



Conejo Valley Unified School District



Policy Agreement Handbook 2018-2019

Child Care Office
2801 Atlas Avenue
Thousand Oaks, CA 91360-2999
(805)492-3567 x100 **FAX (805)492-2302**
cvusdcc@conejousd.org

www.cvusdchildcare.com

Tax ID #: 95-2868899

Office Hours:
7:30 – 4:00 Daily (M-F)
Closed – When School Offices are Closed



facebook.com/cvusdchildcare

CHILD CARE PROGRAM FEES 2018-2019

September-May

<u>PROGRAMS</u>	<u>Full Time</u> (11+ days/mo)	<u>Sibling Rate</u> (2 nd child)	<u>Part Time</u> (Max 10 days/mo)
<u>All Schools (EXCEPT Conejo & Glenwood**):</u>			
Before/After School Care (AM/PM) (Grades 1-5 only)	\$385	\$352	\$308
Kindergarten Enrichment Only (KE)	\$132	\$121	N/A
Kindergarten Enrichment + AM/PM	\$517	\$473	\$412.50

****No Child Care services are available at Conejo or Glenwood.**

June only

<u>PROGRAMS</u>	<u>Full Time</u>	<u>Sibling Rate</u>	<u>Part Time</u>
<u>All Schools (EXCEPT Conejo & Glenwood)**:</u>			
Before/After School Care (AM/PM) (grades 1-5 only)	\$308	\$308	\$308
Kindergarten Enrichment Only (KE)	\$112	\$112	
Kindergarten Enrichment + AM/PM	\$412.50	\$412.50	\$412.50

****No Child Care services are available at Conejo or Glenwood.**

NO DISCOUNTS GIVEN FOR FULL OR 2-PAY – 2018-2019

Conejo Valley Unified School District – Child Care

PURPOSE AND GOALS

Welcome to the CVUSD Child Care program. We hope your experience with us is enriching. Our goal is to serve parents who need Child Care before and after school, including Kindergarten Enrichment.

Our mission is to encourage the social, emotional, intellectual, and physical development of the children who participate. Our caring and qualified staff provides a safe, nurturing, on-site environment that is designed to help all children feel successful.

Freedom from Discrimination

We welcome the enrollment of children with disabilities and other special needs. It is the policy of the District to secure for all individuals freedom from discrimination because of race, color, religion, age, physical or mental handicap, marital status, sex or national origin; lack of English language skills; or sexual harassment.

No Religious Instruction

The CVUSD Child Care Program refrains from religious instruction and worship in our Child Care program in accordance with State Law regarding Funding Terms and Conditions for agencies contracting with the California State Department of Education, Child Development division.

PROGRAM DESCRIPTION

Our programs are staffed with highly qualified Child Care Leaders and Assistants. We create safe, nurturing, and fun experiences for children so they may develop at their own pace and experience success. The students have a choice of activities and opportunities for individual expression. Students may choose to participate in arts and craft projects, physical development activities, music and movement, technology and science centers and academic support. Our curriculum emphasizes the development of a sense of personal competence and interpersonal skills, such as conflict management and group cooperation.

Our enrollment ratio tries to follow State guidelines and we do limit enrollment, based on staff availability and room size. Our program supports children in developing skills to make good choices, play safe, build self-esteem, and to become independent learners. To enroll in our Child Care program, a student must be enrolled in one of our CVUSD schools, be potty-trained and able to meet his or her basic needs.

CVUSD Child Care Staff

Our Child Care staff is required to have college level training in Child Development and School-Age curriculum and recreation. Both Leaders and Assistants are experienced in working with school age children and have taken training classes.

All of the Child Care staff is also CPR and First Aid certified. Staff Development and Professional Growth is continually provided to meet staff needs.

All CVUSD elementary schools, with the exception of Glenwood, offer Child Care before and after school and most schools offer Kindergarten Enrichment programs. Families enrolled in a CVUSD school may enroll their child in any of our Child Care programs at any other location if the program at their school is full, and as long as they are able to arrange for transportation to the other school.

CVUSD Child Care Centers

Acacia	495-2448	Maple 1	498-5868
Aspen	495-0937	Sycamore Cyn 1	498-7813
Banyan	498-2161	Sycamore Cyn 2	498-9152
Cypress 1	375-0956	Sycamore Cyn 3	498-7286
Cypress 2	375-0956	Walnut	498-7298
Earths 1	375-3932	Weathersfield	492-0402
Earths 2	375-3932	Westlake Hills 1	379-0099
Ladera	492-0708	Westlake Hills 2	379-0099
Lang Ranch 1	241-4027	Westlake 1	496-5942
Lang Ranch 2	241-4417 x223	Westlake 2	496-5942
Lang Ranch 3	241-7547	Wildwood 1	492-3229
Lang Ranch 4	241-7547	Wildwood 2	492-3229
Madrona	498-7915		

HOURS OF OPERATION

Full Time/Part Time (All schools except Conejo & Glenwood)

7:00 am – warning bell for school

End of school – 6:00 pm Center CLOSED

(Late fees commence at 6:00)

Kindergarten Enrichment *only*

No morning services

End of school - 2:30 pick-up requested

(Late fees commence at 2:45)

Kindergarten Enrichment

Children who attend the Kindergarten Enrichment (KE) program are picked up at their classroom and brought to the Child Care room each day. Children who attend the “KE Only” program must be picked up no later than 2:30. (If they are being picked up by siblings (4th grade or older), they are to be signed out no later than 2:45. After 2:45 a late pick-up fee of \$1.00 per minute, per child, will be assessed.)

PARENT INVOLVEMENT AND COMMUNICATION

We encourage you to communicate with the staff about your child’s day and any special needs. If you have interests or talents to share, please let us know. If there is any way we can assist you, please contact us. It is important to us to establish a partnership with you and communication is the key!

Email/Website/Social Media

Child Care staff will often use email as a tool to communicate with families. Emails from the Child Care office will come from cvusdccc@conejousd.org. In addition, parents and guardians may use this address to email us at any time. Please be sure to check your junk/spam email folder and add this address to your “safe senders” list to make sure you receive our messages.

Parents are encouraged to use the Child Care website as a resource for information. The website offers the most up-to-date information, with quick access to download pertinent forms, view the Child Care calendar, and register for our programs. The website can be located at www.cvusdchildcare.com.

Child Care also has a Facebook page. We post upcoming dates, pictures from events, and flyers, so be sure to “like us” on Facebook! Search for “CVUSD Child Care” or visit this page: <https://www.facebook.com/cvusdchildcare>.

Parent Bulletin Board

This is the place where notices and information are posted just for you! Each center has their daily time schedule, list of special activities, and weekly snack menu posted as well as other information of interest.

Parent Responsibilities

Parents are held responsible for all information that is posted in a timely manner. Take time to read flyers, newsletters and communicate with staff. Please call the center to report an absence or if someone else will be picking your child up. **It is your responsibility to read newsletters, sign-up for special activities, pay tuition/special activity fees on time, sign-in and sign-out, request or pick up necessary paperwork and inform us of any changes.**

Parent Visitations/Observations

In accordance with District policy, all visitations/observations in Child Care centers must be arranged in advance through the Child Care office. 24 hour advance notice is required if a visit is requested. Failure to give 24 hour notice may result in revocation of visitation privileges.

A normal classroom (center) visit/observation for parents/legal guardian of students enrolled in a Child Care program may be up to thirty (30) minutes per visit, not to exceed one (1) hour per month.

Other visitors to a classroom (center) may visit for no more than one (1) hour per month, per visitor, with prior approval from the Child Care office. Director and his/her designee will make decision to accompany visitor. Visitors related to a Special Education referral must be accompanied by a Special Education coordinator or designee.

If a parent is stopping by a Child Care center to drop off items for their child or any other reason other than to sign-in/out, a visit should not last longer than 10 minutes.

Fund-raisers

All centers participate in a fundraiser. We appreciate as much support as you are able to give. All monies raised are used by the centers for program enhancement. Each center creates a fundraiser project and goal. Please share suggestions with your staff.

YOUR CHILD IS SPECIAL

Help us to help you!

If your child has any special needs we should be aware of, please let the center staff know when your child is enrolled. You may use the CVUSD Child Care Accommodations Protocol form to formally document any special needs. It is beneficial for the staff if they have information or prior knowledge about a situation. It is our desire to work with you so we are able to help your child be successful. We welcome you sharing what works for you and we may be able to implement similar strategies.

Changes in your child’s behavior or environment (including medication, illness, and sleeping patterns) which affect his/her behavior, should also be discussed with the staff. We are here to help provide support to your child through such transitions.

BEHAVIOR

Behavior Standards

Child Care, like all of our school sites, follows a CHAMPS methodology to classroom management. CHAMPS is a positive and proactive approach to discipline. Our goal is to set behavior expectations for students at the start of each activity. Each center

follows their school's Guidelines for Success/Code of Conduct and has developed a specific set of positive classroom rules. The rules at all centers generally cover the following categories:

- Keep your hands to yourself
- Respect your peers and staff
- Use a calm, inside voice
- Stay where staff can see you
- Use the buddy system
- Take pride in how you care for materials and equipment
- Use technology in accordance with District 'Acceptable Use Policy' (AUP)

We assist all children in meeting these expectations and request your help from home.

Positive Pays Off!

We are proud of the warm, caring environment created in our programs and feel that it supports children's interpersonal development. All programs emphasize positive reinforcement to help students adapt to realistic behavior expectations. Students also participate in establishing rules and the consequences for breaking the rules.

We practice – "Catch You Being Good"! You can look for a "Happy Note" to come home documenting those moments when we catch good behavior.

Behavior Reminders

We use an Encouragement Notice to communicate with you and your child when behavior improvement is needed due to your child having difficulty adjusting to the expected behavior standards. Rather than just letting you know your child had a "good" or "bad" day, we have found it to be more effective to focus on specific behaviors.

These notices are meant to be used as a positive, constructive approach to help children learn through a mistake.

Behavior Contracts

A behavior contract is a written agreement focusing on specific changes the child needs to make in his/her behavior. Through discussion with the student, parent and Leader, a plan (with rewards and consequences) is created to resolve the problem. The contract is agreed upon and signed by the student, parent and staff person. (This policy is practiced in the schools and this approach is a positive way to focus on the learning potential of the situation while helping the child make a needed change in behavior.)

Incident Report

We use an Incident Report when a more challenging behavior occurs multiple times or when a child has difficulty with several behaviors that interrupt the school day for him/herself or others. This is a way to communicate with parents and to outline next steps.

Written Warnings and Termination

Acts of harmful physical aggression, extreme defiance, a pattern of disruptive behavior (which interrupts the operations of the program and/or infringes on the safety of another), and inappropriate use of any technology will result in a written warning. Our Child Care policy allows for only three written warnings for the entire duration of your child's enrollment in Child Care and do carry over from year to year while enrolled.

Listed below are actions taken with the student and parent for each incident:

1. When the first written warning is given, there will be a conference with the student, parent and Child Care Leader to establish a plan to resolve the problem.
2. The second written warning will result in a conference with the student, parent, Child Care Leader and Director of Child Development. This conference will be used to discuss different strategies and options for alternative care.

3. The third written warning will terminate all Child Care services, school year and summer camp, for the duration of your child's enrollment in Child Care.

Termination of Services/ Appeal Process

If your child is terminated from the CVUSD Child Care program, the parent/guardian may make a written appeal, within ten (10) days, to the District Office.

(If the appeal is granted by the District Office Administration, reentrance into the program will be for the summer or new school year, following the registration guidelines for enrolling a new student.)

Immediate Termination:

If at anytime it is deemed by the Child Care staff and/or District Office Administration that your child is a threat to the safety of his self or others, the three-warning system will not be utilized and immediate termination of services may result.

School Suspension

If your child is suspended from any part of the school day, they are also suspended from Child Care for the duration of the suspension.

Child Care Suspension

Suspension from the Child Care program may also occur if the child commits a suspendable offense (see E.C. 48900). Under these circumstances, we require you to pick up your child immediately.

PARENT – STAFF COMMUNICATION

We appreciate your support by talking with your child about cooperation and respect during Child Care. If difficulties with the behavior of your child arise, it will be discussed with you, and your support will be requested. Knowing that the staff's and parent's expectations are the same helps children make constructive choices. When children have difficulties adjusting to program expectations, parents' cooperation makes all the difference in the world!

We appreciate and value your input!

If you have any questions or concerns about the program, please schedule an appointment to talk to the center Leader. (Leaders are usually available for appointments before 1:00 p.m. or after 5:00 p.m.) You may also contact the Child Care Office during the day at 492-3567 (24 hour voicemail), or via the Child Care website – 'Contact Us'.

Complaint Process

The following is the process to follow when a parent has a complaint. (Most complaints are handled satisfactorily, for all, with an informal conference with the Leader.)

The parent shall attempt resolution with a complaint utilizing the following steps:

- scheduling an informal conference with the center Child Care Leader
- scheduling a conference with the Child Care Leader and immediate Supervisor
- State the complaint in writing and schedule a conference with the Child Care Leader, Supervisor and Child Care Administrator
- Complaints regarding an employee or program components must be made within ten (10) days from the date the complainant first has the concern. Formal written complaints are to be submitted to the Administrator of Child Care. (CVUSD Administrative Regulations 1312.1 / 1312.2.
- **Note:** For discrimination complaints, Child Care follows the Uniform Complaint Policy as listed in the district's *Discipline: Policy and Procedures and Annual Notice of Rights and Responsibilities* handbook (CVUSD Board Policy and Administrative Regulation 1312.3).

NUTRITION

Snacks

Daily, a nutritious snack is served for all afternoon programs and snacks are also served at least once per week during the AM (7-8:15) and Kindergarten Enrichment programs. Weekly, the Snack Menu is posted at each center. If you or your child does not like the snack provided, please make arrangements to provide your child with alternative options. Please feel free to talk with your center staff with any comments or concerns regarding the snacks served.

CVUSD promotes healthy food choices; children are encouraged to bring healthy, nutritious snacks such as, fruits and vegetables.

HEALTH CONCERNS

Your child's health is a matter of great importance to us. The Child Care program is committed to providing equal access for services and activities to students who are classified as disabled under Section 504 of the federal Rehabilitation Act of 1973. The CVUSD Child Care Program strives to meet the individual needs of students with disabilities as adequately as the needs of nondisabled students without cost to the student or his/her parent/guardian, except when a fee is imposed on nondisabled students. (CVUSD Administrative Regulation 6164.6) As part of your enrollment packet, you will be asked to complete a "CVUSD Child Care Accommodations" form. This form will allow you to share specific medical needs your child may have, including allergies, diabetes, asthma, etc.

Protocol for Child Care Staff – Students with Diabetes

- Work with other members of the school health team to implement the student's health care and education plans.
- Consult with the school nurse and the principal to determine the appropriate level of diabetes management training you should attend for carrying out your responsibilities and complete the training.
- Recognize that a change in the student's behavior could be a symptom of blood glucose changes. Be aware that a student with low or high blood glucose levels may have some cognitive impairment.
- Be prepared to respond immediately to the signs and symptoms of hypoglycemia (low blood glucose) and hyperglycemia (high blood glucose); contact the school nurse or trained diabetes personnel.
- Be aware of the policy for activating Emergency Medical Services (EMS) in case of a diabetes emergency. Know where supplies to treat low blood glucose are kept and where students with diabetes normally keep their supplies.
- Provide a supportive learning environment for students with diabetes to manage their diabetes safely and effectively at school. This includes enabling students to monitor blood glucose, administer insulin and other medications, eat snacks for routine diabetes management and for treatment of low blood glucose levels, have bathroom privileges, access to drinking water, and participate in all school-sponsored activities.

- Provide accommodations for students with diabetes such as alternative times and arrangements for exams and permission for absences—without penalty—for health care appointments and prolonged illness, as indicated in the student’s health care and education plans.
- Recognize that eating meals and snacks on time is a critical component of diabetes management. Failure to eat lunch on time could result in low blood glucose levels, especially if a student has missed a morning snack or has had a physically strenuous or otherwise active morning at school.
- Provide information for substitute teachers about the day-to-day and emergency needs of the student. Leave a copy of the Emergency Care Plans for Hypoglycemia and Hyperglycemia readily available.
- Notify the parents/guardian in advance of changes in the school schedule such as class parties, field trips, and other special events.
- Communicate with the school nurse, trained diabetes personnel, or the parents/guardian regarding the student’s progress or any concerns about the student.
- Treat the student with diabetes the same as other students, except to respond to their medical needs.
- Respect the student’s confidentiality and right to privacy.

General Health Symptoms to watch for

For the health and welfare of your child and others, we will send a child home with symptoms, including indications of:

- Diarrhea (3 or more times in a day)
- Severe coughing (whooping and/or red-blue face)
- Difficult or rapid breathing
- Conjunctivitis (Pink Eye)
- Temperature/Feverish
- Undiagnosed rashes
- Vomiting
- Lice, Scabies, or other parasites
- Green-yellow nasal discharge
- Lethargy – Listless and cannot physically participate in activities

Children who exhibit any of these symptoms cannot remain in Child Care. Parents (or designee) are requested to pick up their child in a timely manner from Child Care when these symptoms do occur. In order to return to Child Care, your child needs to be symptom free or have a Doctor’s note stating approval to return.

On any given day, a child who has not attended school, or has been sent home *for any reason*, may NOT attend Child Care.

Communicable Diseases

Parents are required to inform the school and Child Care of exposure to communicable diseases.

Allergies

Parents must notify staff, in writing, of any allergies, the remedy and/or action needed to be taken in case of an allergic reaction.

Medication

No medications (prescription or over-the-counter) may be given without signed authorization from you and your physician. *Medication Authorization* forms are available at each school, center or the Child Care Office. Medication must be brought to the center by parents in the original container with directions for dispensing. Children are not allowed to administer their own medication.

Lice

Head lice are easily spread and must be reported to our staff immediately. We take this issue seriously and respond promptly by taking all necessary steps to avoid widespread infestation. If your child has lice, it is imperative that you be diligent about the needed treatment and not return to school or Child Care until all nits and lice are removed. Information about head lice is available in the school office, Child Care center, and the Child Care Office.

Broken Limbs

A child with a cast or sling is a common sight at an elementary school. If your child must have a cast or wear a sling, a Doctor's note is required which states the child's physical limitations on the playground and allowed activities. (For your child's safety, if we do not receive a Doctor's note, your child will not be allowed to play on the play yard until the cast or sling is no longer needed.) The Child Care administration has the final decision as to the activities the child may be engaged in.

DISASTER PLAN

Emergency Communication

In the event of an emergency, we will do our best to post updates on our website and/or Facebook page about the situation. Please keep in mind that student safety will be our first priority. As we are able, we will update the Child Care website and social media to keep all parents informed.

Coordinated Disaster Plan

In the event of a natural disaster, such as an earthquake, our staff will remain on site with the children to ensure their safety. Child Care practices drills and has a Disaster Plan which is coordinated with the School Disaster Plan.

Comfort Kit

As a part of your initial Child Care enrollment, you may bring the following items to your Child Care center to be included in your child's "Comfort Kit" – a picture of the family and a note to your child which may prove reassuring in the case of a natural disaster or temporary separation.

Emergency Release/Sign-Out Authorization

This required form is part of the enrollment packet.

Please include a complete list of additional authorized people when you fill out the form. Don't forget to include non-local friends and/or relatives to contact. It is important that children are picked up as soon as possible after an emergency.

CALENDAR

The CVUSD Child Care program begins on the first day of school and ends on the last day of school, annually.

Holidays

We are closed on legal and District holidays, which are negotiated by the classified employee's union (CSEA). A program calendar is always posted in your center and additional copies may be obtained from your center staff or from the Child Care website.

Full Day Sessions

Child Care is open during Winter Break and Spring Break with hours for 2018-2019 to be determined. On these non-school days there are a variety of enriching activities planned for your child, including field trips and special events on campus. Attendance on these days is by separate sign-up with an additional fee incurred for activities. Centers will be combining on these special days. **Watch your parent bulletin board and website for session sign-ups, locations and special activity fee payment deadlines!** (We are unable to accommodate siblings who are not enrolled in our current program.)

TUITION PAYMENTS

Tuition Amounts

- **Monthly tuition, September through June (10 months).** Child Care tuition will be billed on a 10 month billing cycle for the 2018-2019 school year. Fees listed, for all programs, are level pay amounts for September through May. For our full-time families, tuition in June is based on a reduced rate (no sibling/family discount).
- **Please see the Tuition Schedule at the front of our Handbook (pg. 1) for applicable rates, also available to view on our website.**

You have the following options to pay:

- A monthly flat rate (10 payments, September-June. **For our full-time families June is billed based on a reduced rate, no sibling/family discount.**)
- One Time Pay – pay the entire year in September
- Two Time Pay - September (through December 31) and January (through end of school year) for tax purposes and for those on a “cafeteria” and/or FSA plan

No discounts will be offered for the One Time (full year in Sept) or Two Time (Sept/Jan) payment options.

Part-time Students: Fees have already been discounted for students attending all programs on a part-time basis (no more than 10 days per month). There is no sibling/family discount for part-time students. **June tuition will be billed at the regular part-time rate, regardless of the number of days attended. Any part-time family that exceeds the 10 day maximum in any given month, regardless of the number of days over, will be charged the full time rate for that month.**

Sibling Rates for Full Time Families: We offer a second child discount; a third child will be charged the part-time rate.

Tuition Due Dates

- **TUITION IS DUE ON THE 1ST OF EVERY MONTH.**
For your convenience, tuition payments may be made at the Child Care center your child attends between the 1st and 10th of each month.

- **Tuition is late if not paid by the 10th monthly.**
(No grace period will be given for weekends or holidays. If the 10th falls on the weekend, tuition is due the Friday before.)
- **All payments made on or after the 11th are considered late.**
- **A late fee of \$30.00 will be added to all late payments** and all late payments must be made through the Child Care Office. Payments will no longer be accepted at your center after the 10th. (To make special arrangements, please contact the Child Care Office as soon as possible.)
- **Students will be *withdrawn from* (not allowed to attend) the program if tuition is not paid by last business day of the month.**
If the Child Care Office has not been contacted, nor payment received by the last day of each month (including weekends or holidays), Child Care services will be terminated and your account will be sent to the Child Care Accounting Office for further collection. We want to continue to have your child participate in our program. If you are facing difficulties, we ask that you call the Child Care Office *before* the end of the month so we may work with you.

Payment Methods

All tuition payments may be made by:

- Cash
- Check
- Credit/debit card (VISA or MasterCard only)
 - For credit/debit card please complete authorization form or call Child Care office by 10th of each month
- Click-to-Pay (on-line from invoice link)

Returned Checks (any reason)

- \$30 late payment fee added
- \$17 per return bank fee added
- Cash or Credit card only basis for remaining time in Child Care

Declined Credit/Debit card (any reason)

- One notification phone call will be made, voice message left
- New information to be received by 4:00 pm on 10th
- \$30 late fee added if no updates received

Please call the Child Care Office for assistance in establishing a payment method or plan, or with any questions regarding your account.

Tax Receipts/FSA Verification

Any requests for year end tax receipts must be made in writing to the Child Care office either by email (to lbono@conejousd.org) or fax and must include the following information:

- Child/ren name
- Child Care Center where enrolled (and Summer Camp location if applicable)
- Date Range needed
- Lump Sum or broken down by month
- Method to be returned

Typically, these receipts are prepared as time allows.

Flexible Spending Account verification forms must be verified, completed and signed by staff at the Child Care office only; Leaders and Assistants at Child Care centers are not able to assist in this manner.

In order to expedite your request for receipts, please attach any receipt copies you may have in your possession.

FINANCIAL ASSISTANCE

Scholarships are available to Child Care families who are currently enrolled in a CVUSD Child Care program. Need (work hours/shift), income level and family size are the three qualifying conditions for a scholarship. CVUSD Child Care scholarship funds are limited; applicants are ranked and priority is given to the lowest income families. Awarded scholarships will be for 25% off monthly tuition.

The following are eligibility criteria which must be met to be given a Child Care scholarship application:

- Child/ren must currently be enrolled in a CVUSD Child Care program
- Parents/Guardians must be employed. Hours of employment must be during Child Care hours when care is being provided. If one parent does not work or is seeking employment, we are unable to provide a scholarship.
Original paycheck stubs will be required for income verification.
- Parent/Guardian is a *Full-Time* student
Current Class Schedule and Record of Tuition payment will be required
- Foster Parents need to provide court evidence of the foster child's income/status.

If you meet the above criteria, you are encouraged to come into the Child Care office. Application for Partial Scholarship may be made three times per year – September, January and May (for Summer Camp). All qualified applicants will be interviewed to review applications and documentation and submissions will be expected each trimester. **Applicants are responsible for all monthly tuition payments until notification from the Child Care office has been received. Once notified, approved applicants will have their ledger account balance adjusted to reflect scholarship amounts.**

CDR Assistance is also available to eligible families through CDR (Child Development Resources) of Ventura County. Please call 805-485-7878 x512 for further information. Families new to CDR and Child Care must provide a current Notice of Action to our office upon registration. If current NOA is not provided, full tuition for the month must be paid or families must wait to register.

Continuing CDR families must provide a current re-certification Notice of Action by the 5th of each month.

Families are responsible for paying all registration fees, which may or may not be covered by CDR.

ATTENDANCE AND ACCOUNTABILITY

ABSENCES

Call-in Absences

You are required to call the Child Care center which your child attends, as well as the school office, when your child is absent. (Each center has a phone with voice mail for your convenience.) Failure to notify the center of absences on a regular basis will:

- result in a conference with a Supervisor at our Child Care Office
- may result in termination from the program

Change of Plans

It is essential that you call or notify us in writing if your child will be attending school, but *not* Child Care. We are concerned about your child and his/her safety. We ask for your cooperation with this matter. If you habitually fail to keep us informed about other plans, your child may be subject to termination from the program.

Part-Time Students

Part-Time students may attend up to a maximum of 10 days per month. At the last day of each month, the parent must provide the Child Care Leader with the days of

attendance for the following month. Please inform the staff of any changes in your child's planned attendance. (Again, children must have been in attendance during the school day in order to attend Child Care. Any part-time family that *exceeds* the 10 day maximum in any given month, regardless of the number of days over, will be charged the full time rate for that month.)

After School Activities

On-campus activities and medical appointments are allowed during a Child Care program. (Parents/other authorized adult must come into the center and sign child/ren out and upon return, sign child/ren in.) Upon sign out for all other **off-campus activities** Child Care services for that day are considered concluded.

A *Permission for After-School Activity* form must be on file for children participating in on-campus functions/activities when they would normally be attending the Child Care program (school clubs, Scouts, sports, etc.). Please request this form from your staff and return it to the center.

SIGN-IN PROCEDURE

CVUSD operates Child Care programs in accordance with Title 22-California Health and Welfare Regulations and Title 5-California Education Code. Both titles require that accurate records be kept of children attending the program each day.

Sign-In Before School

Parents or their designee must sign each child in if they attend our before-school program. If your child is not signed in each morning, your child will not be permitted to attend the AM program. We request that full legal signatures be used on the form daily.

Pupil Free Days

It is a requirement that parents or their designee sign their child in on all days when the school is closed and the Child Care program is open.

SIGN-OUT PROCEDURE

Parents must come in and personally check out their child from the Child Care program. If you choose to have an emergency designee pick-up, please inform them that they will be asked to show a picture ID when coming into the Child Care room at check out.

Picture ID

Please be prepared to show picture ID. Your designee will also need to have picture ID on hand when signing out your child. This procedure may be necessary even after you have been enrolled for awhile, especially if there is a new staff person, or a substitute. Again, please use full legal signature.

Emergency/Sign-Out Authorization Form

This Emergency Authorization will serve as your sign-out authorization for Child Care pick-ups. You are required to complete this form during the enrollment process. You will list any and all persons who are authorized by you to sign-out your child from Child Care. (This includes you, spouse, siblings-4th grade and above, other family members and/or friends who may be picking up your child.)

Under no circumstances will your child be released to anyone not listed on this form. A child will not be released to a biological parent (whether or not s/he has custody) if there is a current court order filed at the center restricting release.

Older Student Release

If you have a child in 4th grade or above, you may authorize them to sign themselves out at a designated time each day. You will need to obtain the *Student Release Request*

form from the staff at your center or the Child Care website. The returned forms must be signed by the student, parent and center Leader. Upon submission, these requests will be considered by a District Administrator on an individual basis.

After-School Permission Form

Permission slips are also available, at your center, so that your child may participate in after-school activities on campus. (Please refer to Attendance and Accountability Absence section above for details regarding on campus activities.)

LATE PICK-UPS AND CHARGES

Parent Responsibility

It is the parent's responsibility to have a child picked up on time daily. It is also the parent's responsibility to choose dependable designees to pick up their child when needed. If a child is picked up late from any of our programs, there is a *per child* late pick-up charge and repeated lateness will result in termination of the child from our program.

Call the Center

Please notify your Child Care center as early as possible if you are running late. (You will still be charged the late pick-up fee, but we will be able to reassure your child you are okay.)

If you are late and we have not heard from you, we will make calls to those you have designated to pick up your child in your absence. (You, the parent, will be charged and be responsible to pay any late fees incurred.)

Late Pick-Up Charges

A fee of **\$1.00 per minute, per child**, is charged when a child is picked up late.

It is the parent's responsibility to pay the late fee at pick-up or prior to the child's next day of attendance. (If the person you have designated to pick up your child is late, the *parent is still responsible for paying the late fee.*) **Children will be withdrawn from (not allowed to attend) the program until late pick-up fees are paid in full.**

Pick-Up Times

Full Time/Part Time (All schools)

6:00 pm Center CLOSED

(Late fees commence at 6:00)

Kindergarten Enrichment *only*

2:30 pick-up requested

Children who attend the "KE Only" program must be picked up no later than 2:30.

(If they are being picked up by siblings (4th grade or older), they are to be signed out no later than 2:45.

(Late fees commence at 2:45)

After 6:30 p.m. – Late Pick-Up Policy

We will request the Sheriff's Department to pick up your child if we have been unable to reach you or anyone on your Emergency/Sign-Out Authorization form. We will pursue this if, *and only if*, all other efforts have failed. It is imperative that you have dependable back-up people listed on your sign-out authorization. Remember—our center is always a phone call away!

PROGRAM WITHDRAWAL and CHANGES

Student enrollment is on a month-to-month (first to last day) basis.

For any program change request (hold, withdrawal or changing from full-time to part-time and vice-versa), you must notify the Child Care office in writing by the 1st of the effective month requested (email and faxes are accepted; you may also notify us via the website “Contact Us” form. No verbal notice will be accepted as valid.). *If written notice is not received, NO refunds will be given and tuition for the effective month will remain on our books until paid, affecting any future enrollment in any Child Care programs.*

(Drop/Change forms are also available at the Child Care office, your center, and on-line.)

Further details are included below:

- Notification of Withdrawal (Drop) – As stated above.
- Monthly Holds - Yearly, each family is allowed a one month “hold”. During a “hold” your child is not allowed to attend *any part* of a Child Care program and your tuition is not due. **“Holds” are not granted during June.** All “holds” are for one month only, beginning with the first day of the month and ending on the last day of the month. If your child will not be returning after the “hold” month, the Child Care office must have advance written notice, otherwise regular tuition for the month following the “hold” will be considered due and payable. See above for additional information.
- Program Change Request - Please contact the Child Care Office when considering changing a program mid-year. The Child Care Office will be glad to share details regarding your request and to place you on a wait list, if needed. Changing from full-time to part-time, or vice versa, is permitted only once during the school year. See above for additional information.

ANNUAL PRIORITY REGISTRATION

CVUSD Child Care requires every family to re-enroll in Child Care yearly. Priority registration is applicable to both current Child Care students, and any newly enrolling siblings. This enrollment is guaranteed for the next school year in the same school-year program and for the same location and times, when all of the following conditions are adhered to:

- Completed Registration form and registration fee submitted during priority registration time frame
- **Remain enrolled in the current Child Care program through the last day of school (no drops after priority registration has been submitted, including June)**
- **Tuition account is current (no outstanding balances at end of school year)**
- If terminated from Child Care - must have an appeal applied for and granted

If any of the above conditions are not met, *you will lose your guaranteed enrollment.* Your account will be held in suspense until conditions are met, at which time you will be enrolled (if space permits) or added to the Wait List, if necessary.

Changing Child Care Centers

Families who move or change schools through School Choice may be put on a Child Care waiting list if the existing desired program is full.

Delinquent Accounts and Drops

If you have an unpaid balance, or drop from the current school-year program any time after priority registration has been submitted (including June), you will lose your guaranteed enrollment status for the upcoming school year.

COMPLETING YOUR ENROLLMENT

The enrollment process is finished when the following forms are completed in full, signed and turned in to your Child Care Center prior to the first day of attendance, along with first month's tuition payment:

- Emergency/Sign-Out Authorization
- CVUSD Child Care Accommodations Protocol
- Acceptable Use Policy (AUP)
- Parent Policy Agreement
- Student Information

(Please note that the above forms are available in PDF format on the Child Care website, www.cvusdchildcare.com)

HOMEWORK

Designated Time

Our staff will provide a quiet area and a designated time for students to work on homework for 30-45 minutes each day.

Assistance

We gladly provide homework assistance, within reasonable limits; this is a strong part of our afternoon program. Frequently, staff is able to check students' work in order to be sure they understand their assignment and are doing the work satisfactorily. We are unable to provide individual tutoring or to ensure that all children will complete all of their homework assignments. Along with homework, we provide a balanced program with a variety of enriching activities that involve interaction with peers, physical activities, drama, creative experiences and individual choices.

Children whose parents prefer to have homework done at home, or those who have no assignments, will be given other activities to do during homework time. Children who wish to spend more time on homework than the required time may usually do so. We strongly recommend against having your child miss all other activities in order to work solely on homework. We value time spent with social interaction and active learning that is possible when children participate in a well-rounded program.

We do not provide time to do homework during Kindergarten Enrichment or have Kindergarteners complete homework with us. Traditionally, kindergarten homework is more of a one-on-one, parent directed activity.

Partnerships with Parents

We see ourselves as partners with parents when helping children be successful. We encourage parents to use homework as an opportunity for being involved with their children's school work. If you have questions about our homework policy and practices, please feel free to ask your Child Care staff or call the Child Care Office.

MATERIALS

Respect

Our classrooms are well supplied with craft materials, games, sports and technological equipment. We guide students in the proper use of materials and clean-up responsibilities. Students and their parents will be held responsible for items that are broken or damaged due to improper use or deliberate misuse. Items must be replaced or replacement fees paid within thirty days of the incident.

Toys from Home

Check with your center staff to see if your child may bring a toy from home to play with at Child Care. We do not encourage this practice as such items are frequently lost, broken or stolen. If items are brought, Child Care will not be responsible for any damage, theft or replacement. Please make sure any toys from home are appropriate; no weapons or weapon-like items may be brought to Child Care.

MULTI-MEDIA

On Fridays, full-day sessions, and rainy days, we often show movies. You may wish to check with your staff about what movie will be shown. In accordance with School Board policies, PG movies will only be shown with parent permission. (No PG-13 movies will be shown.) If you have an objection to any movie, you can make note of it on the permission slip. Television and movies will not be used as a scheduled activity, other than as previously mentioned.