

Berkeley Unified School District

BEARS

Family Handbook



Berkeley's **Excellent Academic Road to Success**

Our Mission:

To create a safe and nurturing environment where all children are supported in their development of academic excellence, emotional development, healthy living, and self-expression.



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www.berkeleyschools.net

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PROGRAM COMPONENTS

<p style="text-align: center;"><u>Bridging the Gap</u></p> <p><i>At BEARS we offer a constant and reliable connection between the student's school and home. This allows teachers and parents to operate as a team to support every child's growth.</i></p>	<p style="text-align: center;"><u>Availability</u></p> <p><i>At BEARS we offer support 240 days a year: before school, after school, and most days during vacations and throughout the summer.</i></p>
<p style="text-align: center;"><u>Mind, Body, and Spirit</u></p> <p><i>At BEARS we offer a whole-child approach to student learning. We help develop the student's emotional security, understanding of good health and nutrition, and self-expression through enrichment offerings.</i></p>	<p style="text-align: center;"><u>Individualized Learning</u></p> <p><i>At BEARS we support not only the child's cultural and social development, but we offer academic support as well. Daily literacy support, math support, and general homework support help ensure that each child is successful.</i></p>

** * * Extending the Learning Experience beyond the Classroom * * **

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STAFF AND LOCATIONS

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ABOUT US

The BEARS program is the longest running child care program in the Berkeley Unified School District serving over **250** children at seven sites **240** days a year (all summer and most holidays). It is funded through the State Department of Education, Child Development Division, Federal Government Office of Child Nutrition Services, and parent fees. It is a partnership among school staff, families, students, and community members. Our BEARS teachers have a credential in Child Development, and our Instructional Assistants have at least six units of Child Development. By working together, we've created a program that offers all students the opportunity to be successful.

For more information about how to become involved or how to help with the BEARS program, please contact the Program Supervisor at (510) 644-7770 or visit his office at 1701 San Pablo Avenue, room 19.

FAMILY NEED REASONS

The family need reason for child care services must include **at least one** of the following as specified in Education Code Section 8263(a)(2):

- (1) The children are recipients of child protective services, or identified as being abused, neglected, or exploited, or at risk thereof **or**
- (2) Parents are employed **or**
- (3) Parents are seeking employment **or**
 - a. **Services as requested by the parent shall occur on no more than five days per week and for less than 30 hours per week (typically only breaks).**
- (4) The family is experiencing homelessness **or**
- (5) The family is seeking permanent housing for family stability **or**
- (6) Parents are enrolled in vocational training **or**
- (7) Parents are enrolled in an educational program **or**
- (8) Parents are incapacitated.

FAMILY ELIGIBILITY

Each families' eligibility status must be **one of the following** as specified in Education Code Section 8263(a)(1):

- (1) Children are currently receiving protective services through the local county welfare department **or**
- (2) Current CalWORKs cash aid recipient **or**
- (3) Current family adjusted monthly income is 85 percent or below the state's median income **or**

(4) Currently living in a publicly or privately operated shelter, transitional housing, or homeless support program

***Note:** Information provided to us by the applicant may be reviewed by government agencies or independent auditors; therefore, please provide true information, to the best of your knowledge. Certification for services will not be deemed complete until all documentation is submitted and forms have been reviewed and approved by the BEARS Administrative Assistant or Program Supervisor. Failure to bring all necessary documentation can delay the approval for child care and development services.*

Registration and Payments

In order to register your child, you need to complete registration paperwork, including a complete emergency card. Until registration materials are complete, your student is **NOT** enrolled in the Program. Please see the following instructions:

- All fees are payable to Berkeley Unified School District and collected by the BEARS Administrative Assistant or Program Supervisor by check, cash, or money order. If a check is returned, the returned check fee is \$10.00. Your child CANNOT return to the program until payment is received.
- All fees must be paid in advance.
- Fees are not refundable if your child is absent.
- Failure on the part of the parent to keep fee payments current will lead to termination of child care services.
- Fees shall be considered delinquent after seven (7) calendar days from the date the fees were due as specified in Section 18114(b). Parents will receive a Notice of Action (NOA) from the BEARS Office stating that fees are delinquent and payable immediately or services will be terminated. **A copy of the Notice of Action is in Appendix B.**

PAYMENT DELINQUENCY PLAN

The BEARS Administrative Assistant or Program Supervisor will accept a reasonable plan from parent(s) for payment of delinquent fees. The center will continue to provide services to the child, provided the parent(s) pay current fees when due and comply with the provisions of the repayment plan. It is important to keep payment of fees current as a child will be dropped from the program for nonpayment of fees. Termination notices will be sent for delinquent accounts & services will be terminated.

MANDATORY NOTIFICATION OF CHANGE IN STATUS

When you (the family) need to update your status, you must report the changes to the BEARS Office within 30 calendar days. Failure to report these changes may result in the termination of services and you (the family) could be liable for repayment of services. Please see the following examples:

- | | | |
|------------------------------|--------------------------------------|---|
| ● Changes in income | ● Schedule changes to the enrollment | ● Emergency/health information |
| ● Family size status | ● Termination of job | ● Changes in training programs or college |
| ● Marital status | ● Illness or pregnancy | |
| ● Need for services | ● Disability | |
| ● Employment/school location | ● Address and phone number | |

RESPONSIBILITY TO RECERTIFY FOR PROGRAM

Every family must complete a screening every two years for program eligibility and a review of family income. Failure to submit required documentation and show need and eligibility for the program can result in a loss of services. Please see **Appendix A** for more details.

Please note: BEARS is part of the California Department of Education (CDE), as such, we not only offer priority placement to students who meet the eligibility requirements, if a family does not meet the criteria, and is designated “Full Pay”, a family meeting the eligibility criteria can take the place of a “full pay’ family. Full pay families will be given 30 days notice if this is to occur.

PROGRAM EXPECTATIONS

- The length of time offered to families for childcare and development service is limited and *varies* based upon need and eligibility.
- **First priority** will be given to families who meet these requirements. If space is available, BEARS can enroll students of families who do not meet the economic requirements.
- *If* a program is not offered at a school site, students may be transported to a designated program at a nearby school. Transportation **cannot** be allowed if not within the school zone.
- Each family’s daily fee is determined by the family size and total family wages **before** deductions. Families whose income falls below 39% of the state median income are admitted at no fee.

OPERATING HOURS AND DAYS

We receive reimbursement for students who attend BEARS five days a week, 240 days per year -- including all breaks. Students can be registered for mornings, afternoons, or both. *Drop-in students are not allowed.*

The BEARS Program runs from 7:00 a.m. to the start of the school day and after school from when students are released from school until 6:00 p.m. During non-school days the program is open from 7:30 a.m. to 5:30 p.m.

ABSENCES AND BEST INTEREST DAYS

Students must attend the program on a regular basis or they will be dropped. Students are allowed excused absences and 10 best interest days per year. Too many unexcused absences or exceeding the number of allowable best interest days will be ground for termination of services. *(See chart for difference between excusable absences and best interest days):*

Excused Absences	Best Interest Days, 10 per year (7/1 to 6/30)
<ul style="list-style-type: none"> ❖ Specific illness of child (written on attendance sheet) ❖ Illness of the parent/guardian ❖ Quarantine (specific reason) ❖ Dental, doctor, or therapy appointment (parent/guardian or child) ❖ Family emergency (death, funeral of immediate family member, car accident/trouble, court attendance, sibling illness, etc.) ❖ Court ordered visitation with absent parent (court order must be on file) 	<ul style="list-style-type: none"> ❖ Vacation ❖ Out of town ❖ Religious holiday ❖ Time spent with a non-custodial parent or with grandparents ❖ Occasional special event ❖ School program/field trip ❖ Child’s birthday

If your child is going to be absent from BEARS on a specific day, please provide the staff advanced notice by communicating in-person, talking to the teacher beforehand or emailing the teacher. We must be notified before 12:30 PM on the day that your child will be absent. Notifying staff of your child's absences is important for the safety of your child and the peace of mind of staff. If your

child does not attend the program and we have not been notified in advance of their absence, we will be in contact to ensure they are safe.

FAMILY'S RESPONSIBILITY

SIGN IN AND SIGN OUT

The teacher will sign-in your child at the beginning of each program day during regular school days. When you pick up your child at the end of the day, the state requires that you use your full signature to sign-out your child on the Sign-Out Sheets, including the time of pick up. If your child is taking the bus to another school at the end of the day, you will sign your child out at that school/program to where they are transported. During vacation days, families must supply transportation to and from home and sign in and sign out the child daily.

MISSING SIGN-OUT POLICY

Everyday that a child is not signed out by the family is a day that will not be counted by the state for funding purposes. Therefore, it is required that all children are signed out by the family every day. Families will be contacted by a teacher if their child was not signed out at the end of the day. Families must return to the school to sign the child out. After the third instance of this happening, the supervisor will contact the family.

PICK-UP TIMES

Please pick up your children as your contract specifies or by 5:45 p.m., at the latest. The programs close at 6:00 p.m. If your child is left at the program after 6:00 p.m., we will consider this to be a late pick-up. Please see the policy for late pick-ups below:

Arrive by 5:45pm (door closes at 6pm) as follows:

- (1) After the first late pick-up, you will receive a verbal and written notification that a late pick-up has occurred, including a statement of pick-up times and policies.
- (2) Families who are late in picking up their child/children 3 times within a calendar year will be dropped from the program**
- (3) Program staff will call the Berkeley Police Department to pick up any child who has not been picked up by 6:15 p.m.

Each time a child is left at the program, the staff must stay until the child is picked up. We realize that your situation might make it difficult for you to always pick up your child on time. If you think you will have difficulty in picking up your child on time, arrange for an alternative means of transportation on that day and notify the staff of your arrangements.

AUTHORIZATION FOR PICK-UP

The emergency card you completed during registration includes a list of up to three (3) people you authorized to pick up your child. Your child may be released to any of the people listed on the card without your notification, unless you have specified otherwise. You may add to or change that list at any time, as long as you do so in writing. Please notify those on the emergency card that they might be called upon to pick up your child.

You may arrange for someone (14 years or older) who is NOT listed on the emergency card to pick up your child in one of two ways: 1) Send a note with your child, which includes the date and name of the person authorized to pick up your child. 2) Call the Teacher by 2:00pm on the day of pick up to notify them of the arrangement.

In order to deny a parent the right to pick up a child, there must be a **court order** to that effect, and there must be a copy in the center file. Please provide a photo of the person named in the court order.

If the staff is unfamiliar with the person picking up your child, they will ask for identification and check to make sure that the person has been authorized by the family. This policy applies even to a parent or guardian that the staff does not recognize.

STUDENT SERVICES

TRANSPORTATION

District-sponsored transportation may be available at the end of the school day for students at schools that don't have a BEARS program. A bus may take students from their school to another school with BEARS within their zone. If you would like your student to ride the bus, please complete a Transportation Request Permission Form, available at the Registration Office (Berkeley Adult School). If at any time you wish to change your instructions as to your child's transportation, you must let staff know in advance either in person, in writing, or by phone. Please allow for a few days for the new instructions to be given to the transportation staff.

STUDENTS WITH SPECIAL NEEDS

The BEARS program is committed to serving children with varying needs and abilities. We comply with Section 504 of the Rehabilitation Act of 1973 and with the American with Disabilities Act (ADA). BEARS will provide children with special needs **reasonable accommodations** to participate in activities, programs and services. If you feel that your child requires an accommodation to participate in activities, please ask for a Request for Extended Learning Accommodations from the Registration Office (Berkeley Adult School).

CONFERENCES

The programs will have conferences during the year. Families are encouraged to make appointments with the teacher to discuss their student's progress and to provide suggestions for the program. The teacher will notify you if any concerns arise during the course of the school year with your child. You are welcome to visit the program at any time.

STAFFING REQUIREMENTS

State and additional funding provide for a staffing ratio of one staff member for each group of 14 students. Staff will provide for each child's individual needs to the best of their ability within this ratio.

DISCIPLINE

The program staff firmly believe in treating students with respect at all times. Rules for the program will be developed and explained to the students at the beginning of the year. The program rules closely follow the school rules. This helps the children to maintain their knowledge of what is acceptable on the school grounds. Methods of discipline are also consistent with those methods used during school hours. In general, we use restorative practices with the students. This allows the students to take an active part in the process by understanding the issue and how it affects others, identifying alternatives to the behavior, developing consequences of their actions, communicating with all involved, and learning from the issue.

The staff also uses "timeout" as a disciplinary technique. We will talk to students to help determine what is bothering them and to explain why the behavior they used was not acceptable. After the student has been given ample time to cool down and evaluate the issue, they conference with a staff member to share the learning from the issue and move forward.

The program staff will communicate with all children in a positive manner. The use of inappropriate language, name-calling, any form of physical punishment, or withholding snacks from children will not be permitted. Parents are expected to observe these rules when on the school grounds with all children, including their own. This will enable us to keep the principles behind our discipline consistent.

At the beginning of the program year, your child will be part of a group process to create a code of behavior the group agrees to follow during the program hours. Additionally, this handbook includes a Student Agreement to review with your child. This is to ensure that your child has been made aware of the rules and procedures before entering the program. The Student Agreement is in **Addendum D. Continued enrollment of each student will depend upon their abiding by the conduct described in the agreement.**

FAMILY/TEACHER COMMUNICATION

Students are in the process of learning appropriate social behaviors, and their skills are in a formative stage. We will contact families if the child's behavior is excessive or out of the range of normal behavior.

SUSPENSION/DISMISSAL

Steps for dismissal are indicated below. In a situation where a child is posing a physical threat to children, or where a child is behaving uncontrollably, the parent(s) may be required to keep the child out of school until staff and parent(s) have met and agreed on a plan of action to address the child's behavior. If the child has not responded to the assistance and is still a threat to other children or staff or when a child is behaving uncontrollably, the child will be dismissed from the program. Guidelines can be found at California State Education Codes 48900 for grounds for suspension and expulsion, and Education Code 48915 for reasons for expulsion and procedures.

TYPES OF DISCIPLINE NOT PERMITTED

No corporal punishment nor violation of personal rights shall be permitted in disciplining children (Community Care Licensing, Title 22 Personal Rights, 101223). All staff are forbidden from using corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.

SNACKS

Snacks are provided every day by the BUSD Nutrition Services Department. Please see the BUSD Wellness Plan for more details. Every snack is vegetarian-friendly. If your child has allergic reactions to certain foods, we ask that you notify the staff of those allergies by indicating them on the emergency card and completing an allergy form. If your child needs more food than the program provides, please send additional healthy (no candy or soda) snacks with your child. Every program welcomes donations of healthy snacks.

SICK CHILDREN

If your child appears sick, or complains of sickness while participating in the program, the staff will notify the family immediately. We ask that at that time you pick up your child from the program to prevent the risk of contagion.

The emergency card in the registration packet is very important if your child becomes ill or there is a major natural disaster. In case of an emergency, the form informs the staff which hospital your child should be sent to and which procedures are not suited to your child's condition. Please notify the staff of any changes in your child's medical needs, as well as any changes that might occur with your contact numbers, and the emergency contact numbers that you have supplied.

MEDICATION

In order for us to administer medicine to your child, we need a written statement from the doctor, stating the kind of medicine, amount of dose, time of administration, under what circumstances the medication should be administered, any side effects, and how staff are to respond if the problem continues after the required dose is given, i.e., in the case of an asthmatic child who continues to wheeze. Parents must also sign the Health Form #22, available at any of our registration offices, which gives the teacher or designated school personnel permission to administer the medication. We cannot administer over the counter medication without a completed Health Form #22.

EMERGENCY PROCEDURES

The BEARS program follows the district emergency procedures and the school's safety plan. Each program has staff members who are CPR and First Aid certified.

In case of a major natural disaster, you may not be able to get to the center or to contact the center by phone. Each center has emergency supplies such as extra food, blankets, and clothing. Staff will remain with your child until you or your authorized representative is able to pick up your child. In consideration of staff's responsibility to their own families it may be necessary to move the children to a central location. Notification of centralized location will be placed outside each site and every effort will be made to contact you or someone on your emergency card.

INJURIES

If your child is injured, the program staff will take whatever steps necessary to ensure that your child receives emergency medical care. This can include, but is not limited to, the administering of emergency first aid or CPR, contacting you or your emergency contact people, calling an ambulance or paramedic, calling your family doctor, and/or having the child transported to an emergency hospital. It is extremely important to have accurate contact numbers so that you can be involved in the health care of your child.

REPORTING ABUSE REQUIREMENTS

If any member of the program staff suspects that your child is being abused in any way at home, section 11166 of the Penal Code requires us to report our suspicions to a Child Protective Agency immediately or as soon as practically possible and in writing within 36 hours. A Child Protective Agency can be any one of the following: a Police or Sheriff's department, a County Probation Department, or a County Welfare Department. If the staff suspect that your child has been abused during the program hours, we will notify both the Child Protective Agency and the parents/guardians of the child. In our written notification, we will mention the suspected incident without giving the names of the children and individuals involved. The definition of abuse is the infliction of physical, mental, or emotional suffering. This definition includes neglect and sexual abuse. All suspected abuse will be reported.

BUSD COMPLAINT PROCEDURES

If you have a concern about the program, please contact your program's teacher. Another option is to [contact the Program Manager](#). If you would like to make a formal complaint, you have the option of following the District's complaint procedures for parents, residents, and students. Please see your BUSD Parent Handbook for more information.

PARENT INVOLVEMENT

VOLUNTEERING

Tutoring, conducting enrichment classes, volunteering on the yard, helping to clean-up at the end of a day, etc. are just a few examples of volunteer activities.

The requirements for volunteering in Berkeley Extended Learning Programs are as follows:

1. You must be at least 16 years old.
2. You must be cleared through the Berkeley School Volunteers program - <https://www.berkeleypublicschoolsfund.org/volunteer>.

NOTE: Berkeley Afterschool Programs have the right to turn away any volunteers at any time, without the need to explain their reason for the decisions made.

If you would like to volunteer, please contact the Program Supervisor.

DONATIONS

The donation of money, materials, or resources to your program is greatly appreciated. If you are donating money, you can identify which portion of the program you would like to have the money benefit. If you choose to donate to the program, please inform the Program Supervisor of your name along with the items/amount that you have donated.

EVALUATION PROCESS

All parents/guardians and students are expected to participate in the evaluation process of the program. At least once a year, you will be asked to fill out a family survey to provide feedback for the program. This evaluation is very important to the program; it allows us to make improvements for the next year according to the needs that you, the families, have identified. We appreciate the thoughtful participation of our families in this process.

PARENT ADVISORY COMMITTEE

If you are interested in becoming part of the Parent Advisory Committee, please contact the Program Supervisor at 510-644-7770. All parents are welcome.

POLICIES

NONDISCRIMINATION, NONRELIGIOUS, AND SEXUAL HARASSMENT POLICIES

BEARS shall actively seek to hire and promote individuals, recruit volunteers and not deny services to individuals with regard to race, color, ethnic group identification, national origin, height, ancestry, creed, religion, gender, gender identity, domestic partner status, weight, sex, sexual orientation, age, marital status, familial status, mental or physical disability, veteran status or human immunodeficiency virus (HIV) status.

With respect to the diversity of children and families, we serve, and in compliance with state law, BEARS refrains from religious instruction and/or worship.

It is the policy of the Berkeley Unified School District (BUSD) to provide an educational environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by state and federal law.

If you believe that BEARS staff violated any of these policies please call the Program Supervisor at 510-644-7770. See **Appendix C** for complaint forms and procedures.

OPEN DOOR POLICY

The BEARS program recognizes that parents are extremely busy, and we would like to encourage families to participate any way possible. This could include volunteering in classes, working on committees, and/or joining us as a chaperone on field trips. Please make arrangements directly with your child's teacher.

WITHDRAWAL POLICY

At BEARS we strive to meet the individual needs of the children and families enrolled to the greatest extent possible in a large group setting. At times we will schedule conferences to discuss a child's involvement in the program. We may refer the child and family to an outside agency for assessment or for social services. If at any time we do not have the cooperation of the family in meeting the child's needs or the Program Supervisor feels that it is in the best interest of the child to discontinue attendance with BEARS, the family will be notified and a conference scheduled. At this time enrollment may be terminated.

Parents or guardians wishing to discontinue their child(ren)'s enrollment, must give the program two weeks advance notice of withdrawing.

HEARING RIGHTS

Upon completion of an application or upon any change in service, you will receive a Notice of Action (CD7617A). When you receive your Notice of Action you have the right to appeal the action. Your request for an appeal meeting must be written on Form CD-7617 (reverse side of the Notice of Action in the section of Appeal Information – Step 1). A copy of Notice of Action is in Appendix B. Once all levels of appeal (local and state) have been exhausted and, unless there are extremely

unusual circumstances, you must reapply and have your child placed on the waitlist. We will not be able to place your child until a vacancy occurs in their same age group.

COMPLAINTS AND CONCERNS

There is a complaint procedure you may follow if you feel you have been unfairly treated. The first step is to arrange an appointment with the Program Supervisor at the earliest possible date. If no agreement can be reached, the second step would be to go through the formal complaint process. Please see **Appendix C** for complaint forms and procedures.

APPEAL PROCESS

BEARS and the California Department of Education give the right to appeal a termination to the parents/guardians of children enrolled in our program. The appeal process is as follows:

1. If a violation of policy or contract takes place, you will receive a 14-calendar day or 19-calendar day, if mailed, notice of termination of services. You must appeal in writing to the Enrollment Office, Attention: Program Supervisor within those 14/19 days (by the appeal date on the Notice of Action).
2. The appeal process for families enrolled in our program is as follows:
 - a. The Program Supervisor
 - b. The California Department of Education, except when the termination of services is due to a violation of the attendance policy.
3. This appeal process is only available to families enrolled in a government supported program.

~Thank You~

Thank you for taking the time to read through this information. If you find any of the information contained in this handbook confusing or incomplete, or if you have any questions or concerns, please contact the Program Supervisor. Together we can make your child(ren)'s afterschool experience safe, happy, and enriching.

What to Expect at Recertification

Regular recertification is a requirement of the state subsidy program under which you are receiving childcare. See below to identify the statement(s) that best fit your situation. The accompanying item will help you prepare. Please note that this is intended as a guide, only, and is not an exhaustive list of eligibility regulations or acceptable documentation. Your eligibility specialist will help you with your specific situation.

- ☆ **At least one adult is in school or in training:** Print out your last semester's grades and your upcoming semester's schedule. Be prepared to provide those immediately at the end of each semester/term. You must complete and pass all courses or your childcare may be terminated. You only qualify for childcare for those hours that you are in class, lab, and studying. Study time is limited to two hours per week per academic unit. A variety of training activities qualify including ESL and online classes, as long as they support a vocational goal. Partial recertification occurs at the end of every semester/term. Be prepared to indicate and document your source(s) of financial support while in school.
- ☆ **At least one adult is working:** Be prepared with your pay stubs and to complete an Employment Documentation form. Remember, you only qualify for childcare for those hours that you are working; be sure to maintain as full a daytime schedule as possible. Hold onto your pay stubs. If pay stubs are not available be prepared to provide other documentation of income. Recertification occurs biennially unless income/hours fluctuate or there are any changes to report.
- ☆ **At least one adult is self-employed:** Maintain good records, contracts, leases, sales logs, etc. You will be required to provide this information at recertification as well as description of your business activities. Be prepared to provide all income and expense information for your business. You will also have to provide tax returns as soon as they are available. Recertification occurs annually unless income/hours fluctuate or there are any changes to report.
- ☆ **At least one adult is employed in a family day care home:** You do not qualify for childcare if you run a family day care home. You can qualify if you are an assistant employed in a large family day care home that is licensed for at least seven children. Be prepared for your employer to document certain information such as license, enrollment, and ratios as well as your pay stubs and hours.
- ☆ **At least one adult is seeking employment:** Be prepared to describe how you intend to secure, change, or increase employment. In most cases, you are limited to 60 days before you must find employment or cease childcare. You are also limited to part-time care of 30 hours per week unless you qualify for another need (e.g., working or in school) at the same time. Recertification occurs at the end of the seeking employment period. Be prepared to indicate and document your source(s) of financial support while seeking employment.
- ☆ **At least one adult is physically, mentally, or emotionally unable to care for a child:** Be prepared to have a doctor provide a statement of incapacity. The statement must indicate the number of hours per day you are incapacitated. It must also indicate the last day of the incapacity. Recertification occurs on the last day indicated and no longer than one year. For long-term or permanent disability, it is **expected that the**

doctor will reissue the statements annually. Be prepared to document your source(s) of financial support while incapacitated.

- ☆ **You are engaged in more than one activity above:** You can have more than one qualifying need to receive childcare. If, for example, you are part-time employed and a part-time student, you will need to document both of those activities to receive full-time care. Be prepared to document all source(s) of financial support.
- ☆ **Child is in Child Protective Services or At-Risk of Abuse:** A written referral from a legally-qualified individual is required.
- ☆ **Family is homeless:** Be prepared with a description of your situation as well as your plan to search for permanent housing. If available, have a written referral from an emergency/temporary housing shelter. In most cases, you are limited to 60 days before you must find housing or cease childcare. You are also limited to part-time care of 30 hours per week unless you qualify for another need (e.g., working or in school) at the same time. Recertification occurs at the end of the seeking housing period. Be prepared to indicate and document your source(s) of financial support while seeking housing.
- ☆ **Family does not reside in California:** If none of the documents provided indicate you reside in California, you will not qualify for childcare. Families qualifying for seeking housing are exempt from this requirement.
- ☆ **Family receives child support, rent, disability, interest, inheritance, or any other non-wage income:** Be prepared to declare, under penalty of perjury, all non-wage income. (The above list is for example only and is not exclusive.)

California Department of Education
 Early Education and Support Division
NOTICE OF ACTION

Form CD-7617, (Rev 6/14)

1. Notice of Action (Complete Either 1.A. or 1.B.)									
1.A. Application for Services <input type="checkbox"/> Services Approved to Begin: _____ <div style="text-align: right;">Date</div> <input type="checkbox"/> Services Denied If appealed, appeal is due by: _____ <div style="text-align: right;">Date</div> <i>(Note: Appeal Instructions are on the reverse side.)</i>				1.B. Recipient of Services <input type="checkbox"/> Change in Service <input type="checkbox"/> Termination of Service <input type="checkbox"/> Termination of Service for Delinquent Fees Effective Date of Action: _____ If appealed, date appeal is due by: _____					
2. Distribution of Notice						Date Notice Given or Mailed: _____			
<input type="checkbox"/> Notice Given to Parent/Caretaker Recipient's Initials: _		Notice Mailed: <input type="checkbox"/> First Class <input type="checkbox"/> Other: _____				Tracking No. _____			
3. Parent/Caretaker Information									
Parent/Caretaker A				Address					
Parent/Caretaker B			City		Zip		Telephone		
4. Approved Child Care Services (Complete all information for each child approved for services.)									
Name(s) of Child(ren) Receiving Services	Program Code		Enter Approved Hours of Enrollment						
			Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
		School							
		Vacation							
		School							
		Vacation							
		School							
		Vacation							
		School							
		Vacation							
Monthly Family Fee			Part-time \$			Full-time \$			
5. Basis for Family Eligibility for Services <input type="checkbox"/> Recipient of Child Protective Services <input type="checkbox"/> Current Aid Recipient <input type="checkbox"/> Child(ren) Identified as At Risk of Being Abused, Neglected, or Exploited <input type="checkbox"/> Income Eligible (Reference Family Fee Schedule or Income Ceiling for Admission to State Preschool Programs.) <input type="checkbox"/> Homeless				6. Basis for Family Need for Services (This section does not apply to State Preschool Programs [CSPP]) <input type="checkbox"/> Recipient of Child Protective Services <input type="checkbox"/> Child(ren) Identified as At Risk of Being Abused, Neglected, or Exploited <input type="checkbox"/> Seeking Permanent Housing <input type="checkbox"/> Engaged in Vocational Training/Education <input type="checkbox"/> Employed or Seeking Employment <input type="checkbox"/> Incapacitated Parent(s)					
7. Reason for Action: State the specific reason(s) services were denied, changed, or terminated.									

8. Agency Name _____

9. Name/Title of Agency Representative _____

10. Signature of Agency Representative _____

The agency must complete the information on the reverse side before the Notice of Action is issued.

NOTICE OF ACTION

Appeal Information: If you do not agree with the agency's action as stated in the Notice of Action, you may appeal the intended action. To protect your appeal rights, you must follow the instructions described in each step listed below. If you do not respond by the required due dates or fail to submit the required appeal information with your appeal request, your appeal may be considered abandoned.

STEP 1: Complete the following appeal information to request a local hearing:

Name of Parent/Caretaker		Telephone No.	
Address		City	Zip
In this section, please explain why you disagree with the agency's action.			
Check Box If an Interpreter is Needed at the Local Hearing: <input type="checkbox"/>	Signature of Person Requesting a Local Hearing		Date

STEP 2: Mail or deliver your local hearing request within 14 days of receipt of this notice to:

This section must be completed by the agency before the notice is served	
<i>A. Agency Name</i>	_____
<i>B. Agency Address</i>	_____
<i>C. City/State/Zip</i>	_____
<i>D. Name of Agency Contact</i>	_____
<i>E. Agency Telephone Number</i>	_____

STEP 3: Within ten (10) calendar days following the agency's receipt of your appeal request, the agency will notify you of the time and place of the hearing. You or your authorized representative are required to attend the hearing. If you or your representative do not attend the hearing, you abandon your rights to an appeal, and the action of the agency will be implemented.

STEP 4: Within ten (10) calendar days following the hearing, the agency shall mail or deliver to you a written decision.

STEP 5: **If you disagree with the written decision of the agency, you have 14 calendar days in which to appeal to the Early Education and Support Division (EESD). Your appeal to the EESD must include the following documents and information: (1) a written statement specifying the reasons you believe the agency's decision was incorrect, (2) a copy of the agency's decision letter, and (3) a copy of both sides of this notice. You may either fax your appeal to 916-323-6853, or mail your appeal to the following address:**

California Department of Education
 Early Education and Support Division
 1430 N Street, Suite 3410
 Sacramento, CA 95814-5901
 Attn: Appeals Coordinator
 Phone: 916-322-6233

STEP 6: Within 30 calendar days after the receipt of your appeal, the EESD will issue a written decision to you and the agency. *If your appeal is denied, the agency will stop providing child care and development services immediately upon receipt of CDE's decision letter.*

APPENDIX C – COMPLAINT PROCEDURES AND FORMS

As a citizen, parent, or student, you have a right to address issues you feel were not appropriately handled by the District. Please use the forms in this section according to your specific concern, as described in the chart below:

If your issue pertains to:	Use this form:
<p>(a) Complaint against any BUSD policy, practice, procedure, or employee</p> <p>(b) Discrimination under any protected category (includes actual or perceived race or ethnicity, age, religion, marital or parental status, disability, sex, sexual orientation, gender, gender identity) including sexual harassment and discriminatory bullying.</p> <p>(c) Sexual harassment by student, between employee and student, between student and non-employee, between employees</p> <p>(d) any school program receiving federal and state funds, such as</p> <ul style="list-style-type: none"> ● Adult Education ● Child Nutrition ● Childcare and Development Programs ● Vocational Education ● Consolidated Categorical Aid Programs ● Migrant Education ● Special Education ● Child Nutrition <p>(e) Complaints regarding the imposition of student fees</p>	<p>Uniform Complaint Procedure (Form 10.3) A detailed summary of the District’s Uniform Complaint Procedures complaint process is contained in Administrative Regulation 1311, which is available on the District’s website, and from the Office of the Compliance Officer/ Title Coordinator at 2020 Bonar Street, Room 116, 510-486-9338.</p>
<p>Bullying</p>	<p>Bullying Complaint (Form 10.4) (For discriminatory bullying, the Uniform Complaint Procedure 10.3 is followed.)</p>
<p>Instructional materials, teacher vacancy or misassignment, facility condition, support to complete CAHSEE requirement after exiting high school</p>	<p>Williams Complaint Procedure (Form 10.5)</p>



Date received	_____
Complaint log #	_____

Uniform Complaint Form

This form, and Berkeley Unified School District’s Uniform Complaint Process, is available for any parent, student, employee or resident who wishes to initiate a formal complaint at the District level. If you need help filling out this form, please ask an administrator or school secretary for assistance. Complaints will be reviewed and responded to within 60 days. Your complaint will be acknowledged by email and you will receive a log number after receipt by the District.

For more information about the complaint procedure, please go to www.berkeleyschools.net/complaints, or see [Board Policy 1311](#) and [Administrative Regulation 1311](#).

You may contact the District Compliance Officer (see contact information at the bottom of the form) with questions about this process or to file this formal complaint.

I. Contact Information of Complainant (the person filling out this form)

Your name Student’s name

Your phone number (including area code) Your email address

Your address, city and zip code

School name Student’s grade level

II. Basis of Complaint

This form may be used to file a formal complaint regarding:

- General complaints about a Berkeley Unified School District policy, practice or procedure; a school site-level practice or procedure; or a District employee. (Note: Employee/employee complaints may also be filed with the District Compliance Officer and will then be routed to Human Resources for resolution).
- Unlawful discrimination, including discriminatory harassment, intimidation or bullying. In this context, discrimination based on the following characteristics is unlawful under state or federal law: age; ancestry; color; disability (physical or mental); ethnic group identification; gender; gender expression; gender identity; genetic information; homelessness or foster status; marital, parenting or breastfeeding status; nationality; national origin; race or ethnicity; religion; sex (this includes sexual

harassment and acts of sexual misconduct); sexual orientation; or based on association with any of these actual or perceived characteristics.

- Retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to the uniform complaint procedures.
- District violations of state or federal law or regulations, including those covering the following programs: Adult Education; After School Education and Safety; Berkeley Peer Assistance and Review Programs; Career/Technical Education; Child Nutrition; Childcare and Development Programs; Compensatory Education; Consolidated Categorical Aid Programs; Education Opportunities of Pupils in Foster Care or Pupils who are Homeless and Former Juvenile Court Pupils; English Learner Programs; Every Student Succeeds Act; Local Control and Accountability Plans; Migrant Education; Physical Education Instructional Minutes (for grades one through six); Pupil Fees; Reasonable Accommodations to a Lactating Pupil; School Safety Plans; Special Education; State Preschool; Tobacco-Use Prevention Education.

III. Details of Complaint

Please describe the incident or concern that led to this complaint, in as much detail as possible, including: the location; the individuals involved; what was said during the incident; the dates/times when the incident(s) occurred or when the alleged acts first came to your attention; and to whom the incident was reported. Please also list any witnesses. You may attach additional sheets or documentation if desired.

Note: Formal complaints should be filed no later than six months from when you became aware of the alleged incident.

Has the concern been discussed with the school principal, employee, or his/her/their supervisor? If

yes, with whom?

If a discussion took place, when did it happen and what was the result of the discussion?

What is your desired remedy? Please describe what you would like for the outcome of this complaint process to be:

I certify that the information I am providing on this form is true and correct.

Complainant's Signature: _____

Date: _____

Supporting documents attached: Yes _____ No _____

Complainants are advised that while the District will make an effort to protect their privacy and confidentiality, investigation of the complaints may require disclosure of certain information to others. By filing a complaint, the complainant authorizes the District to investigate and make disclosures as may be reasonably necessary to the investigation and resolution of the complaint. Complaints will be reviewed and responded to within 60 days.

Retaliation for having filed a complaint is prohibited. If any participant in the complaint process experiences retaliation as a result of having participated in the process, please notify the site principal and/or District Compliance Officer.

IV. Please submit this signed complaint form to:

District Compliance Officer/Title IX Coordinator
Berkeley Unified School District
2020 Bonar Street, Room 117, Berkeley, CA 94702
Email: complaints@berkeley.net Phone: 510.486.9338

Berkeley Unified School District

Form 10.4 - Bullying Complaint Form (Policy 5131.2)

School: _____

Definition of bullying: Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, that inflicts physical hurt or psychological distress on one or more students or employees. It is further defined as: unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture, by an adult or student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the victim's school performance or participation. Bullying is often characterized by an imbalance of power.

Name of Student/ Date of Report:

Parent/Guardian/School Staff/Community member (if filing on behalf of a student):

Person(s) your complaint involves:

Date(s) of incident:

Where did the incident take place?

Did you report this incident of bullying previously?

If yes, to whom?

When?

Please describe your complaint in as much detail as possible. (Use back of form or extra sheets of paper if necessary.) Attach any documents related to this complaint.

Signature: _____

Date: _____

Please submit this form to the school Principal. If you need assistance completing this form, please contact the Principal.



10.5. Williams Uniform Complaint Procedure

Education Code 35186 creates a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, teacher vacancy or mis-assignment. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? Yes No

Contact Information:

Name: _____

Address: _____

Phone Number: Day: (_____) _____ Evening: (_____) _____

Cell: (_____) _____

E-mail address, if any: _____

Location of the problem that is the subject of this complaint:

School: _____

Course title/grade level and teacher name: _____

Room number/name of room/location of facility: _____

Date problem was observed: _____

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please use the appropriate district complaint procedure.

Specific issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation.)

Textbooks and instructional materials: (Education Code 35186; 5 CCR 4681)

- A pupil, including an English Learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
- A pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.
- Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

Teacher vacancy or misassignment: (Education Code 35186; 5 CCR 4681)

- A semester begins and a teacher vacancy exists. A *teacher vacancy* is a position to which a single designated certificated employee has not been assigned at the beginning of the school year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.
- A teacher lacking credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.
- A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Facility conditions: (Education Code 35186, 35292.5; 5 CCR 4683)

- A condition exists that poses an emergency or urgent threat to the health or safety of pupils or staff including gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff; or structural damage creating a hazardous or uninhabitable condition.
- A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.
- The school has not kept all restrooms open during school hours when pupils are not in classes and has not kept a sufficient number of restrooms open during school hours when pupils are in classes. This does not apply when closing of the restroom is necessary for pupil safety or to make repairs.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation. For complaints regarding facilities conditions, please describe the emergency or urgent facilities condition and how that condition poses a threat to the health or safety of pupils or staff.

Please file this complaint at the following location:

Compliance Officer/ Title IX Coordinator's Office
 Berkeley Unified School District
 2020 Bonar Street, Room 116, Berkeley, CA 94702
 510-486-9338

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

 (signature)

 (date)

APPENDIX D - STUDENT AGREEMENT

(Please detach and keep for your records)

Date: ____/____/____

Please review this with your child(ren). We ask that both you and your child(ren) sign your initials in the space next to each statement. The initials will verify that both you and your child(ren) have gone over, understood, and agree with each of the statements given.

1. I have read and agree with the Discipline Section. _____/_____ (initials)
2. I will treat all members of **BEARS**, including staff and students, with respect.
_____ / _____ (initials)
3. I will respect myself. _____/_____ (initials)
4. I will respect the environment and the property of both the School and **BEARS**.
_____ / _____ (initials)
5. I will refrain from disrespecting anyone during **BEARS**. _____/_____ (initials)
6. If I am having a problem with another member of **BEARS**, I will try my best to talk through the problem and Come up with a solution. _____/_____ (initials)
7. I will follow the directions that **BEARS** Staff give me. _____/_____ (initials)
8. I will use appropriate language. _____/_____ (initials)
9. I will be honest. _____/_____ (initials)
10. If a staff member is talking to me, I will listen to what they have to say. _____/_____ (initials)
11. I will do my best to be on task during program activities and to be a positive member of **BEARS**
_____ / _____ (initials)

Print Student's Name

Student's Signature

Print Parent/Guardian's Name

Parent/Guardian's Signature

Print Staff's Name

Staff's Signature