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## After-school Program Policy

Welcome to our Family Child Care Home in Mountain View (2645 California St, Apt 220)! We offer a fun and enriching Russian-language after-school program for kids ages 5–10 who already understand and speak Russian.

Our goal is to immerse your child in the Russian environment — not just everyday words about home and routines, but also exciting topics like geography, art, music, and science. We do this through Russian reading and writing, arts, STEM, music, and plenty of hands-on activities.

But we are more than just an aftercare program — we are a community of parents and families united by a shared passion for nurturing bilingual children. By joining Izba-Chitalnya Aftercare, families become part of a supportive network where friendships grow, and cultural connections flourish. We encourage parents to participate in our events, workshops, and gatherings throughout the year.

### Daily Schedule

We operate Monday–Friday, 3:00 PM–6:00 PM, with an optional early drop-off from 1:30 PM. Each day includes active outdoor play, two snack breaks, mini-lesson and free play time.

1:30 - 2:20 PM – Drop-off, free time: reading, board games, discussions

2:20 - 2:30 PM – Light snack

2:30 - 4:20 PM – Active games outdoors

4:20 - 4:40 PM – Return from walk + snack

4:40 - 5:20 PM – Learning & creative session: projects, mini-lessons

5:20 - 6:00 PM – Clean-up time, interaction with teachers (games, crafts, reading) + pick-up

## **Enrollment & Tuition**

We have 8 spots available, and families choose a fixed weekly schedule (1 to 5 days per week). Once the schedule and payment are confirmed for the month, your child's spot is guaranteed.

Monthly tuition depends on how many days you choose:

5 days = \$980

4 days = \$880

3 days = \$710

2 days = \$520

1 day = \$290

Early drop-off is available daily from 1:30 PM for \$25/day.

Tuition is due **by the 25th of each month**. If tuition is late, we may need to offer the spot to another family. Tuition covers snacks and all activities. We serve only water, unflavored milk (0% or 1%), or a small amount (4–6 oz) of 100% juice per day, following health guidelines. If your child has food allergies, please provide a medical note — we'll take care to avoid those foods.

## **Attendance & Holidays**

The aftercare program will be closed on the following dates:

- November 11 — Veterans Day
- November 24–28 — After Thanksgiving Holidays
- December 22–31 — Winter Break
- January 19 — Martin Luther King Jr. Day
- February 16–20 — Winter Break (Washington & Lincoln Day)
- April 6–10 — Spring Break
- May 25 — Memorial Day

The last day of aftercare before summer break will be **June 5, 2026**.

Tuition payments are due regardless of program closures on holidays or breaks. No tuition refunds or credits will be given for these days.

### **Drop-off/Arrival**

Parents or authorized adults sign children in at drop-off. Early drop-off (starting at 1:30 PM) is for registered families and requires the extra fee.

We cannot admit children who are sick (fever, vomiting, diarrhea, or other contagious symptoms). Children must be fever-free without medication for 24 hours before returning.

### **Pick-up & Authorized Persons**

Pick-up is between 5:30 PM and 6:00 PM. Parents or authorized adults must sign children out. Only adults listed in the enrollment form may pick up children. Please keep the authorized pick-up list updated. If your child is picked up after 6:00 PM, a late fee of \$15 per 15 minutes (or any part of) will be charged.

### **Behavior & Discipline**

We use positive guidance to help children learn respect and self-control. Kids are encouraged to use words, not hands, to solve problems. We don't allow hitting, bullying, or inappropriate language.

When a child breaks rules, we start with a gentle verbal reminder. If needed, they have a short calm-down break before returning to the group.

If issues continue, we'll contact you and may create a behavior plan together. We never use punishment such as hitting or humiliation.

Children must follow staff directions. Repeated refusal to listen or follow instructions may lead to consequences.

If a child shows **three serious behavior issues**, they receive a **red card** and are **excluded from the program for 3 days** (for those attending 4–5 days per week) or **for 1 week** (for those attending 1–3 days per week).

### **Health & Safety**

We follow all health and safety rules. Parents must provide current immunization records or a state-approved exemption.

If a child becomes ill during the day, they will be separated and you will be contacted for pickup. We clean and sanitize regularly and teach kids to wash hands often. Any medications (including emergency ones like EpiPens) need written instructions and parental permission. We keep detailed records of medication given.

### **Emergency Evacuation**

In case of fire or other emergency, children will be evacuated to the designated safe site. We have identified Bullis Charter School (North Campus) as our emergency shelter. Parents will be notified and must pick up their child from the evacuation location.