



# Parent Handbook

---

Welcome To The Monarch Club



2  
0  
2  
6

ROBERT H. DOWN ELEMENTARY SCHOOL

485 Pine Avenue

Program Coordinator: Jeff Erickson

(831) 646-6548

[jefferickson@pgusd.org](mailto:jefferickson@pgusd.org)

Register at <https://robertdown.pgusd.org/>

FOREST GROVE ELEMENTARY SCHOOL

1065 Congress Avenue

Site Leader: Fran Petty

(831) 646-6501

[fpetty@pgusd.org](mailto:fpetty@pgusd.org)

Register at <https://forestgrove.pgusd.org/>



# Table of Contents

---

- Welcome Message
- Partnerships
- Arrival and Departure
- Staffing
- Calendar and Service Hours
- School Rule Still Apply
- The Money Stuff
- Food, Snack and Drinks
- Health and Safety
- Activities and Schedule
- Lost and Found
- Contact

# Welcome Message

---

A very warm Pacific Grove welcome to all our new and returning families! We are absolutely thrilled to have you join us at The Monarch Club, Pacific Grove Unified School District's vibrant before and after school program.

For over four decades, our program has been a cornerstone of this community, beginning in 1984 as the Before and After School Recreation Program (BASRP). Today, we are proud to continue this wonderful legacy as The Monarch Club.



Our mission is to create a safe, inclusive, and enriching home-away-from-home where your child can truly thrive. Here, we go beyond simply supervising students; we create a space buzzing with energy and opportunity. A typical afternoon at The Monarch Club might see:

- **Creative Exploration:** Students bringing their imaginations to life through arts, crafts, and music.
- **Academic Support:** Dedicated time for homework with helpful guidance from our caring staff, turning challenges into achievements.
- **Active Play:** Children developing friendships and teamwork skills through fun, collaborative games both indoors and outdoors.
- **Personal Growth:** A supportive atmosphere where every child is encouraged to build confidence, explore new interests, and develop socially and emotionally.

We believe that our families are our most important partners. The Monarch Club is more than just a program; it's a community built on trust and collaboration. We are dedicated to working closely with you to ensure your child feels valued, supported, and celebrated every single day.

Thank you for entrusting us with your child's care. We are looking forward to a fantastic year filled with learning, laughter, and friendship. Welcome to The Monarch Club family!



# PARTNERSHIPS

---

## ELOP

Our ability to offer this high-quality and accessible program is made possible through the California Expanded Learning Opportunities Program (ELOP). We operate in accordance with California Education Code § 46120 and our district's Board Policy 6170.1 to ensure we meet the highest standards for all students we serve from transitional kindergarten through sixth grade.

Guided by California's Quality Standards for Expanded Learning, we have built a program that offers a variety of fun and valuable activities to support your child's growth, including:

- Academic Support: Homework assistance, literacy, and math practice
- Enrichment: Art, music, drama, STEM projects, cultural learning
- Recreation & Wellness: Organized games, sports, movement activities
- Social-Emotional Learning: Team-building, conflict resolution, leadership skills
- Healthy Living: Nutrition education, outdoor play

## AFTER SCHOOL ENRICHMENT

Monarch Club also has an exciting partnership with the Pacific Grove Unified School District's After School Enrichment program to offer even more opportunities for your child to learn and grow!

This collaboration opens up a world of specialized classes and workshops that allow students to dive deeper into their unique interests. Imagine your child mastering chess, learning to code, creating amazing art projects, or developing new athletic skills—all in a fun and supportive setting right here on campus.

For a nominal additional charge, these fantastic enrichment classes are available to all students. It's an easy and affordable way for your child to explore a new passion or build on a current one. For our Monarch Club families, the convenience is built right in, as students can transition seamlessly and safely from our regular program to their chosen enrichment class.

Keep an eye out for the upcoming schedule of classes and registration details. We are so proud to work with the ASE program to expand the horizons for our students and can't wait to see what they discover!



# Arrival and Departure

---

Your child's safety is our number one priority, from the moment they arrive until they are back in your care. To ensure every child is safe and accounted for, we have a simple and secure process that we follow every day. We appreciate your partnership in making drop-offs and pickups a smooth and secure experience for everyone.

## Welcoming Your Child (Arrival)

- For students joining us right after the school bell, our Monarch Club leaders will greet them and handle the sign-in process as they arrive at our center.
- If you are dropping your child off with us at any other time, please take a moment to walk them in and sign them in at our check-in station.

## Ensuring a Safe Handoff (Departure)

When it's time to go home, we ask that you or your authorized pickup person please come inside our center to sign your child out.

We know your afternoons are busy, and we truly appreciate you taking this extra moment. This face-to-face sign-out is our most important safety check of the day, as it allows us to personally confirm your child is leaving with the right person. Before you head out, please make sure one of our staff members sees you leaving so we can wave goodbye!

A quick note: A sign-out also keeps our records accurate. If a sign-out is missed for any reason, our system will default the pickup time to our closing time of 6:00 PM for billing purposes.

## Your Child's Circle of Trust (Authorized Pickups & ID)

For your child's protection, we will only release them to parents, guardians, or adults who are specifically listed on your family's authorized emergency and pickup list. There are no exceptions to this crucial safety rule.

- Please Be Ready to Show ID: Our staff will ask for a photo ID from anyone they don't recognize, even if their name is on the list. This includes new parents and guardians until we get to know you by sight! It's a simple step that ensures maximum security for your child.
- Adding Someone to the List: Need a grandparent, neighbor, or friend to pick up your child? No problem! You can easily add them as a permanent or temporary contact in your online account. For a last-minute pickup, please call us directly to make arrangements. We will still require the person to show a valid photo ID upon arrival.

# Staffing

---



At The Monarch Club, your child's safety and well-being are our highest priorities. We believe a positive, nurturing environment starts with the people who lead it. That's why we have built a team of dedicated, caring, and highly qualified professionals who are passionate about working with children and helping them succeed.

You can have complete peace of mind knowing that every member of our staff meets the rigorous hiring policies of our district and fulfills the strict state requirements for after-school program professionals (E.C. § 8483.4). This ensures our team has the essential experience, training, and background to create a wonderful environment for your child.

We are also proud to have several paraprofessionals on our staff, with dedicated team members added at each site. Rather than serving as traditional 1:1 aides, these paraprofessionals act as whole-program supporters. They float seamlessly across activities to guide small groups, assist with conflict resolution, administer first aid, and ensure all students feel included and supported throughout the day. To provide the best possible care and individual attention, we maintain excellent staff-to-student ratios that comply with state guidelines:

- TK and Kindergarten: We ensure a close-knit, highly attentive setting with a 1:10 staff-to-student ratio.
- Grades 1 through 6: We maintain a 1:20 staff-to-student ratio.

These ratios allow our staff to build strong, positive connections with each child and ensure attentive supervision at all times. Furthermore, our commitment to excellence is ongoing. Our entire team receives continuous training in crucial areas like child safety, positive youth development, and how to deliver fun and engaging enrichment programs. This ensures our staff is always prepared to provide the best possible experience for your child.

# School Calendar and Service Hours

---



We're so excited for a great year at our Forest Grove and Robert H. Down centers! To help things run smoothly, here is some friendly information about our hours and pick-up procedures.

## Our Daily Schedule

- Morning Club: 7:00 AM to 10:00 AM
- Afternoon Club: 1:00 PM to 6:00 PM

**Holidays and Minimum Days** We follow the Pacific Grove Unified School District calendar, so if there is no school, our centers will be closed.

On minimum days, we'll be ready for your kids as soon as they're dismissed, opening our doors at 12:10 PM. Please make a special note of these dates, as we will be closing early to allow our staff to prepare for the holidays.

- We close at 3:00 PM on the day before Thanksgiving Break, the day before Spring Break, and the last day of school.
- We close at 2:00 PM on the day before Winter Break.

Our day ends at 6:00 PM sharp. We kindly ask that you plan to arrive on time to pick up your child. We know that life happens, but late pick-ups mean our staff have to stay late, too.

## Our policy for late pick-ups is as follows:

- Late Fees: \$25 for the first 1-10 minutes, and another \$25 for each 10-minute period after that.
- After 6:30 PM: For your child's safety and well-being, any child not picked up by 6:30 PM will be taken to the Pacific Grove Police Department.
- Repeated Lateness: We want to make sure the program is working well for everyone. If there are three late pick-ups, it may lead to your child losing their spot in the Monarch Club.
- Transportation: Please remember that our staff members are unable to drive children home.



# School Calendar and Service Hours

---



Please note that The Monarch Club is a structured after-school program, not a drop-in or intermittent babysitting service. Our staffing, activity planning, and safety protocols are based on a consistent and predictable daily roster. The following policies are in place to ensure the safety, security, and well-being of every child in our care.

## 1. Mandatory and Immediate Check-In

- Students enrolled in the program are required to report directly to our designated check-in area and sign in with a staff member immediately following the dismissal of their school day.
- If a student is attending a school-sanctioned activity (e.g., sports practice, club meeting, tutoring with a teacher), they must check in with our program staff immediately after that activity concludes.
- For safety and liability reasons, students are not permitted to leave campus, visit with friends, or go to other locations before checking into the program.

## 2. No Drop-In Service

- Our program is staffed and planned based on pre-registered enrollment numbers. To maintain our required staff-to-student ratios and ensure quality programming, we cannot accommodate students who are not officially registered for that day.
- All attendance must be arranged in advance according to our program's registration procedures.

## 3. Single Check-In/Check-Out Policy

- The safety and accountability of our students are our highest priorities. Our supervision and responsibility for a child begin when they are officially checked into the program and end when they are officially checked out by an authorized parent or guardian.
- Once a student has been signed out for the day, they will not be permitted to check back into the program.
- This "no re-entry" rule is firm. For example, if a student is picked up for an appointment, an errand, or any other reason, they may not return to the program later that afternoon. This policy ensures there is no confusion regarding which adult is responsible for the child's supervision at any given time.



# School Rules Still Apply

---



## School-Based Child Care Provider:

- As a school-based provider of child care, the Monarch Club adheres to all school rules and policies. This ensures a consistent and safe environment for all students.

## Application of School Rules:

- All students attending Monarch Club are expected to follow the same rules and guidelines that apply during regular school hours. This includes behavior expectations, dress code, and any other school policies.

## Attendance:

- **Daily Attendance Requirement:** Students must be present in class for at least half of the instructional minutes of the day to attend the Monarch Club.
- **Full-Day Absence:** If a child is absent for the entire school day, they will not be allowed to attend the Monarch Club after school.

## Suspensions:

- If a student is serving a school suspension, Monarch Club services will also be suspended until the student is allowed to return to school.

## Cell Phone Policy:

- Cell phones are to be kept put away at all times during Monarch Club unless prior permission is given by a staff member.
- If permission is granted for cell phone use, students must ensure that their cell phone use does not disrupt others.
- Students are not allowed to let other students use, view, or listen to their cell phones.

By aligning Monarch Club with school policies, we aim to create a seamless and supportive environment for students, reinforcing the values and expectations of the school community.

# Behavioral Expectations & Disciplinary Action:

---



Because the Monarch Club is an extension of the school day, we maintain a zero-tolerance policy for behaviors that compromise the safety or dignity of our students and staff.

**Prohibited Behaviors:** The following behaviors are considered serious violations of the Monarch Club code of conduct:

- **Violence:** Any physical aggression toward students or staff members.
- **Disrespectful Language:** The use of profanity, slurs, or verbal defiance toward staff or peers.
- **Property Damage:** Intentional misuse or destruction of school or personal property.
- **Bullying:** Any form of intimidation or harassment to students or staff.

**Disciplinary Escalation:** If a student's behavior requires a staff member to call a parent/guardian for a rule violation, the following "Three-Strike" suspension policy will be strictly enforced:

1. **First Incident (Initial Call):** The parent will be notified of the behavior. The student will serve a one-day suspension from all Monarch Club activities on the following scheduled day.
2. **Second Incident (Second Call):** The parent will be notified. The student will serve a five-day (one week) suspension from all Monarch Club activities.
3. **Third Incident (Third Call):** The parent will be notified. Monarch Club services will be suspended for the remainder of the school year.

**Note:** In cases of extreme violence or immediate safety threats, the Monarch Club reserves the right to bypass the initial steps and move directly to a long-term suspension or permanent dismissal from the program.

## **Dismissal from Program:**

The Monarch Club aims to support every student; however, our primary responsibility is the safety of the group. These policies ensure that the environment remains productive and secure for everyone involved.

# Billing

Our goal is to keep our billing transparent and consistent for everyone. Here is how the "per half hour unit" system works in practice:

## The "30-Minute Unit" Rule

We charge \$4 per half hour or any fraction thereof. This means: Billing is based on units of time, not the literal hour on the clock. The "clock" starts the moment your student is checked into our care.

As soon as a new 30-minute window begins—even by one minute—a new \$4 charge is incurred.



## Real-World Example

The timing does not necessarily start on the hour or the half-hour (like 8:00 or 8:30). Instead, it starts exactly when your child arrives.

Scenario: You drop your student off at 7:55 AM.

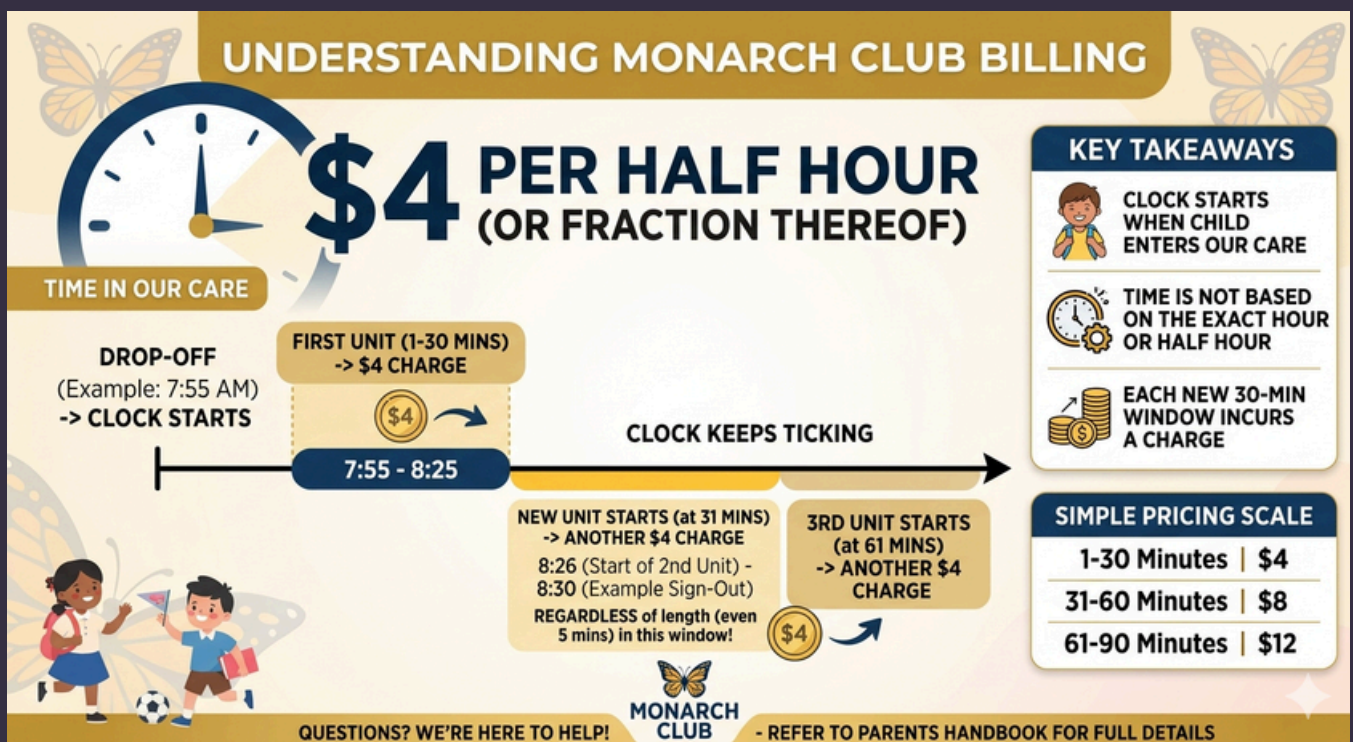
Unit 1 (\$4): Covers 7:55 AM to 8:25 AM.

Unit 2 (\$4): Starts at 8:26 AM. Even if we sign all students out at 8:30 AM for class, those final 5 minutes enter a new "fraction" of a half hour, resulting in a second charge. Total Charge: \$8

## Key Takeaways

- 1–30 minutes: \$4 (1 unit)
- 31–60 minutes: \$8 (2 units)
- 61–90 minutes: \$12 (3 units)

We find that this system allows us to maintain the high quality of care and staffing your children deserve. If you have any questions about your specific statement or the timing of your child's check-ins, please feel free to reach out to us directly.





# The Money Stuff

---

To make the payment process as clear and simple as possible, here is an overview of our billing policies. We appreciate your partnership in helping us run a smooth and sustainable program for all our children.

## Our Program Fees

We offer a straightforward fee structure to make planning easy for your family.

- Hourly Rate: \$4.00 per 30-minute block (or any portion of a block).
- Annual Registration Fee: A one-time fee of \$25 per child helps cover registration and material costs for the year.
- Contract Changes: If you need to make any changes to your contract or cancel, please provide your request in writing so we can process it accurately.

## On-Time Pickups

Please help us by picking up your child on time at the end of the day. Our staff members have their own families and commitments to get to, and timely pickups ensure they can leave on time.

- In cases of late pickups, a fee of \$25 will be applied for every ten minutes (or portion thereof).

## How Billing Works

To help you stay on track, we follow a consistent billing schedule.

- Invoices are emailed every other Monday.
- Payments are due that following Friday. For your convenience, auto-payments are also processed on that Friday due date.
- Account Reviews: Our district staff reviews accounts regularly. If your account has a past-due balance, you will receive a friendly written reminder at that time.



# The Money Stuff Cont.

---

## Keeping Your Account Current

We understand that circumstances can sometimes make payments difficult. Communication is key, and we are here to work with you.

- **Past-Due Accounts:** To ensure your child can continue enjoying our program without interruption, please keep your account current. If an account remains unpaid for four weeks or reaches a balance of \$500, we will need to pause attendance until the balance is paid or a written repayment plan is arranged with PGUSD.
- **Extenuating Circumstances:** If you are facing a difficult situation, please contact our Program Coordinator as soon as possible so we can find a solution together.
- **Returned Checks:** A \$25 fee will be applied for any returned checks. Payment to cover a returned check must be made with a cashier's check, money order, or cash. Please note that after two returned checks, we will only be able to accept these alternative payment methods going forward.

## Financial Assistance Programs:

- Paperwork for assistance programs must be submitted prior to the start of the month.
- Requests for assistance paperwork for previous months will incur a \$25 per month per student fee.
- Free and Reduced families experiencing financial difficulty will be evaluated for free program service
- All unduplicated students are free for program service for this purpose an unduplicated student is either classified as an English learner, eligible for a free or reduced-price meal, or is a foster youth.





# Food and Drinks

---

## Keeping Our Monarchs Fueled for Success!

We know that a student's day can be long, from the first school bell to pickup time at Monarch Club. To ensure every child has the brainpower and energy to learn, play, and thrive, we need your partnership in packing healthy food and drinks.

## Daily Snacks & Hydration

- **Afternoon Snacks:** To help bridge the gap after school, we offer a light snack of fresh fruit each afternoon. As this is meant to be a small boost, we strongly encourage you to pack an additional, more substantial snack from home that your child knows and loves. This ensures they have plenty of fuel for an afternoon of fun and activities.
- **Water is Wonderful:** Please send a refillable water bottle with your child every single day. Staying hydrated is super important for concentration and well-being. We'll make sure they have opportunities to refill it.

## Planning for Longer Days

For our students who are with us for the full day—sometimes up to 11 hours from the start of school—having enough food is crucial. The light snack we provide may not be enough for a child who has been at school for so long. We highly recommend packing extra snacks or a "second lunch" to keep them going strong.

**Don't Forget Lunch on Minimum Days!**

Minimum days mean an early school dismissal, right before lunch. Please make sure your child brings a lunch from home or gets a school lunch before heading over to Monarch Club for the afternoon.

## Allergies & Dietary Restrictions

Your child's health and safety are our highest priorities. If your child has any food allergies, intolerances, or dietary restrictions, please make sure this information is clearly detailed on their official enrollment and health forms.

Open communication is key—we also encourage you to have a conversation with our Program Manager about your child's specific needs. This vital information allows our team to take the necessary precautions, especially concerning the light daily snack we provide, and ensures we can create a safe and inclusive environment for every child in our care.



# Health & Safety

---

At The Monarch Club, your child's well-being is our top priority. We are committed to providing a caring and secure environment where every child can thrive. To help us achieve this, we have clear procedures for when a child feels unwell or needs special medical attention.

## When Your Child Feels Unwell

- We know it's no fun when little ones are under the weather. If your child develops a fever of 100°F or higher or becomes ill during our program, we will give you a call right away to come and pick them up for some rest and snuggles at home.
- To ensure a full recovery and prevent the spread of illness to others, we ask that your child be fever-free for a full 24 hours (without the help of fever-reducing medication) before returning to the program. This important rest period helps them bounce back and feel their best!

## Staying Connected in an Emergency

- In the rare event of an injury or a more serious situation, our first step is always to contact a parent. If we can't reach you, we will begin calling the authorized people on your child's emergency list.
- Your help in keeping these details updated is essential! Please ensure your child's emergency contacts are always current so we can reach the right person quickly and without delay. If a child needs immediate medical care and we cannot reach a parent or authorized contact, our protocol is to call 911 to ensure your child gets prompt medical attention.

## Medications & Special Health Needs

- If your child has a health or medical condition, we want to be your partner in their care. Please be sure to discuss these with the Program Manager so we can create the best plan together.
- Open Communication: Your insights are invaluable. A conversation with our Program Manager helps us understand your child's needs. In some cases, our staff may need additional training to provide the safest and most confident care, which we will complete before your child attends.
- Administering Medication: If your child needs any medication (prescription or over-the-counter) during program hours, we are here to help. For your child's safety, please ensure the District's medication form is completed and signed by your child's doctor. The medication must be in its original packaging for us to keep on-site. You can get a copy of this form from the school office.





# Activities & Schedule

---

We believe afternoons should be filled with creativity, fun, and new experiences! Our team plans a variety of engaging activities designed for all of our students to enjoy.

## What's Happening This Week?

To keep you in the loop, we post a schedule at each location every week. This schedule will highlight any special events, projects, or movies we have planned. We encourage you to check it out so you can share in the excitement with your child!

## Partnering on Activities

We work hard to select activities and movies that are appropriate and fun for every age group. At the same time, we know and respect that every family has unique values.

If you see a planned movie or activity that you'd prefer your child not participate in, please just let our staff know. We are always happy to provide a wonderful alternative for them. Your family's choices are important to us, and we will always honor your requests.

## Joining Us After Other School Activities?

Many of our Monarchs participate in other fantastic after-school programs on campus, like sports, music, or academic clubs—and we think that's great!

To ensure a safe and smooth transition, students should come directly to Monarch Club and sign in with our staff as soon as their other activity has finished for the day. Please know that our official supervision, as well as our billing for your child's time with us, begins the moment they are signed into our care.



# Lost and Found

---

## Helping Treasures Find Their Way Home: Our Lost & Found Policy

With all the exciting activities, games, and creative projects happening at Monarch Club, we know that personal items like jackets, lunchboxes, and water bottles can sometimes get left behind. We do our very best to help reunite lost items with their families, and here's how we can partner together to make that happen!

### The Best First Step: Label Everything!

The single best way to ensure a lost item returns home quickly is to label it with your child's name. A simple name written in a permanent marker on tags, lunchboxes, and water bottles works like magic and helps us return misplaced items directly to your child, often before they even realize they're missing!

### Our Lost & Found Nook

Any misplaced items we find during the day are gathered and placed with care in our designated Lost and Found bin, located [insert specific location, e.g., "near the sign-in/out table"] at each Monarch Club center. We invite you and your child to take a peek through the bin anytime, especially if you notice something missing at home.

### A Gentle Reminder to Check Often

It's a great habit to take a quick look through the Lost and Found when you pick up your child. Often, a favorite sweatshirt or container is just sitting there waiting to be spotted!

### Sharing with Our Community

To keep our space tidy and to help others, we clear out our Lost and Found at the end of each month. Any items that haven't been claimed will be donated to a local charity to help other children and families in our community.

Thank you for your partnership in helping us keep track of your child's belongings!



## Our Partnership for a Great Year

Thank you so much for taking the time to review our Monarch Club handbook. We know that policies and procedures can seem formal, but they are the foundation upon which we build a safe, predictable, and exciting environment for your child to thrive in every afternoon.

Our goal is to be more than just an after-school program; we aim to be a supportive extension of your child's day and a trusted part of your family's routine. We believe the best way to achieve this is through a strong partnership with you. Your insights, communication, and collaboration are what help us make the Monarch Club a wonderful and secure home-away-from-home.

Please know that our lines of communication are always open. If you ever have a question, a suggestion, or a wonderful story to share about your child's day, please don't hesitate to reach out.

The entire Monarch Club team is looking forward to a fantastic year of fun, friendship, and learning with your child.

Jeff "Mr. Po" Erickson  
Program Coordinator  
[jefferickson@pgusd.org](mailto:jefferickson@pgusd.org)

Fran Petty  
Forest Grove Site Lead  
[fpetty@pgusd.org](mailto:fpetty@pgusd.org)

Abbie Arbrun  
Forest Grove Principal  
[aarbrun@pgusd.org](mailto:aarbrun@pgusd.org)

Josh Jorn  
PGUSD Asst. Superintendent  
[jjorn@pgusd.org](mailto:jjorn@pgusd.org)

Emily Tsai Brownfield  
Robert Down Principal  
[ebrownfield@pgusd.org](mailto:ebrownfield@pgusd.org)