

After School Program FAQ's

1) How will we find your child on the first day of school?

On the first day of school your child's kindergarten teacher will walk them outside upon school dismissal and physically hand off your child to us at the kindergarten playground. The teachers have a list of all kids who will be attending our program and we have a list as well. Once all the children on our list are accounted for and signed in, we begin to eat lunch. After the first day and going forward, we will have ASP staff waiting by the Kindergarten classrooms as they are dismissed. All ASP staff will be wearing black shirts that say "ASP STAFF" on the back.

2) Where do the kindergarteners eat lunch?

Kindergarteners eat lunch at Highlands Elementary School in front of the K1 and K2 classrooms. You can pack your child a bag lunch or order hot lunch through the school. We will assist your child in getting their lunch if you choose this option.

3) What's a typical day like at ASP?

Kindergarteners are dismissed from school at 12pm. We eat lunch at the school until about 12:50pm. We then walk the children to the Rec. It's about a 10 min. walk to our facility. We get to the Rec. around 1:00pm where the kindergarteners have 2 hours of age appropriate activities before the 1st-5th graders arrive. At 3:00pm we sit down in rows and the head teacher explains the different play options for the rest of the afternoon and tells them what the afternoon snack is. From 3:30pm until 4:30pm children are playing in their chosen areas/activities. From 4:30pm until 5:30pm new areas/activities are opened. You may pick your child up at any time during the afternoon but at 5:30pm all children come together in one area to make it easier for pick-up. The After School Program closes at 6:00pm.

4) What is Rec swim and when is it?

Rec swim is a free swim option we provide in our program at no additional cost. Rec swim is offered year round on Tuesdays & Thursdays from roughly 3:45pm-4:45pm. The children can play in a roped off 3ft deep section of the pool so all swim levels are welcome. Our staff will assist with changing in/out of swim clothes, but its best for your child to be able to do this independently as soon as possible to maximize pool time. Our staff, as well as our certified lifeguards, are on duty during Rec swim. This is available to any K-5th grader on site attending our program.

5) What if my child is sick/not attending ASP?

If your child is going to be absent on one of their regular scheduled ASP days, please contact the Highlands Recreation Center no later than 12:00pm that day. This will help avoid any confusion at school pickup and time lost to track down your child, because we do not leave the school unless every child in our program is accounted for.

6) What is the sign in/out process?

The sign in/out clipboards are located above the parent mailboxes in our main child care room called the “Social Room”. We sign your child in daily upon pick-up from school. It is your responsibility to sign your child out upon pick-up from our program every day. We are a licensed child care program so full signatures are required (initials are not accepted).

7) After School Program late fee policy

Our program closes at 6:00pm daily and there’s a late pick-up charge of \$10.00 per every 5 minutes of care past 6:00pm if you’re late. You can choose to be billed or make a cash/check payment to the Highlands Recreation Center on-site staff. Either way, late fee payments must be paid in full within 5 days of date issued to avoid further charges.

8) What are emergency packets?

All “New Student” emergency packets must be completed and/or reviewed and turned in before your child begins. For your convenience you can download the entire ASP new student packet online at www.highlandsrec.ca.gov. The packet is located under the “forms link” on the bottom right hand side of the main page. At this point you can download the “After School Program Packet”. Please print the packet single sided as some of the pages are required licensing documents. We will need the original with wet signatures. ASP packets can also be picked up at our office Monday-Friday 9:00am-5:00pm. We require one completed packet for each child.

9) How do I make my monthly tuition payment?

You can make your monthly tuition payment by cash, check, credit card, or setup automatic/recurring deductions from a bank account or credit card. If you are interested in automatic/recurring deductions please stop by our office or call us at (650)341-4251 and we will provide you with the appropriate form.

If you choose to pay manually each month, please remember that all payments are due by the 5th business day of each month to avoid late fees.

10) How do we handle school breaks & staff development days?

Our after school program is closed for all school breaks (i.e. winter, spring, fall and summer). During these breaks we offer full day camps at an additional fee. All of our camps run from 7:30am-6:00pm and include field trips each week. The ASP is open all day for MOST Highlands Elementary staff development days. These days are provided at no extra cost if they fall on your regular scheduled day. If not, drop ins are based on availability. Please see our current activity guide for Highlands Elementary staff development days, school breaks and holidays observed.

11) ASP/Camp staff & ratios?

Our After School Program is licensed through the state of California Department of Social Services. Per licensing we are required to keep child/staff ratios of 14:1 in all play areas. All ASP staff are over the age of 18 and all have received fingerprint clearance prior to employment.

12) If I have any further questions, whom should I contact?

Mike Koenig, School-Age Director, is happy to answer any questions or address any concerns you may have. He can be reached at (650) 341-4251 or you can email him at Mikek@highlandsrec.ca.gov. You may also contact Alyssa Kujiraoka, Head Teacher of our after school program. Alyssa directly oversees the kids and staff on site so she is usually a great source for day to day questions. Alyssa can be contacted via email at Alyssak@highlandsrec.ca.gov.