

City and Borough of Juneau School District
 RALLY Program for School Year 2010-2011

RALLY Management Team

| | |
|-------------------------------|-------------------|
| District Supervisor | Wayne Hixson |
| RALLY Technician | Misti Hogberg |
| RALLY Site Managers: | |
| Auke Bay | Pennie Caples |
| Gastineau | Lynette Ensor |
| Glacier Valley | Christina Ackmann |
| Harborview | Cheryl Glen |
| Mendenhall River | Susan Romo |
| Riverbend | Ruth Case |

District Administration

| | |
|--------------------------------------|-----------------|
| Superintendent | Glenn Gelbrich |
| Assistant Superintendent | Laury Scandling |
| Director of Admin Services | David Means |
| Human Resource Director | Patti Carlson |

**Juneau School District
 Board of Education**

- JoAnne Bell-Graves
- Phyllis Carlson
- Mark Choate
- Ed Flanagan
- Sally Saddler
- Destiny Sargeant
- Andi Story

The City and Borough of Juneau School District is
 an AA/EO Employer and Education Institution

Definition of Terms

Full-time:

Any combination of before and/or after school care that is more than 10 days per month.

Part-time:

Any combination of before and/or after school care that is less than 11 days per month.

Registration:

The process of admitting your student(s) into the RALLY program, including completing the registration form, the enrollment form and paying the registration fee.

Drop-in:

Children who are registered but not enrolled in a plan can attend on a space available basis. It is important to give prior notice to the Site Manager to assure space. Payment must be made before services are delivered.

Holidays:

The RALLY calendar identifies holidays that the RALLY program will not be open.

Schedule Changes:

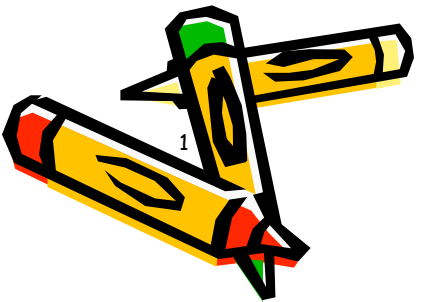
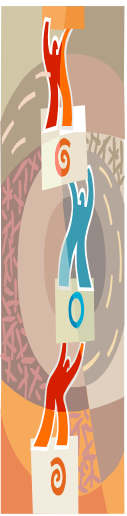
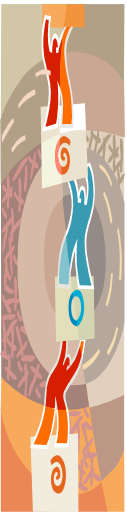
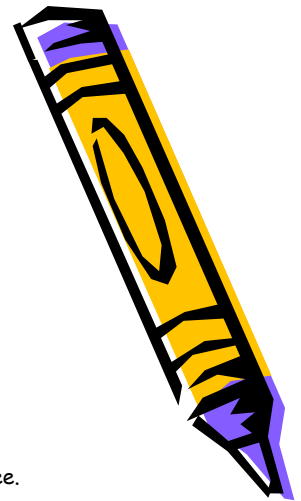
A signed schedule change form must be filed with the Site Manager 7 days in advance for any changes to a child's enrollment plan. Charges will be reduced if the change enables the customer to use a less expensive rate plan. A \$10.00 change fee will apply to each schedule change that *decreases* the child's plan. RALLY does not give credit for absences due to illness.

Late Pickup:

A fee of \$2.00 per minute per child will be charged for dropping students off prior to our 700 a.m. start time or picking children up after the daily closure time of 6:00 p.m.

Sign-in/out fee:

A sign-in/out fee of \$2.00 will be charged each time that RALLY staff signs a student in/out for the day. Parents are strongly encouraged to sign their own children in each day.



RALLY Program Juneau School District



RALLY's program content, facilities, and policy requirements are regulated by the State of Alaska Department of Health and Social Services, Child Care Program Office. .

RALLY Contact Information

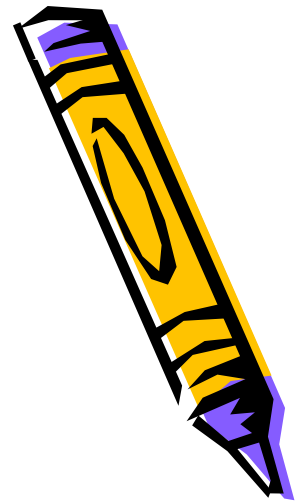
RALLY Supervisor 3400 Tongass Blvd 780-1410
RALLY Billing Office 3400 Tongass Blvd 780-1411

Auke Bay RALLY 11880 Glacier Hwy 463-1759
Gastineau RALLY 1507 Third Street 463-1975
Glacier Valley RALLY 3400 Tongass Blvd 780-1409
Harborview RALLY 1255 Glacier Avenue 523-1856
Mendenhall River RALLY 9001 Mendenhall Loop Rd. 463-1776
Riverbend RALLY 2901 Riverside Drive 463-1810

**RALLY IS FUNDED EXCLUSIVELY BY
PARENT FEES AND STATE GRANTS,
with administrative support from the Juneau School District.**

City and Borough of Juneau School District
10014 Crazy Horse Drive, Juneau, AK 99801
Telephone (907) 523-1700

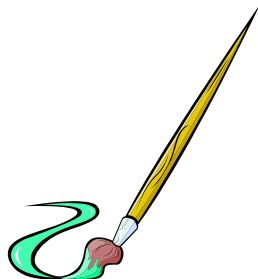
Juneau School District 2010-2011 School Year



Recreation Arts Learning and Leadership for Youth



Parent Handbook



Parent's Guide To Licensed Child Care (continued)

Child Care Centers

- Have 13 or more students.
- Have 1 caregiver for every 14 Kindergartners and every 18 school aged children.

Parents

- Are responsible for selecting safe, appropriate care for their child.
- Provide current emergency information and immunization records for their child, and update it quarterly.
- Are encouraged to visit their child anytime the child is in care.
- Receive written child-care policies.

Licensing

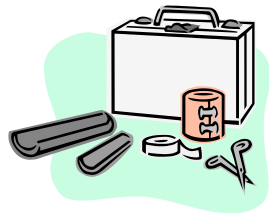
- A childcare license is required if more than 4 children (not related to caregivers) are in care.
- A license must be renewed every 2 years.
- Facilities (including building, staff and program) are assessed before a license is issued.
- Complaints are investigated.
- Licensing files are open to public review.

Caregivers

- Caregivers are required to care for children in a safe, healthy way.
- Caregivers may not have physical health, mental health, or behavior problems that might be a risk to children.
- Caregivers may not have domestic violence or substance abuse problems that might be a risk to children.
- Administrators, employees of a facility and those 16 or over having contact with children in the facility must submit a criminal information report.
- Caregivers must meet early childhood training requirements.
- Caregivers must know the whereabouts of children at all times.

Safety

- Children are always supervised by an adult.
- A caregiver with First Aid and CPR training is always present.
- The facility is free of hazards, inside and out.
- Medicine and poisons are stored safely and out of reach.
- Emergency information is kept for each child.
- The facility must meet specific requirements for transporting children.



Parent's Guide To Licensed Child Care (continued)

Health

- The facility meets sanitation and safety standards.
- Meals and snacks are nutritious.
- Children are immunized or have a valid exemption.
- Parents are notified if their child is exposed to a contagious or communicable disease.
- Personnel may not care for a seriously ill child unless a medical provider approves attendance.
- Drinking water is safe.
- Smoking is not allowed.
- Medicine is given only with parent permission.
- Food preparation and handling are sanitary.

Equipment and Supplies

- Furniture and equipment are safe and durable.
- Toys are adequate and varied.
- Children have storage space for their belongings.

The Program

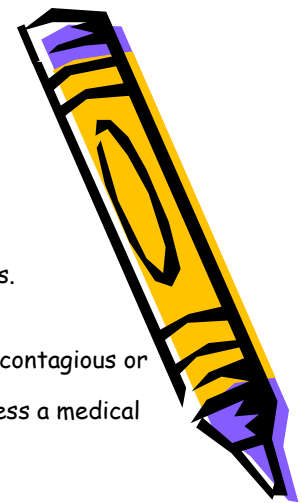
- The program promotes children's healthy development.
- The program includes quiet and active, group and individual, indoor and outdoor activities.
- The program includes a minimum of 20 minutes of vigorous physical activity for every 3 hours facility is open.
- The program includes TV, Video and DVD viewing and computer and video game playing that is limited to children's programs and does not exceed 1.5 hours in a 24 hour period.
- The program includes computer learning activities that do not exceed 2 hours per day.
- The program does not allow high-risk activities.
- The program requires parent permission for moderate risk activities, eg. field trips.

Behavior Guidance

- The behavior plan is positive, and never cruel, humiliating, or damaging to the child.
- The behavior plan sets realistic expectations and clear, consistent limits.
- The behavior plan is not related to eating, napping, toileting, or removing from other children for more than 10 minutes.
- No corporal punishment is allowed.

Fire Safety

- The facility meets fire safety standards.
- An emergency evacuation plan is practiced monthly and documented.





Parent's Guide To Licensed Child Care (continued)

Nondiscrimination Policy

It is the policy of the City and Borough of Juneau School District to provide equal education and employment opportunities, and to provide services and benefits to all students and employees without regard to race, color, religion, national origin, sex, age, disability, sexual orientation, or status as a Vietnam era or disabled veteran..

Liability Insurance Coverage

The RALLY program is covered by the City and Borough of Juneau Certificate or Self-Insurance and/or Liability Insurance. .

Smoking Policy

Alaska State Law prohibits smoking on all school property. .

Child Abuse Reporting

As a licensed child care center we are required to report all suspicions of child abuse to the Department of Health and Social Services, Office of Children's Services.



Parent's Guide To Licensed Child Care

Choosing care for your child is a significant decision.

When you entrust the care of your child to another person, you are making an important decision. Visit, ask questions and carefully compare several programs. Licensed care includes child care homes, group homes and centers. Your choice depends on what you want and need for your child.

You, as an informed parent, are a key to quality child care.

Parents are responsible for choosing and monitoring their child's care. Licensors generally visit once a year, but you visit each time you take your child. Visit unexpectedly sometimes or in the middle of the day. Keep an eye on the quality of care. What do you see when you visit? Is the environment safe? Are caregivers capable and nurturing? How many children are present? Are meals nutritious? Are activities appropriate? Watch how your child responds to the program and listen to what your child says. You are the person best able to decide whether childcare meets your standards for safety, health, and quality.

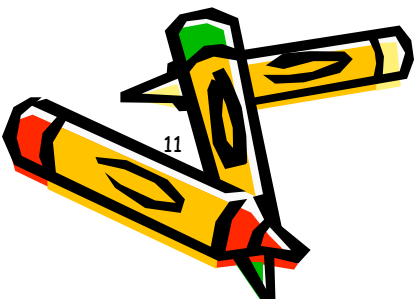
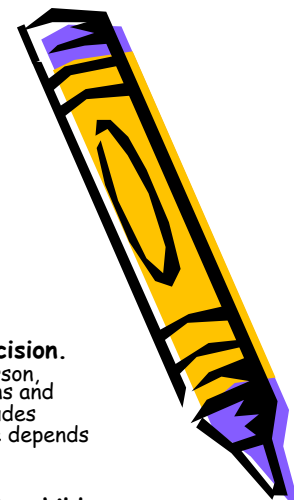
Licensing is a key to quality child care

Licensing promotes good care by setting basic standards. Before a center or home is granted a child care license, it must meet minimum health, safety and program requirements. A licensing representative from the Department of Health and Social Services visits and inspects the facility and investigates complaints. The goal of licensing is to prevent risks to children; however, licensing cannot guarantee that a facility meets all requirements at all times.

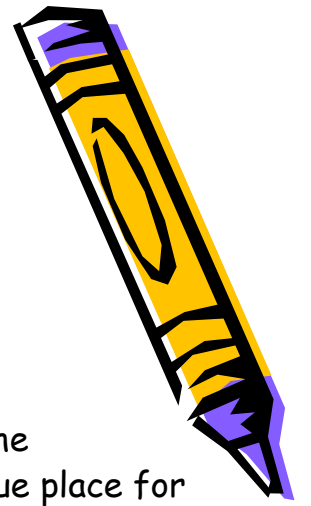
If you have questions or concerns about your child's care.

Discuss concerns with your caregiver. Talk to the caregiver if you observe health or safety problems or if you feel the program needs improvement. If you are still concerned, or if you believe children may be in danger or a standard is violated, contact your local licensing office. The licensing program will investigate your complaint. Address and phone number for your local licensing office is:

Department of Health & Social Services
Child Care Licensing Program
PO Box 110640
Juneau, AK 99811
Physical: 150 Third Street
Juneau, Alaska
(907) 465-4756



Parent Notes...



We would like to welcome you to the RALLY program, a special and unique place for children. We know that choosing the right environment for your child(ren) is challenging and we are pleased you have chosen RALLY. We plan to build a warm, respectful relationship with you and your child(ren), beginning the day your family starts our program.

This handbook is a referral resource for you, full of helpful details. We will also be sending addendums if there are changes to schedules, policies or procedures. If you have any questions, we encourage you to talk to your Site Manager or the RALLY Supervisor at 780-1410.

Respectfully,
The RALLY Management Team

RALLY Hours of Operation:
7:00 am until start of school day
Kinder dismissal until 6:00 pm
Full day RALLY on most inservice and conference days
(see RALLY School Year Calendar for exact dates)



Fun Things We Do

Each RALLY student has an opportunity to choose from a variety of planned activities that they find interesting. Some examples of activities are:

Self and Social Awareness: Board Games/Puzzles, Multi-Cultural Activities, Values, Sharing, Cooperative Learning, Story Telling, Quiet Time, Reading, Listening Centers, Journal Writing.

Life and Science Skills: Cooking and Nutrition, Computers, Ecology/Biology, Economics, Model Building, Dinosaurs, Guest Speakers, Rocketry, Magic, Natural History, Geology.

Creative Expression: Music, Photography, Creative Writing, Dance, Drama, Inventions, Sculpture.

Physical Development: Team Sports, New Games, Outdoor Play, Non Competitive Experiences, Sand and Water Play, Bike Riding.

Recreational Pursuits: Arts & Crafts, Group Games, Puppetry, Sculpture, Stitchery, Woodworking.

Field Trips: Field trips will be taken throughout the year, usually during all day in-services, school closure days or during parent-teacher conference days. Field trips may include: beach walks, community visits, hikes and swimming. A "Field Trip Permission Release Form" must be signed for your child to participate in R.A..L.L.Y. Field trips.

Movies and Videos: A DVD or video may be shown once per week, in conjunction with other activities. Students have the opportunity to view a "G" or a "PG" rated movie (often connected to our current theme) if they have written permission from a parent or guardian. RALLY students will not participate in computer activities or video/DVD viewing, or any combination of the two, for more than 1.5 hours a per day.

The following is an example of what you might expect in a typical day in RALLY:

AM Session: center with books and pillows, building, active and physical games, arts and crafts projects, and dramatic play

Kinder Session: playground and play time, group stories, center play, arts, crafts, and science projects

PM Session: snack, playground and center play, gym activities or computers, art and science projects, gym activities, center play, clean-up/wind-down, books, pillows, sharing, drawing and coloring.

Specific schedules and a plan of supervision that include thematic activities and daily events are provided on site by each RALLY Site Manager.



PARENT INFORMATION

To maintain open and clear communication with parents, RALLY sends out calendars, newsletters and fliers, posts signs, and offers conferences when appropriate. Each parent will receive regular communication and information. In addition, RALLY surveys parents and children to learn how to better serve families.

Parents will be notified in writing 30 days in advance of any change to their child's program/policy.

At the beginning of each school year, RALLY prints a calendar with important information about school conference days, in-service days and days when RALLY is not in operation. These calendars are available at your RALLY Site and at the RALLY District Office, located in the office in the second modular at the Glacier Valley School.



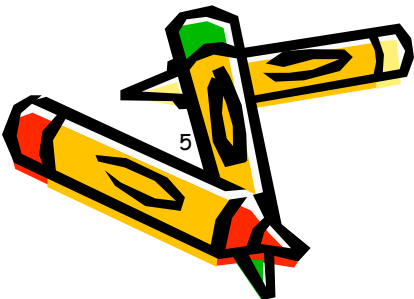
A plan of supervision for your child's program is available at each RALLY Site.

We invite all of our parents to observe and participate in our program. Assisting with or leading activities, helping with materials and toy maintenance, sharing your expertise, accompanying a field trip, reading to children, visiting for lunch with your child, or helping at a computer center are just some ideas for involvement.



Illnesses and Emergencies

1. Children who are ill or who have had a fever within the past 24 hours, may not attend RALLY. When a child becomes ill during RALLY, the child will rest in a quiet area while the family is notified. The parent will be expected to pick up their child from the program immediately. If the parent cannot be reached, the staff will call emergency contact persons listed on the registration form.
 - *RALLY may not admit a child who shows definite signs of a serious illness or of a highly communicable disease, or allow the child to remain in attendance unless a medical provider approves continued attendance.
 - *In consideration of the RALLY and school community, if you have a child at home due to illness, please keep that child and all their siblings home from child care settings, including RALLY.
2. Outdoor activities are a regular part of the RALLY program. If your child is too sick to go outside, he/she should not be sent to RALLY. **Please send children dressed for active outdoor play in all weather conditions.**
3. In case of emergency, as determined by the RALLY program staff, paramedics will be called. Parents will be notified immediately. Parents will be responsible for all costs incurred in such emergencies.
4. All medication must be provided by the parent/guardian. Medication is administered by a designated RALLY staff member. School Board Policy and Health and Social Services Child Care Licensing require that an "Administration of Medication" form be completed by the parent/guardian before medication can be given. Only physician prescribed medication or Tylenol/Aspirin related products in original containers will be given. Prescription containers must be labeled by the pharmacist to include the name of the child, date, dosage, name of medication, method of administration and name of physician.



Pick-Up Authorization

For your child's protection, the only people authorized to pick up a child are those designated by the parent/guardian on the registration form. If a child is to be released to anyone other than those persons listed, a note authorizing pick up must be received prior to pickup time (identification required for all people authorized to pick up child(ren)). In the case of last minute change, a phone call will be acceptable. The Office of Children's Services will be called if a child is not picked up within thirty minutes of scheduled closing.

In custody cases that give exclusive parental rights to one parent, a certified copy of the most recent court order must be obtained and given to the RALLY Site Manager. Without a court document, both parents have equal rights to custody. Children will not be released to a person who is suspected to be "under the influence" of alcohol or drugs. Another authorized adult will be called to pick up the children.



Transportation

Transportation to and from RALLY is the responsibility of the parent. It is possible for students to walk or ride their bike home if they have not been involved in discipline issues at RALLY. If your child will be regularly walking or riding their bike to or from the RALLY Site, this **MUST** be indicated on the enrollment form. You must also sign a walking permission slip and submit it to your Site Manager.

The walking permission slip shows that you agree to the following:

- ❖ Your child will sign him/herself in and out and you accept responsibility.
- ❖ Your child will inform a RALLY staff person when she or he is arriving and leaving.
- ❖ The destination the child will be walking to is less than one mile from the RALLY Site.
- ❖ If your child is not 7 years old, they must be accompanied by a student who is 7 years old or older.
- ❖ You or a designated adult must call a RALLY staff person to verify that an adult will be waiting for the child to arrive at his/her destination.
- ❖ You have not been contacted by a RALLY staff person regarding discipline issues with your child.

Juneau School District

RALLY Program

(Recreations, Arts, Learning and Leadership for Youth)

Students who participate in RALLY have the opportunity to:

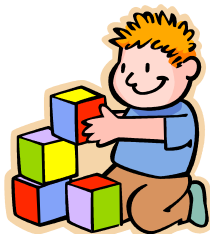
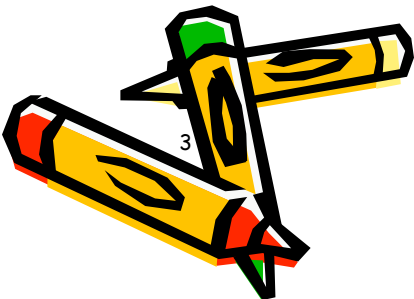
- ▣ Cooperatively socialize and play with children between the ages of 5 and 12 years.
- ▣ Participate in an environment that encourages and has models for positive self concept, gender equity, and multi-cultural understanding.
- ▣ Think, learn and play in a place where the theme-based activities are developmentally appropriate and child-centered.
- ▣ Develop positive long-term relationships with peers and staff.
- ▣ Be involved in a program where everyone is valued and encouraged to reach their potential.

Adults who supervise students in the RALLY program have the opportunity to:

- ▣ Collaborate about program decisions to assure they will positively influence each student's personal growth.
- ▣ Develop positive long term relationships with RALLY students.



During the school year, RALLY operates Monday through Friday, on a split schedule to accommodate school hours. We open at 7:00 a.m. and close at 6:00 p.m., except on specified closure dates. We are closed during regular school hours.



RALLY

Recreation, Arts, Learning and Leadership for Youth

RALLY is a state-licensed, school-age care program. During the school year, our program operates at each of the six elementary schools in the Juneau School District. All Juneau School District Board Policies and Elementary School procedures also apply to the RALLY program (information available at www.jsd.k12.ak.us).

RALLY offers developmentally appropriate activities for elementary-age children. Children experience physical, social, emotional and cognitive developmental stages as they mature. Staff are trained to recognize these different stages and to vary materials and activities appropriately.

Staffing and Volunteers

Our trained staff maintain a caring and challenging environment that allows freedom of choice and meets the health, safety and nutritional needs of the children. Each program is staffed to maintain a minimum of at least 1 adult for every 18 students during the before and after school sessions, with a maximum of 90 total students. RALLY arranges guest instructors, both paid and volunteer, to share their special skills with students. All those working with children meet the Health and Social Services Child Care Program Office requirements for caregivers.

Eligible Children

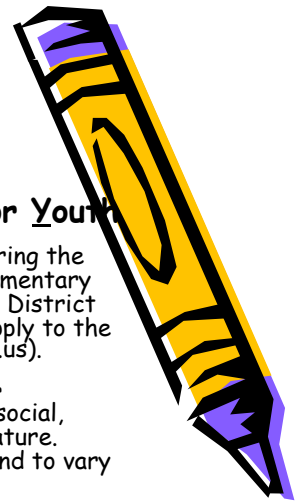
Any child enrolled in a Juneau School District Elementary K-5 classroom, and between ages of 5 and 12 years, may participate in RALLY, provided the program can meet the needs of the child. If a child is not attending a Juneau School District elementary school, a copy of his/her birth certificate and immunization records, regular registration information and a letter from the parent specifying guardian designation, if applicable, must be on file with the RALLY office before the child can attend. If your child has allergies, please provide a medical note verifying what sort of allergy and typically occurring reactions.

Children With Special Needs

Although RALLY operates at each of our school sites, the program is not required to comply with IDEA.

Alaska State Licensing Regulation and the Americans with Disabilities Act (ADA) requirements apply to the RALLY program.

Students with special needs have the opportunity to attend RALLY if it is determined that the environment is a safe place for the child. If your child has a disability, notify the Site Manager so they can arrange a meeting with you and your child's teacher, the special education teacher and the RALLY Supervisor to determine necessary program accommodations.



Registration Information

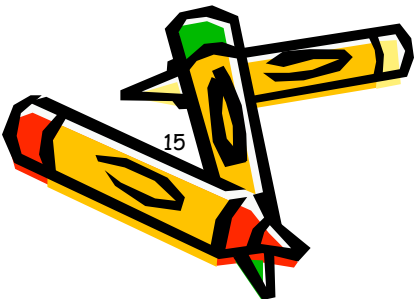
1. Enrollment is available on a first-come first serve basis.
2. Parents may choose between full time and part time schedules. Daily "drop-in" rates are also available.
3. The RALLY enrollment and registration forms need to be received by the RALLY Site Manager at your child's school site or at the District Office, located in the second modular at Glacier Valley School, prior to your child's attendance. The forms are available at the RALLY Sites and at the District Office location.
4. A \$25.00 per child registration fee (\$35 family maximum) must accompany each registration form.
5. Parents must show proof that standard required immunizations are current, including two varicella vaccination, if their child(ren) have not had Chicken Pox. Children may not attend RALLY unless vaccinations are current, including the two varicella vaccinations. This is a 2009 change in state law.
6. If your child has allergies, please provide a medical note verifying what sort of allergy and typically occurring reactions.
7. Parents must provide information including address, home phone, work phone, and place of employment as well as information regarding persons authorized to pickup their child(ren) from the premises. It is important that parents remember to keep registration records current.
8. If you have authorized Child Care Assistance, an authorization form from your agency must accompany your registration.

Tuition Assistance may be available for income-eligible parents. Call Child Care and Family Resources at 463-6122 for more information.

PLEASE NOTE:

All parents/guardians must sign students in and out of the RALLY program each day, unless there is an alternate plan in place that is agreed upon and signed off on by both the parents and the Site Manager.

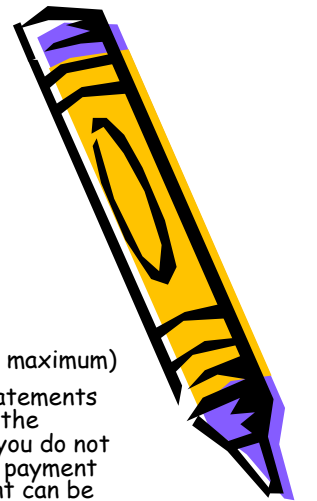
There will be a \$2.00 sign-in/out fee charged each time RALLY staff signs a student into the program for the day.



RALLY Payment and Fee Policy

The RALLY enrollment form contains information about the current fee schedule. RALLY enrollment forms are available at each Juneau RALLY Site and at the RALLY district office located in the second modular at Glacier Valley School.

1. **Registration:** \$25.00 per child (\$35.00 family maximum)
2. **Payments and Past Due Accounts:** Statements are mailed out by the 20th of each month for the following month. Please notify the billing office if you do not receive a statement by the 30th of the month. Full payment for service is due by the 5th of the month. Payment can be made at any RALLY site by credit card, cash, check, or money order or can be mailed to: RALLY, 10014 Crazy Horse Drive, Juneau, Alaska 99801. RALLY does not accept post dated checks. A \$25.00 late fee will be charged to accounts not paid by the 5th. Checks returned for non-sufficient funds, will be charged a \$25 fee and future checks may not be accepted. Accounts with past due balances will be turned over to the Collections Department of the City and Borough of Juneau. Clients whose accounts are past due will be exited from RALLY. Only clients whose accounts are up-to-date can register for RALLY.
3. **Schedule Changes and Absences:** A signed schedule change form must be filed with the Site Manager or RALLY District Office for any changes to a child's schedule. Charges will be reduced if the change enables the customer to use a less expensive rate plan AND a schedule change form is filed seven (7) days prior to the planned change date. A \$10.00 change fee will apply to each schedule change that decreases the child's plan. RALLY does not give credit for absences due to illness.
4. **Family Discount:** Families with two or more children enrolled in Full Month, Before & After service AND who have accounts that are not past due may qualify for a 10% discount.
5. **Drop-Off and Pickup:** Please respect the opening and closing times of the site and avoid early drop-offs or late pickups. Parents will be charged \$2 per child for each minute for early drop-offs and/or late pickups. The third (3rd) occurrence may result in denial of further service.
6. **Tax Documentation: Tax ID. Number 92-6000101.** RALLY will provide one current year-end statement in the January billing. There is a fee of \$15.00 for each additional copy.
7. **Sign-In Fee:** For the safety of our students, and as required by state regulations, parents are expected to sign their student(s) in and out of the program each day. There will be a \$2.00 sign-in fee charged for each day RALLY staff signs a student into the program for the day.



Student Information

Personal Belongings



Although RALLY personnel help students organize their belongings, it is not possible for RALLY personnel to insure that personal items will not be lost or stolen. Valuables and irreplaceable possessions, especially electronic items and cell phones, should be left at home. Contact your Site Manager for information about Site specific rules regarding personal items.

Pets

Contact your Site Manager to make arrangements for animal visits. There may be restrictions due to allergies so we cannot guarantee that we can accommodate pets at our Site.

Poisonous Plants

Poisonous plants are not allowed at the RALLY Sites.

Dress

Students must dress for the weather. Outdoor play is an integral part of our program. Students will have the opportunity to play outside every day unless it is too cold or rainy for play to be productive. The Site Manager will decide if outdoor play is healthy for students. During the winter months, if the temperature has dropped to a level that would be unsafe or if the wind is blowing at excessive speeds, large motor play will be done in the gymnasium.

Snack

We encourage good nutrition. A nutritious snack is served to all children during the afternoon. A morning snack will be served on full RALLY days. Additional snacks are prepared by children as part of their cooking/nutrition activities. Please do not send sugary foods to RALLY. Rules about gum and candy are different at each Site. Your Site Manager will notify you of these rules.

RALLY snacks are available to all participants thanks to RALLY's participation in the USDA Child and Adult Care Food Program.

In accordance with Federal law and U. S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.



Behavior Guidelines

All students are entitled to a safe, pleasant and harmonious environment in the RALLY Program.

There are three general rules:

1. Students will respect others.
2. Students will respect their own property, R.ALL.Y.'s property, Juneau School District property, and other people's property.
3. At all times, students will be where they can see the RALLY staff member who is in charge of them, unless they have special permission to leave the group or the area.

Discipline Policy:

Student behavior that will not be tolerated:

- Fighting, throwing stones or throwing snow
- Leaving the group or the area without permission
- Destruction of private or public property
- Inappropriate harassing, bullying, or threatening language
- Aggressive and/or inappropriate physical behavior
- Possession of firearms or other weapons at childcare center

RALLY staff do their best to alleviate behavior infractions by providing clear, consistent expectations along with positive reinforcement and redirection. If an infraction does occur, any one or all of the following consequences may result:

- Discussion
- Time out
- Incident Report
- The Site Manager will conference with the parent
- Suspension from RALLY for up to 3 days
- Student Behavior Contract
- Loss of RALLY services

****Note: If a student is suspended from school for any reason, they may not attend RALLY for the duration of their suspension.**