

KEDS HANDBOOK 2023-2024

POLICIES, PROCEDURES & REGISTRATION INFORMATION



ORANGE COUNTY EDUCATIONAL ARTS ACADEMY

825 N. BROADWAY ST.

SANTA ANA, CA

714-558-ARTS (2787)

DIRECT LINE: 714-361-1850

WWW.OCEAA.ORG

Dear KEDS families,

On behalf of our KEDS staff I would like to welcome you back to another exciting year! We are thrilled and honored that you have chosen the KEDS program to help support your child's education. Our goal is to provide a safe and positive environment for our students, while engaging them in fun yet challenging enrichment.

Our after school program, KEDS, (Kids Expanded Day School) serves over 200 students, providing families with an enriching and multifaceted afterschool program. Our outstanding staff is comprised of qualified childcare providers, college students, college graduates, and experienced teacher assistants. During the year, the KEDS program also works with independent artisans and contracted specialists.

This handbook is designed to give parents and guardians an insight into the KEDS After School Program. It includes detailed information about KEDS procedures and policies. Please keep this handbook in a safe place for easy reference during the school year.

If you have any questions about the content of this handbook, please feel free to call me at (714)361-1850 or email me at mr Ramirez@oceaa.org. The staff always welcomes suggestions and ideas that will help us to make your child's time in the KEDS program beneficial and rewarding.

Sincerely,

Miriam Ramirez

KEDS After School and Student Activities Manager

Mission

Kids Expanded Day School (KEDS) offers instruction and adds to the cultural, intellectual, and spiritual wealth of our students.

What is KEDS?

KEDS is an after school program serving OCEAA students in grades TK-8. The focus of KEDS is to provide academic assistance, behavior guidance, and enrichment in an effort to help our students succeed in school and in life.

Programs

KEDS/ELECT- The KEDS/ELECT program was developed to assist families with after school care, enrichment activities, and homework assistance. This program is parent paid and tuition based. Students are not required to attend daily or stay until 6pm. The monthly fee remains the same even if the student does not attend regularly or leaves early.

KEDS/ASES- The KEDS/ASES program is designed for students identified and referred for intervention. The ASES program ensures after school academic support for improved student performance. The After School Education and Safety (ASES) Program is the result of the 2002 voter-approved initiative, Proposition 49.

General Admission Procedures

KEDS ELECT Enrollment

- Enrollment for KEDS ELECT is based on availability and is offered in order of registration completion.
- Priority is given to families who are currently enrolled in KEDS, have submitted their intent to return form, new or incoming siblings of current KEDS students, students who have no outstanding KEDS fees, and have submitted all registration forms on time.
- Remaining spots are filled based on the existing waitlist and then in order of registration completion. Once enrollment capacity has been filled, the remaining students will be placed on the waitlist in order of registration completion.
- Applicants will be notified of their child's placement on the waitlist via email or by phone before the school year begins.
- Families on the waitlist will be given the opportunity to fill any openings that occur during the school year and will be contacted when a spot opens up.

KEDS ASES Enrollment

- ASES enrollment is renewed yearly based on current academic standing, and staff referral. Referral to the ASES program one year, does not guarantee ASES referral the following year nor does it guarantee KEDS enrollment.
- Once the referrals have been finalized, KEDS will notify all students referred via letter.
- If interested in KEDS ASES enrollment, parents must fill out the KEDS registration forms during Back to school registration by the given deadline.
- If a student is in ASES but is not referred for the following academic year, they will be offered to switch to the full price ELECT program or they can apply for an ASES financial scholarship. Scholarships are not guaranteed and are awarded based on highest financial need. Enrollment is not secured until all registration forms and payments have been received by the given deadlines.
- KEDS will notify parents of placement either in the program or on the waitlist based on availability.
- All ASES students (scholarship and referred) are subject to the same guidelines and attendance requirements.
- Failure to abide by these guidelines or not meeting the attendance requirements can result in expulsion from the ASES program.
- Low or inconsistent attendance can result in termination of enrollment in the ASES program at any time, and impact future ASES enrollment.



Monthly Fees

TK / ELECT: \$275/ month

TK/ ASES (Scholarship/ referred): \$75/ month

KINDER/ ELECT: \$225/ month

KINDER/ ASES (Scholarship/Referred): \$60/ month

Grades 1st- 8th/ ELECT: \$150/ month

Grades 1st- 8th/ ASES (Scholarship/Referred): \$50/ month

Sibling discount: A \$25 discount will be applied to additional sibling(s) enrolled in KEDS.

KEDS DOES NOT prorate during holidays or non-school days.

KEDS DOES NOT do drop-ins.

Payments

The monthly tuition is due on the 25th of every month. Fees are per child, per month from August through May for the school year. Invoices will be printed and placed on the sign-out sheets and payment reminders will be posted on Parent Square. KEDS **does not** prorate. Please make sure you have an accurate email address on file.

- Tuition fees are due on the 25th of the month; payments made on the 25th will pay for the upcoming month. Tuition is considered late after 6:00 PM on the 1st of every month, unless arrangements have been made with the KEDS After School Manager prior to the 1st of the month.
- Payments can be made in cash, by check, money order or credit card via E-funds or in person.
 - *Checks must be made payable to the Orange County Educational Arts Academy "OCEAA"
 - *Payments must include the child/children's name in the memo area of the check.
 - *Checks must not be post dated.
- Parents are responsible for a \$25.00 fee in the event of a returned check. If checks are returned we will no longer accept check payments.
- Checks and money orders can be deposited in the drop box located by the KEDS office during after school hours. The KEDS receptionist can also take in person payments during program hours. Do not send checks to the school office, classroom teacher, or place checks in the child's backpack.
- Do not drop cash payments in the drop box. We will gladly accept cash in person and provide you with a receipt for payment.
- A \$25.00 late fee per family, per account is assessed for payments not received on time. Late fees must be paid at the same time the tuition is paid. **LATE FEES WILL NOT BE WAIVED.**
- If you are late paying monthly tuition and have not contacted the KEDS administration then your child will be dropped from the program and placed at the bottom of the waiting list for their grade level.
- If tuition payments become a problem, please contact the KEDS office immediately.
- Parents must reach out **before** the 1st of the month if more time is needed to pay.

IMPORTANT: Parents are responsible for paying the full month even if their child did not attend the program the entire month. The amount due does not change when the program is closed due to holidays, vacation days, or staff development days. It is the parents' responsibility to inform the After School Manager if you wish to drop your child from the program. If you wish to take your child out of the program please do so **two weeks** prior to the date you wish to drop them to avoid the following months fees or any late fees.

ASES Scholarships/ Financial Aid

A limited number of partial scholarships are available to TK-8th grade students who complete a scholarship application. A select number of families that are able to demonstrate a need by submitting the requested documents **by the given deadline**, in addition to **completing the scholarship application in its entirety**, will be considered for a partial scholarship.

Families will be notified if they have been awarded a partial scholarship before the start of the program. **NO LATE SCHOLARSHIP APPLICATIONS WILL BE ACCEPTED.** If a family receives a scholarship, the family will be considered to be part of the ASES program and will be expected to abide by the ASES guidelines for the duration of the school year. ASES Scholarships can be revoked at any time if students are not adhering to the guidelines. In the event that a scholarship is revoked due to failure to abide by the ASES guidelines, the student will be offered to continue as part of the ELECT program paying the ELECT price. If the termination of the ASES scholarship is due to any behavior that does not demonstrate OCEAA's core values, the student's enrollment in the KEDS after school program will be terminated for the remainder of the year.

- The ASES tuition is \$75 per student per month for TK, \$60 per student per month for Kinder, and \$50 per student per month grades 1st- 8th. It is due on the 25th of every month. Refer to the payment schedule to confirm due dates. No payment arrangements will be offered on a monthly basis, however, if an emergency comes up, we will offer a one-time courtesy extension if notified before tuition is due.
- If a late fee has been applied, it will be due at the same time the tuition is paid.
- This scholarship is only good for one school year at a time. You must reapply each year.
- One scholarship application per family.

ASES Attendance and Behavior Policies (referred and scholarship)

- ASES students must attend the KEDS program daily for the entire duration of the program which ends at 6pm. Daily attendance is **mandatory**. Failure to maintain good attendance throughout the school year can result in disenrollment or disqualification from the ASES program for future years.
- ASES students are allowed **FOUR days** per month to be released early or be absent for personal reasons. Parents must fill out the sign-out log by writing in "O" under the "Reason" column and "Personal" under the "Explanation" column within 3 days of the absence/ early release. These absences do not require additional documentation.
- Absences or early releases due to medical reasons will be excused IF an official note from a medical professional is provided for the day in question OR if the student was sent home by the instructional day's staff, in which case, the KEDS staff must be notified by the student's parents. All documentation must be submitted **within 3 days of the early release/absence in order to be excused**. KEDS requires SEPARATE DOCUMENTATION from the instructional day.
- Excused absences are up to the discretion of the KEDS After School Manager and further documentation may be requested to excuse the absence.
- Any other absence or early release in addition to the 4 personal days, and that is not an excused medical absence/ early release, will be marked as UNEXCUSED. Students will receive 1 warning after the first unexcused absence/ early release. If there is an additional unexcused absence/ early release at any time throughout the year, students will be removed from the ASES program for the following month. Parents will be offered the option to switch to the ELECT program at the regular ELECT price. If parents do not wish to remain in the program as ELECT, then the student will be dropped from the KEDS program altogether.



- An Early Release Form (ERF) is a form that must be filled out and submitted in cases when a student is enrolled in an arts, religious, sports or other parallel program that meets on a weekly basis. In order for an early release form to be approved, it must be submitted at least **2 weeks prior to the start of the parallel program** along with official documentation such as registration forms, or schedules showing the name of the student enrolled, the days, times, and duration of the program. Early Release Forms will be approved for up to 2 days per week. Students must still check in with their KEDS class for a minimum of 30 minutes on approved early release days. Early Release Form agreements will be approved for 4 months at a time. If the activity goes on for a longer period of time, it will be up to the KEDS After School Manager's discretion to approve the ERF if the student is maintaining good attendance and is in good academic standing. If an ERF expires and a new activity is beginning, the same process must be repeated at least two weeks in advance. Approval of ERF's is up to the KEDS After School

Manager's discretion. In addition, disciplinary action may be taken including possible suspension or expulsion from the program in the event that the above policy is not adhered to by either parent/guardian or student participant. Early Release forms cannot be used for an early dismissal on a daily basis. The KEDS After School Manager can terminate an ERF if a student is not improving or not making satisfactory progress in their day class.

- If a student is disenrolled from the ASES program or decides to switch to the ELECT program, they will no longer be able to switch back into the ASES program until the following year if referred or approved for a financial scholarship.
- Enrollment in the KEDS ASES program is contingent upon the students' adherence to the attendance and behavior policies. Violation of any of the OCEAA or KEDS behavior policies will result in immediate expulsion from the KEDS program altogether. **Failure to comply with the ASES attendance policies will result in immediate expulsion from the KEDS ASES program, and a tuition increase will be charged immediately if parents choose to be in the ELECT program.** Any behavior that does not demonstrate OCEAA's core values will have their KEDS ASES enrollment terminated for the duration of the school year and students will not be able to rejoin.
- The ASES tuition is \$75 per student per month for TK, \$60 per student per month for Kinder, and \$50 per student per month grades 1st- 8th. It is due on the 25th of every month. Refer to the payment schedule to confirm due dates. No payment arrangements will be offered on a monthly basis, however, if an emergency comes up, we will offer a one-time courtesy extension if notified before tuition is due.
- If a late fee has been applied, it will be due at the same time the tuition is paid.

Pick up & Sign out

IMPORTANT: During school events at the main campus KEDS sign out may be relocated. Please look for posted signs to see where KEDS dismissal will be held.

Each child must be signed out of KEDS each day by a parent, guardian or authorized adult 18 years or older, from their emergency contacts listed on their registration form. Failure to maintain an accurate sign out sheet can result in termination of enrollment in the KEDS program.

If someone who is not listed on a students' emergency contacts or KEDS authorized contacts, is picking up a student , parents must notify the KEDS administrative staff at least 2 hours prior to pick up by emailing keds@oceaa.org or calling the KEDS After School Manager. This includes times you have instructed your child to sign themselves out and walk home, assuming this is not the regular means by which your child routinely leaves the after school program. If the KEDS program staff feels there is a problem, they will contact you to discuss the situation with you. If an irregular pick up occurs by someone that is not on your contact list more than once, then parents will need to add the person picking up their child to their authorized pick up list.

- Please be ready to present identification to the KEDS receptionist upon your arrival on campus to pick up your student.
- The KEDS receptionist will call students when parents arrive to pick them up (grades TK – 8th).
- Please be prepared to wait 10-15 minutes for students after students have been called from the classroom, as students are responsible for cleaning up.



Parents can park in the lot next to the school after 5:00 pm. OCEAA/KEDS is not responsible for parents parking in the loading zone on Sycamore Street where parking citations are given.

If a student will not be attending KEDS, please notify the students' homeroom teacher and the KEDS administrative team by 8:00am in order to send your student to the dismissal line instead of KEDS after school. If no notification is received in advance, parents will have to park and sign their student out from the KEDS program through the front office.

Late Pick up

Families will be given a 10-minute grace period at the end of the program. After the first 10 minutes, families will be charged a flat fee of \$15.00 due at time of late pick up. Payment must be made in cash at the time of pick up. If cash is not on hand, the student's account will be billed for the late pick up plus a \$5 processing fee.

- After 4 late pick ups families will be charged a flat fee of \$30.00 each time they are late.
- If a child has not been picked up within 15 minutes of dismissal with no parent contact, a party from the child's emergency list will be contacted to come to OCEAA and pick up the child. If no one is available from the emergency list, the local police will be called after 30 minutes and the child may be taken into protective custody until a parent is located.
- It is the parent's responsibility to submit any changes to the emergency information (on the registration form).

Snacks/Supper

Every student enrolled in KEDS will be offered a nutritious snack in addition to supper daily that complies with the OCEAA Wellness Policy criteria and the state nutrition standards for snacks offered in after school programs. Snacks may be brought from home as long as they comply with general OCEAA guidelines. Students are to eat their snack during the allotted time and place as directed by KEDS staff.

Communication

The KEDS program maintains an open door policy. Please feel free to direct questions or concerns regarding tuition, policies, staffing, activities, or a child's participation in the program to the KEDS After School Manager via email at mramirez@oceaa.org or call (714)361-1850. For general questions you can email keds@oceaa.org or call 714.558.2787 ext. 3230. If we are not available via phone, please leave a message and someone will return your call in a timely manner.

If a concern involving a staff member arises, please speak directly to the staff member involved. If the matter cannot be resolved directly with the staff member, the After School Manager will meet with the parent. The KEDS After School Manager will arrange a meeting with the staff member and parent if needed to discuss and resolve the concern.

The first priority of the staff is to focus their attention on the students. In order to meet the needs of the students during program hours, we ask that parents limit their conversation with KEDS staff members during program hours. KEDS staff members will provide their email addresses as well as the daily schedule of their class. We ask that you avoid interrupting the teacher, and instead, reach out to them via email or after KEDS is over. KEDS teachers will briefly provide updates on your child's behavior and work completion using **ParentSquare**.

Please do not call the office to relay messages to your child unless it is an absolute emergency. Inform your children, before they leave for school in the morning of any plans for after school that they may need to know or you may send them with a written note.

Accidents or Illness

In the event of an accident or severe or acute illness, KEDS staff will take every step to attempt to safely care for the student. In the event of a high temperature or a serious injury, we will make every effort to notify the parent's and/or emergency contacts. If a situation requires immediate attention, 911 will be called and the child will be transported to the hospital by ambulance. Parents will be contacted for all escalated emergencies.



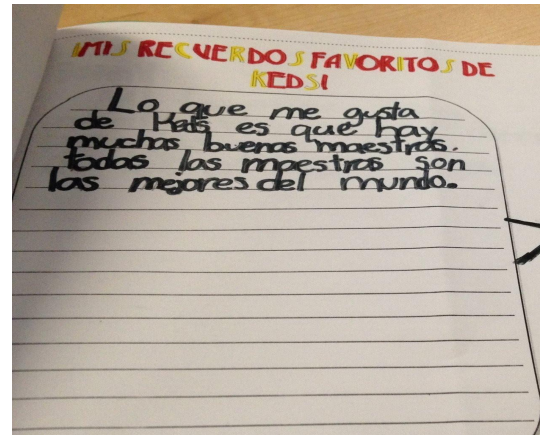
Toys, Electronics and Phone Policy

Students may not bring toys, electronic/video games, trading cards, still/video cameras, or mp3 players to school. Items brought to school for "sharing time" must remain in the classroom. At times, students may be granted permission to use electronic items on an as needed basis, as well as for instructional purposes. Anything brought from home is brought at the student's own risk, realizing that items can be misplaced or lost when on the school campus. After school, students must have permission from the KEDS After School Manager to use cell phones while on campus. **All unauthorized cell phones, electronic devices, and toys that are made visible at any time will be confiscated and parents/guardians will have to pick up with the after school teacher when they come for their child.** Special permissions must be given by the KEDS

instructor/KEDS After School Manager for use of electronic devices in KEDS during homework time. Phone calls to parents and bringing toys into KEDS are aligned with OCEAA general policies.

Homework Policy

The KEDS program stresses the importance of homework and sets time aside every day for students to work on their assignments. KEDS staff members are available to supervise and assist students working on homework, however, if students do not bring their homework or do not finish their homework in the allotted time they are in KEDS, then it is up to the students to complete their work at home. KEDS staff schedules vary from grade to grade, but in most grades **no more than 60 to 90 minutes will be devoted to homework assistance**. This ensures time for other enrichment activities. Because of the number of children who may require assistance during homework time, the staff members are unable to check each child's homework for complete accuracy or provide the type of one-on-one homework help that is available from a private tutor.



Although we encourage the children to do their homework during homework time, using the time set aside to complete homework during KEDS is the responsibility of the child. We also ask that parents/guardians are diligent in checking their child's homework when they get home and encourage them to use their time wisely during KEDS to complete their homework. Students are to report to their KEDS class as soon as school ends. Students who fail to check in with their KEDS teacher or students who arrive to class late without prior approval will receive a verbal warning on the first occurrence. After the first verbal warning, students will be written up if they continue to report to class late.

Behavior Management Policy

The students and staff of OCEAA's KEDS program are asked to treat each other with respect, tolerance, kindness, and consideration. The rules and behavior expectations utilized by the KEDS staff will be explained to the children clearly and reinforced in a consistent manner.

Students will be given reminders and redirection in order to encourage positive behavior. A child who is unkind verbally will be asked to apologize. A child who uses supplies or equipment inappropriately will be restricted from using the supplies or equipment for a short period (suspension duration will be provided by the KEDS After School Manager).

When a student is disruptive or needs time to regain self-control, he or she will be removed from the group and sent to the KEDS After School Manager or another classroom based on the severity of the situation. Time away from the group will vary depending on the situation. After spending time away from their group, behavior options will be discussed before the student returns to the group. If the disruptive behavior continues, the student will be given a Character Communication or an ODR depending on the severity of the situation. 3 Character Communications of the same behavior equates to 1 ODR. A total of 3 ODR's at any time during KEDS will result in expulsion from the program.

Parents will be notified if a student exhibits unusual emotional or physical behavior that threatens the well being of themselves or other students in the KEDS program. If a student has specific behavior support needs, every effort will be made to implement a behavior management plan consistent with efforts being made during the day. If a student's behavior indicates that the KEDS Program is not able to meet his or her needs, the KEDS After School Manager will contact the student's parents to arrange a meeting. Parents may also request a meeting.

After meeting, an action plan will be developed that establishes reasonable, attainable objectives for the student. A copy of the plan will be given to the KEDS teacher and to the student's parents. A daily log will be kept of the student's progress. If a student is placed on a behavior plan during the day, the students' behavior will also be monitored and documented during KEDS if the student is exhibiting negative behavior after school as well. If the KEDS After School Manager feels the program cannot accommodate the needs of the student, or if the objectives established for the student are not met within a set time frame, the KEDS program reserves the right to terminate or suspend the student's participation in the program.

The length of the suspension is determined by the KEDS After School Manager and is looked at case by case. Once a student has served their suspension that has been set by the KEDS After School Manager they will only be re-enrolled in KEDS if there is space in the class. Parents are to call the office once the suspension has ended to see if space is available. If the same behaviors continue that caused the previous suspension, and if the same student is written up again 3 more times, then they will be terminated/expelled from KEDS. If a student is terminated/expelled from KEDS they are no longer able to enroll in KEDS while they are a student at OCEAA.

Any child who does not accept or respect the physical boundaries of the KEDS Program, or exhibits behavior that threatens his or her wellbeing, or the wellbeing of others, is subject to expulsion/termination without notice. **Any inappropriate behavior by a parent, including verbal abuse of a child or staff member, or confrontations with staff members, is grounds for termination of the family's participation in the KEDS program without notice.** Fees will not be reimbursed for any student that is suspended, terminated, or expelled.

Program Hours

TK

12:25pm- 6:00pm

KINDER

2:10pm- 6:00pm

1st-3rd

2:55pm- 6:00pm

4th-6th

3:05pm- 6:00pm

7th-8th

3:10pm- 6:00pm

KEDS Contact Information

KEDS After School and Student Activities Manager- Miriam Ramirez

714-361-1850 (direct line)

mramirez@oceaa.org

KEDS Administrative Assistant - Terrie Rivera

714-361-1850 (direct line)

trivera@oceaa.org

KEDS Reception

714-558-2787 (Call during KEDS hours)

714-361-1851 (direct line)

For any general or administrative questions about KEDS, please email:

keds@oceaa.org

KEDS PAYMENT DUE DATES

August Payment

Due by July 28, 2023 to secure a spot in the program.

September Payment

Due on- August 25th

Late fees applied- September 2nd

October Payment

Due on- September 25th

Late fees applied-Oct 2nd

November Payment

Due on- Oct 25th

Late fees applied-November 2nd

December Payment

Due on- November 25th

Late fees applied-Dec 2nd

January Payment

Due on- Dec. 18th

Late fees applied-Jan 12th

February Payment

Due on- Jan 25th

Late fees applied-Feb 2nd

March Payment

Due on- Feb 25th

Late fees applied- March 2nd

April Payment

Due on- March 25th

Late fees applied-April 9th

May Payment

Due on- April 25th

Late fees applied-May 2nd