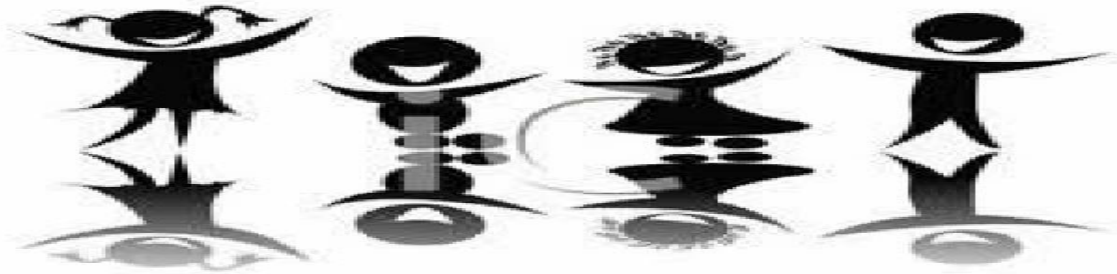


# BREA OLINDA UNIFIED SCHOOL DISTRICT DEPARTMENT OF CHILD CARE SERVICES



## PARENT HANDBOOK

## **VISION STATEMENT**

The vision of the BOUSD Child Care Services Department is to consistently provide a quality support service for the development of the whole child and all of the families so that we continually strengthen the lives of all that we serve.

## **MISSION STATEMENT**

- To provide safe and structured environment
- To provide opportunities for the development of the whole child by encouraging choices through variety
- To provide high quality staff through continual professional growth and development opportunities
- To provide positive experiences through academic, recreation, enrichment and wrap around programs
- To provide parents the support needed to be active in their child's development and education

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# **CHILD CARE PROGRAM INFORMATION**

## **I. Program Staff**

Child Care staff has met criminal clearance and state health regulations. All staff goes through an interview process and references are checked prior to making an offer. We take pride in our staff and provide training, which includes emergency procedures, program planning, child abuse awareness, and other areas pertaining to child care. All Child Care staff meets or exceeds the minimum state requirements regarding academics and experience working with children.

Staff and volunteers are not allowed to baby-sit or transport children at any time outside of the program.

## **II. Enrollment/Fees**

Child Care Program fees are established to offset the costs of operation for the program within the following framework:

School Year Fees are established on a year-round, monthly basis, and do not vary during school holidays or vacations. Prorated amounts will not be granted for non-school days (including furlough days) and Thanksgiving/winter/spring recess. This includes part-time rate plans. Fees may vary during the summer months to enhance the summer program.

- All children in the program share equally in the cost of providing for the fixed costs for the Program regardless of time usage. Fixed costs include facilities and insurance, directing staff, and administrative costs.
- Direct costs such as snacks, program supplies, and program leadership are considered when establishing fees.
- All new or returning participants to childcare must pay a non-refundable registration fee any time there is a break in service as well as completing a child care registration packet.

### *Member Payment Arrangements*

All tuition must be paid in advance on a monthly basis. All tuition must be paid by personal check, cashiers check or money order. Your check is your receipt. **NO CASH WILL BE ACCEPTED.** Payments must be received in the Child Care Center prior to the first day of the month.

There is a service charge of \$15.00 for checks returned for insufficient funds. After a check has been returned for insufficient funds, tuition **must be paid** in the form of money order or cashiers check for the **next three (3) months**.

### *Fee Credits/Refunds for Absences*

There are no adjustments in the monthly child care payment for absence or non-participation. Your fee covers our direct operating expenses (i.e., staffing, snacks, materials, activity fees, etc.). When you enroll your child, you are reserving space, time,

staffing, and provisions whether or not she/he attends. There is a one month minimum participation with no refunds or credits issued for the registration or participation fees.

As the enrolling parent, you are responsible for all fees related to your child's participation (co-pays and registration fees). This includes families that receive assistance through third party agencies (Cal WORKS, CHS, OCDE, etc). The Child Care is unable to bill multiple parties. Upon request, the Child Care is able to send account statements to a "billing" party other than yourself upon written notification by you, but please remember that you remain responsible for payment of all fees due.

### *Withdrawing from the Program/Changes to Program Enrollment*

Participants leaving the Child Care Program are required to notify the Administrative Office in writing by completing the "Withdrawal Notice". **If 30 day written notice is not given, there will be no credits or refunds given. After 30 days, unpaid accounts may be submitted to a 3rd party collection agency. Registration fees and increased participation fees will apply to any re-enrollment. Changes in schedule, days of attendance or payment methods need to be given in writing 30 days prior to date of change.**

### *Removal from Program for Non-Payment of Fees*

In order to be fair to all Child Care Program members, those who do not pay program fees in a timely manner may be suspended or terminated from the program. Fees become past due on the first of each month and may include a late payment fee of \$25. Any balance due may result in the child being removed from the program roster effective the following day. No further Child Care participation is allowed until the balance is paid in full. If the account balance has not been paid in full and arrangements have not been made for payment, your account may be turned over to a collection agency.

### *Holiday Schedule*

The Child Care Program does not operate on holidays in which the school district observes. An operating calendar will be provided to each family upon registration.

\*If the legal holiday falls on the weekend, the holiday is observed the day before or after. For example, if the holiday falls on Saturday, the holiday is observed on Friday.

**\*\*WE WILL BE CLOSED TWO DAYS PRIOR TO THE START OF SCHOOL FOR SCHOOL YEAR PREPARATION AND STAFF TRAINING & UP TO TWO DAYS PRIOR TO SUMMER**

## **III. Child Guidance, Discipline and Safety**

### *Children's Appropriate Conduct*

It is our intent that each child enjoys the activities planned by understanding that she/he is responsible for her/his actions. With prior knowledge of our basic rules of safety and good conduct, each child is made aware of how to exercise self-discipline. We are here to assist

her/him and to know that we expect her/him to succeed. Child Care house rules and conflict resolution strategies are posted at every Child Care Program Center. Character development is an important part of our program. We also use positive reinforcement by consistently acknowledging good behavior.

The expectations listed below are the general expectations we have for all of our program participants:

- Respect for yourself, for others and for property.
- Safety first.
- Speak for yourself/listen attentively.
- Be responsible for your words and actions.

### *Philosophy*

The Child Care staff strives to maintain a positive approach to managing children's behavior at all times. "Discipline" is the process of teaching self-control and the ability to live within limitations and agreed upon guidelines. The staff and children at each Program Center establish expected behavior guidelines. Positive behavior is self-rewarding and allows for program activities to occur. When children choose to behave outside of the guidelines, some consequence is required to avoid future problems. **The overall safety of all children in the program is our highest priority.**

### *Process*

As mentioned above, when positive behavior is displayed, the consequence is participation and enjoyment of planned activities. In cases of negative or inappropriate behavior, the following process will be employed:

1. **Reasoning and Redirection:** Every effort will be made to help the child understand the inappropriateness of her/his action and agree to an alternate form of behavior. Children may be redirected to alternative activities. When the conflict is child-to-child, every effort will be made to have them reason together face-to-face with staff facilitating.
2. **Removal from Specific Activity:** When reasoning has been pursued and has not changed behavior, removing the child from the activity involved for an appropriate amount of time may become necessary. The denied activity should be related to the misbehavior and the removal should not exceed 10 minutes.
3. **Child/Site Lead Conference:** When the Child Care Worker is not successful in correcting behavior, the Child Care Site Lead may meet with the child to redirect him/her to use of proper conflict resolution strategies.
4. **Parent Conference:** If the parent needs to be formally involved in the process, specific changes in behavior will be requested with specific consequences for non-compliance outlined. This is usually accomplished through the use of a "Behavior Contract." Whenever possible, the child is present and participates in these conferences. The goal is to define what changes need to be made to help the child be successful in the program.

### *Removal from Program for Inappropriate Behavior*

If the above process has not resulted in corrected behavior, the family will be required to remove the child from the program. The Child Care Program reserves the right to remove a child from the program if he/she disrupts the class or endangers the well being of themselves or others.

### *Behavior Related Issues*

In addition to behavior management procedures outlined above, parents should be aware that:

- No staff member may ever strike, swear at, abuse, or threaten with physical intimidation either a child or a parent;
- No staff member will allow a child to be stricken, sworn at, abused, or physically intimidated by anyone else in the program;
- No child will be allowed to continue in the program that becomes a safety hazard to themselves or others;
- No staff member will ever solicit or accept gratuities in consideration for any treatment of a child;
- No parent or guardian will be allowed to harass, threaten, or display violent/intimidating behavior towards staff, participants or other members.

### *Special Situations*

In situations that indicate professional help may be necessary, a referral to a professional resource in the community can be made.

### *Behavior Management*

#### **The safety of a child is the highest priority for setting behavior management procedures.**

- When a child has a serious discipline problem, (on any ONE occasion), the parent may be called by staff to request that the child be picked up within one (1) hour of the call. Hitting another child, threatening or intimidating others, injuring another child or staff member or leaving the program center is a serious discipline problem.
- Should it be decided by Child Care staff that a child poses a serious discipline problem; the child may be suspended from the program for a period of 1-5 days, or may be removed from the program entirely.
- The Child Care Program follows all school rules and policies. If a child is suspended from school, he or she is not allowed to attend the Child Care Program during the entire time of the suspension.

## **IV. Child Abuse Prevention**

The Child Care Program maintains a policy of Child Abuse Prevention practices, which include procedures, related to:

- Employee reference checking, hiring criteria, and fingerprinting;

- Training and supervision requirements for staff;
- Staff relationships with children;
- Unscheduled site visitation by Child Care supervisory staff.

These policies are enacted to protect parents, children, and Child Care staff members from actual occurrences of child abuse as well as allegations of abuse. For more information contact your Child Care Center Site Lead.

### *Child Abuse Reporting*

Section 11166 of the California Penal Code requires any Child Care Custodian, medical practitioner, or employee of a child protective agency who has knowledge of or observes a child in his/her professional capacity or within the scope of his/her employment who he/she knows or reasonably suspects has been the victim of child abuse, to report the known or suspected instance of child abuse to a protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident. "Child Care Custodian" includes teachers, licensed day care workers, administrators, or community care facilities licensed to care for children, foster parents, and group home personnel.

### *Information about Abuse*

The Child Care Program wants all children to be safe. Unfortunately, child abuse does exist, taking many forms.

- Emotional – Threatening a child or using words that can hurt a child's feelings and self-esteem; withholding love and support from a child.
- Physical – Causing injuries to a child on purpose, such as bruises, burns, scars, or broken bones.
- Sexual – Having sexual contact in any form with a child, including exposing, fondling, intercourse, pornography, or internet solicitation.
- Neglect – Not providing children with enough food, clothing, shelter, medical care, hygiene, or supervision.

IF YOU SUSPECT ABUSE, call Child Protection Services (CPS) at 714-940-1000.

## **V. Parent Program Communication**

To ensure you and your child are getting the most out of your Child Care experience, we keep the lines of communication open through a variety of ways including: newsletters, bulletin boards, parent/teacher conferences, parent events, surveys, and feedback forms. You will receive frequent communications from us, both in person and in writing, so you're constantly informed of your children's progress, achievements' and daily activities. **What's more, you're welcome to drop in anytime, to visit, check in with your child, and enjoy the program.**

### *Parent Information Area*

When you sign out your child each day, please check for any up-to-date information or notices at the Parent Information Area. Please check any posters and brochures for other information pertaining to Child Care activities.



## *Newsletters*

Newsletters with themes, highlighted activities and other important information are distributed at the Child Care program center monthly. Please review the newsletter carefully, as it may include information on upcoming field trips and events. Please remember to ask for one if you do not receive a newsletter. Extra newsletters will be available in the Parent Information Area.

## *Email*

Parents can email the Child Care Site Lead regarding any questions about the program. Your site lead can be reached at: [initial of first name+last name@bousd.us](mailto:initial of first name+last name@bousd.us). (For example: Jane Doe – email address would be [jdoo@bousd.us](mailto:jdoo@bousd.us)). The Child Care Program believes that face-to-face conversations are almost always best when dealing with sensitive issues or concerns.

## **VI. Custodial Issues/Disputes**

The Child Care Program and the staff employed by the Child Care Program will not become involved in any custodial disputes between parent/guardian. Staff will follow court orders to the best of our ability; however we are not legal experts. All court orders submitted with the child's file must be official documents of the court. The Child Care Program will follow the instructions given by the enrolling parent as long as it supports the court order. Non-enrolling parents can add authorized individuals on their court appointed day (following the court orders). If custodial disputes are not handled appropriately by the parents, the child may be terminated from the program.

## **VII. Child Care Program Documents**

All Child Care Program documents, including but not limited to Registration Paperwork, Attendance Records and Incident Reports are property of the Child Care Program. If Child Care Program documents are required, they must be requested by the court. All subpoenas should be served to the custodian of records (Child Care Administrative Assistant) at the Administrative Office.

## **VIII. Health and Safety**

### *Medication*

Any medication which needs to be administered during program hours must:

- Be accompanied by "Permission to Medicate" form (available at the Child Care Center);
  - Be brought directly to the Director in its **original** container with the child's name, Physician's name and drug name clearly labeled on the container; and
  - Have specific written instruction for dosage amounts, times, etc.
- Child Care staff members are not permitted to administer any over-the-counter medication, such as aspirin and cough medicine without having written instruction and dosage given by the child's physician.

**Note:** Staff cannot split pills or administer amounts other than specified on prescription label bottle unless it is in writing by the child's physician.

### *Chronic Health Issues*

The Child Care Program will administer medications to children who have asthma, who experience allergic reactions, or require blood-glucose tests. Any other substitute foods for raising blood sugar, such as honey, orange juice, or other food substance, will be maintained at the parents' request if we are reasonably able to do so. Parents of children with any potentially life-threatening illness or condition must be reachable by the Child Care staff the entire time the child is at the Child Care Program.

### *Illness during Program Hours*

If your child becomes ill, she/he will be isolated from other children and you will be contacted to pick her/him up. The Child Care Program is not equipped to handle ill children beyond securing their immediate comfort. If you are contacted, you need to make arrangements to pick up your child within one (1) hour. Please be sure to keep the office and your Program Center informed of any changes in your work or emergency phone numbers. If you cannot be reached, we will contact someone you have authorized.

Any child not attending school on any regular school day may not attend the Child Care Program during that school day.

If your child goes home from school, call the Program Center to report the absence. When a child needs to stay after school, the parent must complete special forms. Please ask your Child Care Site Lead for these forms.

### *Child Illness*

For the sake of your child and others, if a child has a temperature of one full degree over normal, is vomiting, or shows other signs of illness, they may not attend child care.

Parents must notify the Child Care Site Lead of the absence AND the nature of the absence on the day of the illness. The school office does not notify the Child Care when your child is not in school.

### *No Nit Policy (Lice)*

The Child Care Program has a No Nit Policy as a health standard intended to keep children lice free, nit free and able to attend the Child Care program. Head lice are one of the most common communicable childhood diseases. Parents can help prevent the spread of lice by conducting routine screening, early detection and removal of lice and nits. Should your child contract lice or nits, please inform the Child Care staff and school. Parents may be asked to provide a doctor's note that their child is free of lice and nits before returning to the program.

Should there be an outbreak of lice; parents will be notified in writing. The center will be properly treated.

Our priority is the safety and well-being of all the children in the program.

### *Injuries during Program Hours*

If your child is injured during program hours, the staff member in charge will take whatever steps may be necessary to obtain emergency medical care as warranted. These steps may include but are not limited to:

- Provide immediate first aid;
- Attempt to contact a parent or guardian;
- If parent or guardian cannot be reached we will attempt to contact others listed on your registration forms; and
- In case of serious injury, appropriate emergency medical assistance will be contacted (911 will be called). A Child Care staff member will remain with the child until parents or another authorized adult arrives. Child Care staff may not transport program participants.

### *Emergency Procedures*

Fire and disaster drills are scheduled regularly to ensure that all staff is prepared in the event of an emergency. In case of actual emergency parents will be notified of their child's well being as soon as possible

There will be no refunds or credits given for closures due to natural disasters.

## **IX. Snacks and Lunches (Food Service Provisions)**

Because of the short period of time that the class meets, preschool will not have a designated snack time. Please make sure that your child comes prepared for class each day and has eaten before he/she arrives.

An afternoon nutritious snack will be provided to children enrolled in the school age and teen division. Kindergarten participants must bring a sack lunch with a drink each day, or may purchase lunch through the school district food services department. On full-day schedules, all children must bring a morning snack and a sack lunch with a drink. **Refrigeration and/or warming up of food cannot be provided so please do not send perishable items or items that need to be cooked or heated up.** Please inform the Child Care program of any allergies. Monthly snack calendars are posted at the center.

Due to the increasing numbers of children with allergies to products containing nuts, the Child Care program will serve nut free products. Some locations that have children with severe allergic reactions may choose to be completely nut free.

## **X. Clothing, Belongings, and Lost and Found**

Please send your child to the program in comfortable "play" clothing. Children will be doing arts and crafts, going outside for activities, clothing may get soiled. Children should not wear clothing that will restrict activity. Footwear is required. Closed toe and closed heeled shoes are required. No shoes with wheels please. Children should bring a backpack each day and are given a hook to hang it on in the Child Care room.

Please mark all of your child's belongings (i.e., lunch boxes, jackets, coats) and be sure to check your child's "backpack" at the end of each day. The Child Care Program will not be responsible for lost, damaged, or stolen articles. Please do not send valuables (cell phones, walkmans, toys, radios, trading cards, video games, etc.) to the site with your child. If your child carries a cell phone, it must be turned off and stored during program hours. After one month, lost and found items will be donated to a charitable agency.

## **XI. Sun Protection and Sun Screen**

Please apply sunscreen to your child in the morning and have your child pack a bottle of sunscreen for application throughout the day. We highly encourage children to:

1. Wear hats while we are outdoors;
2. Bring a water sipper and keep it full throughout the day;
3. Bring sunscreen and apply it to your exposed parts hourly; and
4. Wear a "sun shirt" on field trip days.

While it is hard to avoid being out in the sun between 10:00 am and 2:00 pm. we do try to schedule groups to stay out of the sun during these hours as much as possible. We always alternate between indoor and outdoor activities.

## **XII. Required Sign In/Out Procedures and Attendance**

**When you come to the center to bring and/or pick up your child, you must stop at the Parent Table and legibly sign your full name and the exact time on the attendance roster provided. Parents are required to escort their child to and from the Child Care Program Center.** This procedure helps to ensure the safety of your child and allows staff to determine which children are present at any given time. **Failure to use full legible signatures may result in child's termination from the program.**

### *Only Authorized Individuals May Pick Up Children*

For your protection, only persons authorized, in writing, by the parents may pick up your child. Children are not allowed to sign themselves out. The staff will question anyone who is unfamiliar to them and ask for identification to check their authorization. Anyone without proper authorization will be stopped from taking a child. If someone other than those persons authorized on the registration form will be picking up your child, you must notify the Child Care program in writing. Child Care staff is not permitted to sign out children from program for the day except when leaving for school. Additionally, any restricted individual must have a restraining order on file at the Child Care program.

### *Daily Absences*

If your child is going to be absent, it is **VERY IMPORTANT** that you call your Program Center on the day of the absence. Your child's safety is very important to us. Your Program Center is equipped with an answering machine or voice mail for your convenience. Parents will be contacted by the Child Care staff if any child is marked "unexcused" unless a message has been received stating that he/she will be tardy or absent from the program. Repeated failure to report your child's absence may result in termination from the program.

If your child is absent from school for any reason, he/she cannot attend the Child Care that day.

### **XIII. Late Pick-Up**

Parents need to ensure that their child is picked up before the end of the program. Children become very worried when their parents do not arrive on time. If you are unable to make it, please arrange for another authorized adult to pick up your child. Please contact the program center if you anticipate being late; this will ensure the comfort of your child.

**There will be a late charge of \$5.00 (per family) for each five (5) minutes (or any part thereof) past closing that the child is not picked up. The additional charge is payable to the Child Care staff at the time the child is signed out. You will receive a receipt for the late fee payment. Parents receiving financial assistance or receive funding from third-party agencies are responsible for paying the late fees.**

Parents who have not notified the Program Center that they will be late, can expect the following sequence of events to occur. These steps are necessary to ensure the safety of the child as well as staff members.

- Program closes
- **15 minutes later:** Staff member in charge begins calling parent home and cell phone number(s) to check for problems or miscommunications. If contact is not made, alternative contacts listed on the registration form will be called
- **45 minutes later (from closing time):** Staff member in charge contacts local authorities to determine if any problem related to the parent has been reported. The Director of Child Care Services is contacted and appraised of the situation
- **90 minutes later (from closing time):** If the child has not been picked up by this time, he or she will be turned over to the Orange County Sheriff's Department (or local Police)

You risk dismissal from the program if:

- You fail to pay the late pick-up fee at the time of pick up
- You are late in picking up your child three (3) times within a 30-day period

**Parents must keep the Child Care Office and Program Center notified of phone number changes for work, home and emergency contacts at all times.**

# **PRESCHOOL DIVISION**

## **I. Admissions Criteria/Medical Assessment Requirement**

Children must be 3 years of age and potty trained by the first day of school. Parents must complete the Preschool Program Registration and provide the program with a copy of their child's Immunization record and birth certificate **prior** to the first day of participation in the Child Care Program. A payment equal to **at least one (1) month** of participation and the registration fee is also due prior to the start date.

## **II. Program Schedules**

The Preschool program operates Monday through Thursday, and each session is three (3) hours long. Please see specific school sites for specific times.

## **III. Activities & Curriculum**

The preschool program provides students with theme based curriculum that supports academic and social/emotional skills, physical/motor skills and cognitive/thinking skills for the purpose of increasing confidence as students enter kindergarten. We follow the California Preschool Learning Foundations which is designed to develop individual growth through creative lessons that support maximizing individual student's interests and strengths.

- **Children's Choice:** The child or youth has the option of choosing from among several activities, some relatively unstructured and some that are staff-designed learning centers.
- **Small Group or Individual Activities:** The activities available can be done either in small groups or alone. They may be initiated by the adults with the expectation that all children will work on the activity (e.g. homework or quiet time) or initiated by the children themselves.
- **Project Time:** Time is set aside in the schedule for children or youth to begin or return to a long term project needing certain space, materials, tools, or leadership.
- **Large Group:** Activities designed for large group participation, usually under the leadership of a responsible person (e.g., reading a book, or participating in an active game such as soccer).
- **Indoors or Outdoors:** All of the contexts and activities above are presented or done in both outdoor and indoor environment.

## **IV. Who to See When**

Your **Preschool Instructor** will be able to assist you with most questions related to operation of the program, including program ideas or concerns, behavior issues, schedule changes, and staffing. (S)he is your link to the Child Care program and will be able to work closely with you to ensure a positive Child Care experience for both you and your child. If, after working with them, you are unable to reach satisfactory resolution to a concern, please contact the **Director of Child Care Services**.

For account clarification or billing questions, please contact your **Child Care Administrative Assistant**.

## **V. Field Trips**

Educational programs may be a part of the preschool program. Parents will receive detailed information prior to the day of the trip. Please pay close attention to the newsletter so that you will be aware of the special departure and return times for field trips. Please plan on having your child dropped off and picked up at the program site, for safety reasons, do not drop off and pick up at the field trip location. If you do not want your child to participate in the field trip, you will be responsible for making alternate arrangements in advance for that day

# **SCHOOL AGE/TEEN DIVISIONS**

## **I. Admissions Criteria/Medical Assessment Requirement**

Children must be currently enrolled at one of BOUSD's elementary or junior high schools to be eligible to attend the program. Parents must complete the School-Age/Teen Division Child Care Program Registration material **prior** to the first day of participation in the Child Care Program. Immunization records must be on file in the school office or the child's file. A payment equal to **at least one (1) month** of participation and the registration fee is also due prior to the start date.

## **II. Program Schedules**

While school is in session, each day is divided into three segments:

**The Before School Program** begins at 7:00 am and is loosely structured for flexibility to allow for children arriving at varying times.

- 7:00-7:30 am: Arrival time. Creative and quiet inside activities
- 7:00-8:40 am (depending on school site): Departure for school/school playground (weather permitting). The staff will sign the children out of the program. A staff member will escort kindergarten students to their classroom from the morning program.

**Kindergarten Connection (Elementary Schools ONLY)** was developed and designed to extend and supplement the kindergarten learning experience with academic and enrichment activities that build upon the school district's kindergarten curriculum standards. The classroom environment utilizes learning centers, providing a healthy balance of teacher directed and child initiated learning activities. The Kindergarten Connection Curriculum Components are: Language Arts/Literacy, Mathematics/Manipulative, Science/Technology, Arts and Humanities, Construction/Problem Solving, Character Development, Health, Wellness and Fitness.

**The After School Program** begins at school dismissal and continues until 6:00 pm. A sample daily schedule includes:

- Dismissal - 3:30 pm: Outdoor play, Homework assistance (45 minutes)
- 3:30 pm: Nutritious Snack
- 3:30 - 5:00 pm: Group activities, Crafts, Games, Sports, small homework
- 5:00 - 6:00 pm: Guided indoor activities

Note: Children are expected to report directly to the program upon dismissal from school. Once a child is checked into the program by the staff, he/she will not be released from the program except to an authorized individual.

## **III. Full-Day Schedules**

Child care may be offered on days when school is not in session from 7:00 am until 6:00 pm. Full-day program schedules vary with field trips and other planned activities. Parents



are notified of schedules/plans in advance in the monthly newsletter. Children are required to bring a morning snack and sack lunch on full day schedules. **Refrigeration and/or warming up of food cannot be provided so please do not send perishable items or items that need to be cooked or heated up.**

#### **IV. Part-Time Schedules (School Year Only)**

During the school year hourly participation is offered on a limited part-time schedule, based on availability. The per hour fee is charged for a total hour or any part of an hour that care is given. Participants who are scheduled part-time must adhere to their schedule as agreed upon at the time of enrollment. No changes will be made due to a non-school day or minimum day. Part-time options are subject to cancellation, limited enrollment and/or increases. Part-time plans are valid on every day that the child care program is open. *Fees are based on year-round enrollment.* Prorated amounts will not be granted for non-school days (including furlough days) and Thanksgiving/winter/spring recess. This includes part-time rate plans.

**To change your plan, you must submit a 30-day notice in writing.**

#### **V. Extracurricular Activities**

Parents are responsible for informing your Child Care Center in writing if your child (ren) will be participating in an after school activity. Please include the following information:

- Days of the week that your child will be attending
- Time period for the activity (start and end time)
- Time child is expected to arrive at the Center
- Type of activity (tutoring, chorus, drama, brownies, etc.)
- The start date and end date of the extracurricular activity
- Name of authorized person (school teacher, coach, etc.) to pick up and/or drop off your child for the extracurricular activity

The Child Care Center will not release children from the program without the above information in writing. **Your child's safety is our number one priority.**

#### **VI. Who to See When**

Your **Child Care Site Lead** will be able to assist you with most questions related to operation of the program, including program ideas or concerns, behavior issues, schedule changes, and staffing. The Child Care Site Lead is your link to the Child Care department and will be able to work closely with you to ensure a positive Child Care experience for both you and your child. If, after working with your Child Care Site Lead, you are unable to reach satisfactory resolution to a concern, please contact the **Director of Child Care Services.**

For account clarification or billing questions, please contact the **Child Care Administrative Assistant.**

## VII. Activities & Curriculum

- **Children's Choice:** The child or youth has the option of choosing from among several activities, some relatively unstructured and some that are staff-designed learning centers.
- **Small Group or Individual Activities:** The activities available can be done either in small groups or alone. They may be initiated by the adults with the expectation that all children will work on the activity (e.g. homework or quiet time) or initiated by the children themselves.
- **Project Time:** Time is set aside in the schedule for children or youth to begin or return to a long term project needing certain space, materials, tools, or leadership.
- **Large Group:** Activities designed for large group participation, usually under the leadership of a responsible person (e.g., reading a book, or participating in an active game such as soccer).
- **Indoors or Outdoors:** All of the contexts and activities above are presented or done in both outdoor and indoor environment.
- **Snack:** A nutritious afternoon snack, planned to meet a child's nutritional requirement, is served each day. A monthly snack calendar is posted at the center.

### *Core Components of the Curriculum:*

- Homework Support
- Fitness & Nutrition
- Art & Culture
- Science

### *Core Elements of the Curriculum:*

- Social Competence and Personal Development
- Character Education
- Literacy
- Diversity & Cultural Awareness

## VIII. Field Trips

Field trips may be scheduled on full days. Parents will receive detailed information prior to the day of the trip. Please pay close attention to the newsletter so that you will be aware of the special departure and return times for field trips. Parents should ensure their child is at the program at least 45 minutes prior to the departure time. Children will be given a field trip shirt and it must be worn on all field trips. Please plan on having your child dropped off and picked up at the program site, for safety reasons, do not drop off and pick up at the field trip location. If you do not want your child to participate in the field trip, you will be responsible for making alternate arrangements in advance for that day.