and professional experts. Our goal is to provide age-appropriate activities for your child in a safe and fun environment, under the leadership of caring, competent, and trustworthy program staff.

To view or print the current brochure and/or catalog and to register for the BASE Programs offerings, please visit the Saddleback College Community Education website at [www.saddleback.edu/ce](http://www.saddleback.edu/ce).

We welcome any questions or comments you may have. We are excited to have your child as part of our program. For concerns, questions, or feedback, please call Saddleback College Community Education at (949) 582-4646 or send email to [sccomed@saddleback.edu](mailto:sccomed@saddleback.edu).

## Contact Information:

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### **Address:**

Saddleback College Community Education  
28000 Marguerite Parkway  
Mission Viejo, CA 92692

### **Contact Information:**

[sccomed@saddleback.edu](mailto:sccomed@saddleback.edu)  
(949) 582-4646

### **Regular Office Hours:**

Monday – Thursday | 8:30 AM – 4:00 PM  
Friday | 8:30 AM – 12:30 PM

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## MISSION STATEMENT

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Saddleback College Community Education strives to be a forward-thinking department serving the needs of the South Orange County community by providing an array of high-quality programs and activities that promote life-long learning and personal success.

## REGISTRATION

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**All students must be pre-registered.**

Your child's name must be on the roster to attend the program. Registration is available online at [www.saddleback.edu/ce](http://www.saddleback.edu/ce) or in person in the Community Education Office located at Saddleback College, in parking lot 1 (Avery Entrance).

Online registration closes at 11 AM the day the program begins. However, late registration is available by calling our office at Saddleback College Community Education (949) 582-4646 for assistance. Monday programs that do not reach a minimum enrollment will be canceled the week before. Tuesday, Wednesday and Thursday programs that do not reach a minimum enrollment will be canceled the day before the program is scheduled to start. There are no drop-in registrations. There is no prorated fee for late registration.

Participants must have a profile to be enrolled in a program. We recommend using the "Household Profile" option. "Household Profiles" allow the parent(s) to appear as the primary user and then add children within the same account. This allows families to register multiple children in one transaction. When adding a program to your cart, the website will prompt you to select the child(ren) you would like to register into the program. If you have questions about creating a profile or your current profile setup, please give our office a call for assistance.

Parent(s)/guardian(s) must verify that they have read and understand the **Registration and**

**Release of Liability (2022)**, as well as our cancellation policy. These are available through our website or in the Community Education Office.

## ENROLLMENT

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Students enrolling in BASE programs **must enroll only at their school site**. Students are not permitted to attend programs at any other school site other than their own. Enrollment is on a first-come, first-served basis, and spaces are limited. Register early to ensure your child's seat in a program!

## PAYMENT, CANCELLATION, AND TRANSFER POLICY

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**Payment:** Program fee is due in advance of the program start date. Material fees, where applicable, are due to the instructor on the first day of the program. Once the program has started, there are no credits or transfers.

**Cancellation:** A withdrawal from a program must be made at least three (3) full business days prior to the start date of that program. A credit voucher will be issued and remain on a parent/guardian's account for one (1) year to apply toward a future registration. Withdrawals made less than three (3) full business days prior to the program start date will forfeit all fees paid. Material fees are not refundable.

**Transfer Policy:** A withdrawal from a program made at least three (3) full business days prior to the program start date may qualify for transfer to another Community Education program or a substitute student. Please call the Community Education office at (949) 582-4646 to discuss or request a transfer. In cases of a transfer, a substitute student absolutely **MUST** have registration paperwork on file before taking another student's space in a program. If the request for withdrawal is **NOT** made in accordance with the above requirements, the cancellation does **NOT** qualify for transfer.

## BEFORE & AFTER-SCHOOL EXPERIENCE

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### Hours of Operation

After-School Experience programs begin five minutes after school is dismissed. On early-out days, programs will begin five minutes after early-out dismissal. Please see our website for our office hours during Before & After-School Experience programming.

### School Holidays

Before & After-School Experience programs are not in session during school holidays or during “dark weeks,” such as open houses or parent conference week. Please refer to both the CUSD academic calendar and the BASE calendar of the current academic school year to determine your child’s schedule.

### Attendance for Before & After-School Enrichment Activities (At a School District Site)

Parents are responsible for late or absent children. If the weather prevents a program from being held outside, the program will continue indoors. There are no make-up programs.

For all after-school programs, your child must arrive and check in each day within five (5) minutes after the school day ended.

**The standard meeting location at the school sites will be the Lunch Tables and standard pick-up location will be the front of the school.**

For specific locations by school, please reference meeting places on our registration site by selecting Browse, CUSD Elementary School and your school’s name. The details pertaining to your child’s school should appear at the top of the page. For more assistance, please call us for more information.

## EMERGENCY DISMISSAL PROCEDURES

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If a school is closed or students are dismissed early due to inclement weather, or any other unexpected event that impacts the safe use of

the site, the BASE programs will be cancelled on the day(s) and date(s) being affected. BASE adheres to all school district policies regarding emergency procedures.

## PICK-UP PROCEDURES

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Each school has a designated pick-up location where parents/guardians will meet their children upon program dismissal. Please reference pick-up location on our registration site by selecting Browse, CUSD Elementary School and your school’s name. The details pertaining to your child’s school should appear at the top of the page.

### YMCA & Permission to Go Home Independently

If your child attends additional after-school programs, such as the YMCA, please alert this organization that your child will be attending the After-School Experience and will need to be picked up. We do not share our rosters with these programs, so it is your responsibility to ensure they are dropped off and picked up from the designated location.

If your child goes to the YMCA, walks home, rides a bike, or has a unique pick-up procedure after the program, please ensure it is noted on your child’s Liability Waiver at the time of registration. We also ask parents to inform the instructor directly via email when you first receive a communication from them about the program.

## OPEN COMMUNICATION

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Our priority is to place as much time and focus on students as possible. To focus more time on students, we request that parents/guardians limit conversations with After-School Experience staff members and Instructors to subjects involving their child.

If an issue with a program staff arises, we request that the parent/guardian speak directly with the program staff member. If a solution cannot be reached after discussing the matter with the program staff, the parent/guardian should contact Saddleback College Community Education office so we can assist

the program staff and parent/guardian in reaching a solution.

Community Education maintains an open-door policy. Please feel free to direct any questions or concerns you may have to us at any time.

## LATE PICK-UP POLICY

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Students are expected to be picked up on time when the program ends for the day. Please be prompt in picking up your child as this can quickly become very stressful for a child when they see other children leaving and does not see their parent/guardian. Students are always supervised but late pick-ups will not be tolerated.

Parents or guardians who arrive more than five (5) minutes after the program ended are considered late. If a student is picked up late on two occasions, the student automatically will be dropped from the program without a refund or credit.

Please assist your child and the instructor by picking up your child on time.

## STUDENTS WITH DISABILITIES OR SPECIAL NEEDS

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If a student needs special accommodations for any activity, the parent/guardian must contact Saddleback College Community Education at (949) 582-4646 upon registration. Staff and instructors will work to provide reasonable accommodation for participants with disabilities or other special needs.

## STUDENT WELL-BEING AND SAFETY

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All students are expected to behave in a manner that promotes the safety and well-being of themselves, other students, and other persons. If a student displays concerning or unusual emotional or physical behavior, the student's parent/guardian will be notified immediately.

## BEHAVIORAL EXPECTATIONS

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BASE is committed to providing a safe, fun, and enriching environment for all participants. To maintain this standard, all students are expected to behave in a respectful manner that promotes the safety and well-being of themselves and others. All Saddleback College and Capistrano Unified School District policies, procedures, and rules will be upheld during our program.

In cases when a rule is broken and a student is unable to manage him or herself, consequences will be:

**STEP 1 | Warning:** The student will receive a verbal warning of what rule was broken or what behavior was inappropriate. The student will be given instructions on how to correct inappropriate behavior. Students will be given reminders and redirection to encourage positive behavior

**STEP 2 |Parent/Guardian Notification:** The student MAY receive a written warning, which MAY be sent home with the student for the parent/guardian. A phone call will be made to the parent/guardian about the behavior. When Step 2 is reached, a student will be placed on probation.

**STEP 3 |Dismissal from class:** If a student persists in being unable to manage him- or herself, upon reaching Step 3, the student will be disinvited from the program. Program staff focuses on helping all students to benefit from and enjoy the program. A repeated behavior issue takes time away from other students. When Step 3 is reached, it is determined that the program is not a good fit for the individual student.

We expect all students, program staff, parents, guardians, and other adults to show social responsibility and respect for one another. In cases when this rule is not followed, the child and/or adult may be removed from the program. Saddleback College maintains "zero tolerance" for bullying and/or physical harm. Any student



behavior that endangers the safety of any person, impedes the rights of others, disrupts the operation of the program, or damages property will not be tolerated.

Saddleback College and CUSD policies involving alcohol, tobacco, drugs, or weapons of any kind will be upheld. Any major behavioral infraction, including, but not limited to those listed above, will lead to immediate dismissal from BASE and suspension from program re-enrollment for one year. These procedures help to ensure a fun, safe, enriching environment for everyone.

## **SUSPENSION OR EXPULSION FROM SCHOOL**

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Students who are suspended from the regular school day, whether in or out-of-school suspension, are NOT permitted to attend After-School Experience until their suspension from school is over. If a student is expelled from school, he or she will be dropped from BASE and will not be permitted to attend.

## **CELL PHONES, ELECTRONICS, AND PERSONAL BELONGINGS**

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Saddleback College Community Education and its partners are not responsible for lost, stolen, or damaged items, including cell phones, electronic devices, or other personal belongings. Program staff, while not responsible for these items, will do their best to make sure students' items are safe. Please monitor the items your child brings to school on days he or she will attend after-school activities.

Cell phones are expected to be turned off and not in use during the program. Cell phone photography, text messaging, or video recording during class is not permitted. Students who want to call or text message their parent/guardian may do so after checking in with the instructor, so it is known the child is communicating with the parent or guardian.

## **ILLNESS**

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Students who become ill during the program must be picked up. In the event of an acute illness or accident, every effort will be made to notify the parent or guardian right away to pick up the child. If the parent/guardian is not available, the emergency contact will be called to pick up the student.

All BASE programs instructors are CPR and first-aid certified. However, in the event of an emergency that needs immediate attention, 911 will be called and the student may be transported by ambulance to a hospital. In addition to seeking emergency treatment for the student, the parent or guardian will be called immediately.

Students attending BASE must be well enough to attend class and must not have any contagious condition such as: head lice, rash, eye ailment, fever, vomiting, or diarrhea. Students must be well and fully recovered before returning to BASE.

## **MEDICATION AND MEDICAL CONDITIONS**

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Saddleback College staff members are NOT permitted to administer medication to students. If your child needs medication before or after school or during summer activities, please be sure to work out the appropriate medical attention or plan with your child's medical practitioner (i.e., Pediatrician, School Nurse, etc.) ahead of time, so that your child can obtain his or her medication before coming to the program.

If your child has a medical condition that requires special attention (severe allergies, diabetes, etc.) it is important that you verbally communicate your child's medical needs to your child's instructor(s). It is the parent or guardian's responsibility to alert Saddleback College Community Education about any medical condition of which they may need to be aware. Please ensure it is noted on your child's

Liability Waiver at the time of registration.

## CHILD ABUSE REPORTING AND CONFIDENTIALITY

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In accordance with California-mandated reporting law, instructors are required to report cases of suspected child abuse to Child Protective Services (CPS).

Information shared with staff is treated with confidentiality and sensitivity unless there is an inherent need to disclose such information for the safety and well-being of a child.

## CLOTHING REQUIREMENTS AND SUN PROTECTION

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BASE adheres to the school site dress code and does not permit students to wear clothing that is not allowed during the regular school day. During winter months, please be sure your child comes to class with adequate warm clothing. Many programs require closed-toe shoes or other special attire. Please send your child with appropriate clothing for their activities.



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EDUCATION 28000 MARGUERITE  
PARKWAY,**

**MISSION VIEJO, CA 92692**

**(949) 582-4646 •**

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## **RELEASE OF LIABILITY**

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By registering for a Community Education class or activity, you have agreed to the terms of following Registration and Release of Liability.

### **Acknowledgement of Voluntary Participation**

Participant voluntarily wishes to participate in the above referenced Saddleback College Community Education class(es) and chooses to do so despite the possible dangers and inherent risks.

### **Code of Conduct**

Participant fully understands that they are to abide by all rules and regulations, including and not limited to District policies and procedures governing conduct during participation in the above referenced class(es). Any violation of these rules and regulations may result in participant's dismissal from the class with any expenses incurred being participant's responsibility.

### **Internet Usage**

Participant or Parent/Legal Guardian of Participant understands that South Orange County Community College District, Saddleback College Community Education is not liable for any actions resulting from the misuse of computers. Any misuse of computers must be reported to the Saddleback College Community Education Manager/Dean.

### **Medical Consent**

In the event of an emergency and participant is injured or becomes ill during his/her participation in the above mentioned Community Education class(es), participant or Parent/Legal Guardian of Participant hereby authorizes and consents to x-ray, examination, anesthetic, medical, dental, or surgical diagnosis or treatment, emergency medical treatment, and hospital care from a licensed physician and/or surgeon, as well as emergency transportation as deemed necessary for my safety and welfare. Participant understands that all resulting expenses will be his/her responsibility. In addition, participant asks Saddleback College Community Education to call his/her emergency contact listed above.

### **Photograph/Video Release**

Participant understands that Saddleback College Community Education may take photographs and/or video of participant during his/her participation in this Community Education class which may be used for the purposes of marketing and/or publicity of the program in print or on any social media platform.

### **Release of Liability**

In consideration of participant's request for voluntary participation and registration in the above referenced Saddleback College Community Education class(es), and to the extent permitted by law, participant, their heirs, executors, administrators or assigns hereby agree to release, defend, indemnify, and hold harmless South Orange County Community College District, its Board of Trustees, officers, agents, employees, and volunteers from any and all claims, action, demands, damages, costs, losses, or expenses, including reasonable attorney's fees of any kind or nature whether related to bodily injury, property damage, or loss of life, except to the extent that such loss or damage is caused by the negligence act or omission and willful misconduct of South Orange County Community College District, its Board of Trustees, its officers, agents, employees, and volunteers and no negligence on the part of the participant.

**PARTICIPANT OR PARENT/LEGAL GUARDIAN OF PARTICIPANT FULLY UNDERSTANDS THE ABOVE TERMS AND THE LEGAL CONSEQUENCES OF SIGNING THIS REGISTRATION AND RELEASE OF LIABILITY FORM. PARTICIPANT OR PARENT/LEGAL GUARDIAN OF PARTICIPANT SIGNS THIS FREELY AND VOLUNTARILY.**