

TEACHING PHILOSOPHY

NLF is a Japanese bilingual, multicultural childcare organization which strives to foster children's self-esteem and sense of pride in their cultural heritage. Multicultural studies are incorporated into the curriculum throughout the year to promote an appreciation and understanding of others.

NLF's After School Program (ASP) encourages children to develop and grow to their full potential through recognizing and addressing differences in interest and in learning styles. Activities are informal and carry over into the community through field trips and extra-curricular classes. The ASP provides a schedule for homework and enrichment activities which complement students' regular school curriculum. Taken together, these activities provide an appropriate balance to the child's academic day.

ADMISSION POLICY

Nihonmachi Little Friends' After School Program (ASP) is a Japanese bilingual/multi-cultural childcare center which accepts kindergarten through fifth grade students. We are a nondiscriminatory organization and we do not accept or reject applicants on the basis of racial background, disabilities, etc. Childcare services are provided before and after regular elementary school hours.

The general criteria for enrollment are: an agreement with the center's philosophy and an agreement to abide by the policies set forth by the program. Parent participation is encouraged, but not a requirement as we recognize parents are also involved with their child's regular elementary school program as well. Parents who choose to participate must help in 6 activities at a minimum, including all major fundraising events.

Priority for admission is based on the need for childcare of the parent(s) and the program's need to maintain a certain number of children at each grade level.

FEES

- The After School Program operates on a 9 ½ month school year. The program officially opens on the first day of regular public school and officially closes for the year on the last day of public school. Families must pay all days including sick days and vacation days. Families will not be charged for days on which the program is closed. An adjustment for the months of December and March/April will be made on the monthly fees due to the winter and spring breaks.
- Hourly fees are based on a sliding scale, based on the number of family members in the household and gross monthly income. There is a minimum monthly charge. Fee amounts can be found in the current school year's ASP Fee Schedule. For families who choose not to participate in 6 activities (such as fund-raisers) per school year, a higher hourly fee will be applied.

- Tuition fees must be paid for the month in advance, within 5 days of billing. If it is more convenient, one-half of the fees may be paid on the first of the month and the remaining one-half on the fifteenth of the month. Fees are calculated by multiplying the number of days the program is open in the month by the daily rate which is determined by the contracted hours. There is a \$15.00 charge for returned checks.
- A deposit of one month's minimum charge for services is to be paid in advance. The deposit is held for the school year and will be applied toward the last month's tuition. Any remainder of the deposit will then be refunded to the family. If a family drops from the program before the end of the school year, the deposit will **not** be refunded.

POLICIES OF THE PROGRAM

- Please notify us when your child is absent. Please phone **BEFORE** your child is normally scheduled to arrive at the ASP. This will prevent staff from interrupting you at work or at home. Call the main office at (415) 922-8898, if there is no answer at the Afterschool Program (415) 346-5064.
- If someone new to us will be picking up your child, let us know that day in advance. The only people authorized to pick up your child are the ones listed on your emergency cards. If you will be late picking up your child be sure to make arrangements for someone else to pick your child.
- Our strict policy on lateness is as follows:
 - If you are late picking up your child (after 6:00pm) you will be asked to sign our late pick up log.
 - If you are late and we cannot contact you, we will call the emergency phone numbers you have listed with us.
 - There will be a late fee charge of \$10.00 for every 15 minutes late or any fraction of 15 minutes.
 - Parents will be billed the extra late fee with the next month's fee. Chronic late pick ups may result in being dropped from the program
- If there are any changes in your address, phone numbers, change of job or income, or different emergency numbers, be sure to notify us immediately with the changes.
- Please do not bring birthday presents for children or distribute party invitations at the ASP. We ask that you do this outside NLF to prevent hurting other children's feelings.
- Parents must sign their child out each day. Please mark the time your child departs and sign your full name.

Reminder: Please check your parent mailbox each day for important notices and information.

HEALTH AND EMERGENCY

- Please keep your child at home when he/she is sick. Not only will your child get worse, but also the illness will spread among our large group. We unfortunately do not have the staff to take care of ill children.
- NLF CANNOT give any medication to the children during school hours unless it is prescribed by the doctor or is accompanied by a doctor's note.
- Our policy on contagious illnesses are as follows:
 - ❖ **LICE** - children are not allowed to return to school until all nits (white eggs) are removed even if hair has been treated.
 - ❖ **FEVER** - children should not return to school until he/she is fever free for 24 hours.
 - ❖ **CHICKEN POX** - children should stay home until he/she does not have a fever and all spots or water blisters have dried up.
 - ❖ **STREP THROAT** - Your child can return to school if he/she does not have a fever, is feeling better, and has taken antibiotics prescribed by the doctor for 24 hours.
 - ❖ **PINK EYE** - Your child can return to school after eye ointment prescribed by the doctor has been given for 24 hours and the child no longer has discharge from his/her eyes.
 - ❖ **OTHER ILLNESSES** - Your child may be exposed to other illnesses such as Hand, Foot and Mouth or Impetigo which are not listed above. A staff member will notify you if this has occurred and what the symptoms and conditions for return to school are.
- In case of emergency: if your child becomes ill or injured at school, staff will first try to contact you. If you cannot be reached, the school will call the people you listed as emergency numbers.
- The staff and children practice earthquake and fire drills on a regular basis. In case of a major disaster such as an earthquake or some other event that makes it unsafe to be inside the building, a staff member will be stationed near the ASP to let parents know the relocation site. If that is not possible, a note will be prominently posted on the door with that information.

BOARD OF DIRECTORS

- Function of the Board: The NLF Board of Directors is the decision making body of the programs. The Board is structured so that parents can be closely involved in the development of the programs.
- Composition of the Board: The Board is composed of parent representatives from all of NLF's programs. Members are recommended on the basis of knowledge of the program and active participation in the program. The membership of the Board also tries to reflect the composition of the families in the program (such as Japanese speaking, private, state-subsidized, community representation, etc.) Two to four staff members also sit on the Board (but are non-voting members).

- Responsibilities of the Board: The Board sets policy for NLF. Fee changes, holidays, fundraisers, and budget are some examples of the policy decisions made by the Board. Recommendations are made by the parents and staff, but final decisions are made by the Board.

In order to act responsibly in their decisions, the Board acts as a liaison between parents and staff. Board members are assigned to 8-10 families to call on a phone tree when the need arises. They also interact with parents and staff at committee meetings, fundraisers and other Center functions. Parents are encouraged to speak to any of the Board members or staff about any concerns. The Board meets once per month and any concerns and/or questions can be brought up at these meetings.

- Grievance procedures: When issues of concern arise for parents/guardians, it is essential to keep the lines of communication as open as possible. The ideal situation is to deal directly with the staff and administration to resolve the problem or concern. When this does not resolve the issue, a Board parent should be contacted and the issue discussed with that representative. The Board parent will inform the Board of Directors of the issue and the Board will then form an ad-hoc committee to investigate, gain input from all parties involved and make a recommendation to the Board for resolution of the matter. The Board would then make the final decision.

FOOD ALLERGIES

Afternoon snacks and periodic cooking activities are provided by the Program. If your child has any food allergies, PLEASE NOTIFY US IMMEDIATELY.

EXTENDED DAYS

On Staff Development Days for the public schools, NLF's After School program will be open from 7:30 AM to 6:00 PM. Parents will pay a set hourly rate which will be billed to the following month's fee. Parents must sign up in advance because there is limited space available. The children may take field trip to the movies, park, bowling, etc. On these days, children will need to bring a lunch to the ASP.