

After School



PROGRAM

After School Program

FAMILY HANDBOOK

2026
2027





WELCOME!

We encourage you to carefully review the Family Handbook as it contains important information to help ensure a successful and positive experience for your family.

Welcome to our After School Programs! Serving the District since 1990, our mission is to provide opportunities to enhance our excellent educational programs through extended learning and quality care. We remain committed to delivering high-quality care in a welcoming and nurturing environment where every child feels valued, encouraged, and inspired.

Our After School Programs offer an extraordinary opportunity to encourage students to build on their classroom experiences, expand their horizons, and have fun! Our dedicated and caring team help children master new skills, model excitement for learning, and foster an environment to develop a sense of belonging.

The Del Mar Union School District After School Program extends a warm welcome to your family!

Contact Information

Office Address: 13030 Ashley Falls Drive, San Diego, CA 92130

Mailing Address: 11232 El Camino Real, San Diego, CA 92130

Phone: (858) 793 – 0071 **Fax:** (858) 905 – 2144

Email: asp@dmusd.org **Website:** <https://asp.dmusd.org/>

Office Hours of Operation: The After School Programs business office is open Monday-Friday from 8:00 a.m. to 4:30 p.m. The business office is closed on all holidays and non-school days unless a camp is in session.

Policy Updates: The After School Program may update policies and procedures as needed to support program operations and comply with district or state requirements. Families will be notified of any significant changes.

Program Descriptions

After School Program

The After School Program is offered to K-6th grade students at their school site and Leap Ahead students at Sycamore Ridge school. Our caring After School Program staff is committed to providing every child with interactive, highly engaging activities to meet the needs of the whole child and create positive and creative learning environments. Our program is designed to provide enriching and varied activities through high quality care.

Enrichment

During a typical year, the After School Programs partners with outside vendors to offer three enrichment seasons for our students. K-6th grade parents/guardians may enroll their children in a variety of enrichment classes that are hosted at every site. Enrichment classes may vary in duration. Classes include a focus on sports, foreign language, music, fine arts, technology, and academics. Each class is taught by outside vendors who are contracted by the Del Mar Union School District. Any inquiries may be sent to enrichment@dmusd.org.

Summer Camp

Summer Camp is an action-packed experience full of hands-on activities, exciting team challenges, field trips, and spirited theme days for incoming 1st – 7th grade students. Typical camp hours are 9:00 a.m. – 4:30 p.m. (*hours may vary*). Extended care may be available for an additional fee.

2026 – 2027 Non-Operational Dates

The After School Program will be closed on the following dates:

September 7, 2026	Labor Day
October 12, 2026	Teacher Non-Work Day
November 11, 2026	Veterans Day
November 23 – 27, 2026	Thanksgiving Break
December 21, 2026 – January 4, 2027	Winter Break
January 18, 2027	Martin Luther King, Jr. Day
February 15 – 16, 2027	Presidents' Days Observed
February 17 – 19, 2027	Local Release Days
March 29 – April 2, 2027	Spring Break
May 31, 2027	Memorial Day

The After School Program will close early on the following dates:

December 18, 2026	Staff In-Service Day, 4pm closure
May 28, 2027	Staff In-Service Day, 4pm closure

Admission Requirements

The Del Mar Union School District is nondiscriminatory and will provide equal care and attention for all children enrolled in the program without regard to color, creed, religion, or national origin. The Del Mar Union School District After School Program is open to any child attending a public school that is part of the Del Mar Union School District. The After School Program complies with all applicable requirements of Section 504 and the ADA. Enrollment in the After School Program is limited based on space availability and maintenance of student to staff ratio.

Daily Program

The Del Mar Union School District (DMUSD) After School Program (ASP) is proud to offer a high-quality after school program at each of our DMUSD sites. Our Program is thoughtfully designed to support the social, developmental, and academic needs of students within our district. Students are grouped by like grade level and participate in a variety of enriching and engaging activities throughout the week. Daily programming includes specialty interest clubs, cooperative learning opportunities, indoor and outdoor recreation, snack time, and a dedicated homework period. Coupled with providing an engaging and nurturing experience for each child, quality care and safety of all children and staff is of the upmost priority.

During the school year, on occasion (no more than once monthly) or due to inclement weather, ASP may offer a PG-rated movie as one of several student choice activities. If you prefer that your child not participate in PG-rated movie viewing, please send an opt-out e-mail to: asp@dmusd.org. Alternative activities will be provided.

Absences

If your child will be absent or arriving late to ASP, please complete an [ASP Absence Report](#) at least one (1) hour prior to the end of the school day to prevent activation of missing child procedures.

If an absence is not reported and ASP staff must initiate efforts to locate your child, a **\$10.00 Safe Student Fee** may be assessed.

If we do not receive notification of your child's absence or late arrival, staff will make every effort to verify the student's whereabouts by contacting the main school office and the contacts listed in your child's Eleyo account. If we are unable to confirm your child's location, Child Protective Services (CPS) and/or the local police department may be contacted.

Students who do not attend the school day may not attend ASP unless unique circumstances have been approved by the ASP office one (1) week in advance.

No refunds or credits will be issued for absences due to illness or other unused days.

Illness

Health and welfare of all students is important to ASP, a student with signs of illness will be sent home. If your student becomes ill with a confirmed case of a contagious illness, please notify ASP so families can be informed to monitor for symptoms. ASP follows guidelines from the California Department of Public Health and will update the following as required. Please keep your child home if your child appears very sick at any time or if any of the following symptoms:

- Fever of 100.4° or higher
- Persistent cough
- Nasal congestion/runny nose
- Sore throat
- Vomiting that has occurred twice in 24 hours
- Stomach ache that prevents your child from participating meaningfully at ASP
- Diarrhea that has occurred 3 or more times, or if your child cannot make it to the toilet in time
- Muscle or body aches
- Poor appetite
- Headache in which the pain prevents your child from participating meaningfully at ASP
- Severe cold symptoms including a bad cough, difficulty breathing, wheezing, or trouble catching breath
- Rash that is oozing, causing pain, has blisters, is not healing or is accompanied by fever
- Ear or eye irritation that is painful, causes difficulty in hearing/seeing, or discharge from the ear or eye is present
- Child is not able to comfortably participate in the regular ASP activities

If your student displays signs of illness while at ASP, a parent/guardian will be contacted for immediate pick up. Student must be picked up **within one (1) hour**. If the parent/guardian is unable to come, an authorized individual must come within the hour. If your student has not been picked up within the hour, the program standard late pick up fee will apply.

Snack

Children will be offered one snack per day. All snacks served in ASP meet the “Smart Snack” standards set for schools. If your student has any food allergies and plans to have snack with us, please complete the [Medical Statement to Request Special Meals and/or Accommodations](#) and provide it to the Child Nutrition Services Office. This statement must be signed by a licensed healthcare professional as listed on the form. If our snack does not meet your child’s preferences, you are welcome to provide your own snack from home.

Dress Code and Personal Belongings

We encourage students to come to ASP dressed appropriately for active indoor and outdoor play. Parents/guardians can support their child in selecting comfortable clothing suitable for movement, recreation, and hands-on activities. Students participate in activities that may include paint, clay, glue, and other art materials. Clothing should be appropriate for projects that may become messy. Layers are recommended, particularly in cooler weather and for students who remain in the program into the evening. For safety on the playground and during active play, students are encouraged to wear closed-toe shoes. All personal belongings must be clearly labeled with student’s first and last name, including lunch bags, backpacks, jackets, sweater, books, and notebooks. Toys, electronic games or devices, stuffed animals, trading cards, and special sports equipment should not be brought to ASP. If brought to the program, these items must remain inside the student’s backpack at all times. **The After School Program is not responsible for lost, damaged, or stolen personal property.**

Personal Electronic Device Guidelines

Use of personal electronic devices, including smart watches when used as communication devices, during ASP is prohibited. If your child needs to communicate with you, they will be given access to a school phone. If you need to reach your child, please contact the ASP site directly.

Chromebook Use Policy

Regular chromebook use during ASP is limited to students in 4th – 6th grade and is permitted for assigned homework purposes only. To use a chromebook during ASP, the following requirements must be met: a completed and signed ASP Chromebook Agreement must be on file, the agreement must specify the applications and websites required for the student's assigned homework, and students must comply with all ASP and school district technology policies. Students must use devices responsibly and follow staff directions at all times. ASP staff reserve the right to monitor chromebook use and request that a student close applications or discontinue use at any time. Failure to follow chromebook expectations may result in temporary or permanent loss of chromebook privileges and/or disciplinary action in accordance with ASP policies.

Toileting

Children enrolled in our Programs must be confidently toilet trained and in underwear. Children should be able to use the facilities on a regular and consistent basis, without needing assistance from adults. ASP staff recognize that Leap Ahead and Kindergarten children may still need reminders and toileting accidents may occur. We request an extra change of clothes be stored in backpacks for these instances. In these instances, children must independently change into their extra clothing. ASP Personnel is not permitted to assist with toileting or to assist children with changing their clothing. Parents/guardians will be contacted for immediate pick up in instances where children require assistance. Repeated bathroom accidents may result in a meeting with administrative personnel to discuss readiness to attend the ASP.

Conduct

Safety of students and staff is our highest priority. ASP staff will intervene when a student's behavior threatens their safety or the safety of others. If a student requires significant behavioral redirection or demonstrates behavior that threatens safety, parents/guardians will be contacted for immediate pick up. The student must be picked up **within one (1) hour** of notification. If a parent/guardian is unable to arrive within that time, an authorized individual must pick up the student within the one-hour timeframe. **If the student is not picked up within one (1) hour, standard late pick up fees will apply.** ASP staff will make every reasonable effort to communicate concerns and work collaboratively with parents/guardians to support student success. However, ASP reserves the right to disenroll students at any time at the discretion of the ASP Supervisor. If a student is disenrolled from ASP, no refunds will be issued.

These behaviors will result in immediate pick up and/or disenrollment:

- Behavior that disrupts the smooth flow of the program requiring an extraordinary amount of attention (one on one care is not available)
- Situations in which the student is unable to follow the rules and expectations of the program
- Leaving the group or refusing to remain with the group
- Student or parent/guardian behaviors that endangers or inflicts physical or emotional

- harm on others
- Student or parent/guardian physical or verbal abuse of staff
- Student or parent/guardian disregard of ASP policies

Accidents & Emergencies

If a child is injured on site, first aid will be administered. If a physician must treat a child, every effort will be made to contact the child's parent/guardian and/or the doctor indicated on the emergency information. In case of an emergency, as determined by program staff, paramedics will be called, and a parent/guardian will be notified immediately. Parents/Guardians will be responsible for all costs incurred in such emergencies.

Medication Administration & Emergency Procedures Medication

A completed **Physician's Statement/Authorization for Medication Administration** must be on file at the site prior to administration of any medication. Only physician-prescribed medication in the original prescription container can be administered. The container must be labeled by the pharmacist and must include the name of the student, date, dosage, medication name, and method of administration. All necessary dosing tools must be provided by the parent/guardian. **ASP does not have access to the school health office.** If your child requires medication, it must be provided directly to ASP. It is the parent's responsibility to ensure medications remain current and unexpired. Medications will be disposed of two (2) weeks after the expiration date or two (2) weeks following program withdrawal if not picked up. All student health forms can be accessed [here](#).

For the safety of all students, any child requiring medication as indicated on the child's Eleyo profile, may not attend the program until the medication and all required authorization forms are on file with ASP. This policy also applies if a medication has expired and updated/unexpired medication has not yet been provided to the program.

Parent/Guardian Communication

Parents/Guardians are responsible for reviewing program communications and responding in a timely manner.

ASP staff document any injury, illness, or significant incident that occurs during program hours. Reports will include a factual summary of the incident and any actions taken by staff in response. A written report will be shared with the parent/guardian at the time of pick up and a copy will be provided for your information. Parents/guardians will be asked to sign the report to acknowledge receipt of the documentation.

Enrollment Procedures

All families must complete the registration application online each year. The registration information can be found on our website <https://asp.dmusd.org/>

Priority Registration will be offered during the initial registration period, with the following order: (1) DMUSD employees, (2) re-enrolling families, and (3) new families.

All information needs to be filled in completely during the application process. There is a non-refundable \$75.00 registration fee for all children. Family accounts must be in good standing to

complete the application process.

Parents/guardians are responsible for ensuring that all personal and emergency contact information is complete at the time of registration and remains current throughout the school year. It is essential that phone numbers, as well as emergency contact information, are accurate and up to date. Families must provide **at least three local emergency contacts**, each 18 years of age or older. Students will only be released to individuals listed as authorized pick ups in the student's account. A valid photo ID must be present at the time of pick up. Please refer to the Sign Out Procedures section for additional information.

Tuition

Tuition is divided into equal payments per month. Tuition fees must be paid in advance monthly and are due on the first of the month. All payments must be made using the online system. No cash or checks are accepted.

Late Tuition Payments & Returned Payments

Tuition is due on the first of the month. Accounts are considered delinquent after the fifth of the month.

A **late fee of \$25.00** will be assessed if payment has not been received by the 5th of the month and will be included on the following month's invoice. Late fees are not covered by the ELOP or Alternative Payment programs. If tuition is not paid within two weeks of the due date, this may result in immediate termination of enrollment. Upon payment, parents/guardians may re-enroll their child(ren) through Eleyo with applicable paid tuition and \$75.00 registration fee. Enrollment is subject to current availability. Past due accounts may be referred to collections for past due balances. Any returned transactions may be subject to a fee.

Refunds or Credits

There are no refunds or credits for the After School Program.

Changes

Any changes in enrollment must be made in writing to the ASP office by email communication to asp@dmusd.org prior to the 10th of the month. Each change will incur a **\$15.00 change fee**.

Withdrawal Requests

Requests to withdraw must be made to the ASP office by email communication to asp@dmusd.org. Request must be received by the 10th of the month to be effective for the following month. No withdraw request can be made after April 1st.

Early Release Days

All early release and conference days are included in your monthly billing.

Kindergarten Students First 6 weeks of School

The first 6 weeks of school for kindergarten students is early release. Families will be billed an additional \$200.00 for the month of August and an additional \$200.00 for the month of September.

Emergency Contact & Authorized Pick Up Information

Parents/Guardians are responsible for keeping *Emergency Contact* **AND** *Authorized Pickup Information* current in Eleyo. Ensure the emergency contacts are local, able to answer phone calls, and pick up your student if necessary. Parent/guardian **must provide at least 3 emergency contacts who are at least 18 years of age. Emergency contacts are persons listed on file to contact in case of an emergency. Authorized pickups in Eleyo are persons that are able to pick a child up from the ASP.** Authorized Pickups must be at least 18 years of age and provide a form of photo ID at time of pickup. Please note, by default, emergency contacts are NOT listed as authorized pickups in the Eleyo Child Care Attendance app and cannot sign children out. An emergency contact must be added as an authorized pickup before sites can release the child to them.

Sign In/Out Procedures

Sign In

ASP staff will pick-up your Leap Ahead student / Kindergartener from their school day classroom and escort them to ASP. All other students will walk to their assigned ASP room for check-in directly at dismissal from their school day classroom to be checked-in by ASP staff.

Sign Out

Parents and other authorized pick up persons may access campus and proceed to their student's physical location for pick up. If students are not in the ASP rooms, signs will be posted with their location to pick up.

When your child is enrolled in ASP, parents/guardians must provide the ASP Office a pre-authorized list of individuals approved to pick up their child. All individuals on the pre-authorized list **must be at least 18 years of age** to pick up a child, will be required to **show photo identification** and must complete the sign out process on the kiosk by entering the child's **security code** and signing out with a full signature. Parents/guardians are responsible for all individuals on a child's authorized pick up list, including their conduct during pick up, ensuring all individuals are 18 years of age and are prepared to show photo identification and enter the child's security code.

Late Pick Up

A **standard \$30.00 late pick up fee** will be charged for each 15-minute increment (or portion thereof) after the program's scheduled closing time. Late fees will be applied beginning at the Program's official end time and will continue to accrue every 15 minutes until the student is signed out. Late fees are not covered by the ELOP or Alternative Payment programs. More than three late pick-ups per semester may result in immediate termination of enrollment. After 30 days, parents/guardians may re-enroll their child(ren) through Eleyo with applicable paid tuition and \$75.00 registration fee. Enrollment is subject to current availability.

Failure to pick up your child(ren) and/or contact the ASP office, and if no one can be reached within sixty minutes after closing time, District personnel will release your child(ren) to the custody of Child Protective Services or other legal authorities.

Disaster Preparedness

DMUSD and ASP have a comprehensive Incident Command Structure and emergency plan. There are emergency supplies including food, water, shelter and first aid supplies on campus. In the event of a major disaster, staff will remain on campus to care for your child. We participate in emergency drills for a variety of situations to help children understand procedures and how to evacuate or locate a secure location quickly, safely and calmly.

Confidentiality

All information collected from children and parents will not be disclosed for any reason except for purposes legally permissible or directly related to the administrative function of ASP. If this information is requested for other purposes, the ASP Supervisor will request written consent from the parent/guardian.

On occasion, student pictures will be taken and used for internal and external marketing (no names will be listed). If you do not wish to have your student's picture used for this purpose, please send an opt-out e-mail to: asp@dmusd.org

Mandated Reporting

Del Mar Union School District Staff are required by law to report suspected instances of child abuse to Child Protective Services Agency.

Tax ID

The After School Programs tax ID for claiming After School Programs care expenses is **95-6000995**.