Conejo Valley Unified School District

Parent Handbook
2026-2027

CVUSD Child Care Office
2801 Atlas Avenue, Thousand Oaks, CA 91360-2999
TEL: (805) 492-3567 | 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

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Childcare Program Fees
2026-2027

Payment Due Dates

August 3, 2026	January 1, 2027
September 1, 2026	February 1, 2027
October 1, 2026	March 1, 2027
November 2, 2026	April 1, 2027
December 1, 2026	May 3, 2027

August-May Programs (All schools except Conejo & Glenwood)

Before/After School Care (Grades 1-5 only) 7:00-8:30 AM / 2:30-6:00 PM	$550
Transitional Kindergarten / Kindergarten Enrichment (KE) 1:30-2:30	$190
KE + AM/PM 7:00-8:30 & 1:30-6:00	$737

** There is no child care at Conejo and Glenwood Schools. Program availability is subject to change. **

Hours of Operation

Full Time or KE+AM/PM	7:00 am – warning bell for school End of school – 6:00 pm Center CLOSED (Late fees commence at 6:00)
KE only	No morning services End of school - 2:30 pick-up requested (Late fees commence at 2:45)

CVUSD Child Care Centers (area code 805)

Acacia	495-2448	Maple	498-5868
Aspen	495-0937	Sycamore Cyn 1	498-7813
Banyan	498-2161	Sycamore Cyn 2	498-9152
Cypress	375-0956	Sycamore Cyn 3	498-7286
Earths 1	375-3932	Walnut	498-7298
Earths 2	375-3932	Weathersfield	492-0402
Ladera	492-0708	Westlake Hills 1	379-0099
Lang Ranch 1	241-4027	Westlake Hills 2	379-0099
Lang Ranch 2	241-4027	Westlake 1	496-5942
Lang Ranch 3	241-4027	Westlake 2	496-5942
Lang Ranch 4	241-4027	Wildwood 1	492-3229
Lang Ranch 5	241-4027	Wildwood 2	492-3229
Lang Ranch 6	241-4027	Wildwood 3	492-3229
Madrona	498-7915		

PURPOSE AND GOALS

The Conejo Valley Unified School District is committed to supporting our students and our parents through the many programs and services we offer. The CVUSD Child Care programs will give your child an enriching experience while providing you with the comfort of knowing your child is well taken care of.

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 provide a rewarding experience.

Our program supports children in developing skills to make good choices, play safe, build self-esteem, and to become independent learners.

Freedom from Discrimination
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.

If your student has special needs or needs special accommodations, please make an appointment with the Director. This meeting is to review accommodations and determine if they can be properly met in the child care environment or if the setting is appropriate for child.

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 in an age-appropriate environment. Students have a choice of activities and opportunities for individual expression as well as social development. Students may choose to participate in a variety of activities including 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.

In order to provide the best environment for our students, we maintain classroom ratios, and therefore limit enrollment based on staff availability and room size.

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. Our Child Care staff are CPR and First Aid certified and we conduct regular staff development and professional growth opportunities.

We are always looking for dedicated and caring people to work with us. If you are interested in employment opportunities, please let us know.

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.

TK/Kindergarten Enrichment
Children who attend the TK/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.)

NOTE: Students must be fully potty trained in order to attend child care. All TK students must bring a full change of clothes to leave in the child care room. Place clothes in a plastic gallon baggy, labeled with your child's name. Include a change of shirt, pants/shorts, underwear and socks.

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 two-way 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 cvusdcc@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, check the billing schedule, and register for our programs. The website is 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, and list of special activities, as well as other information of interest.

Parent Responsibilities
As parents, it is your responsibility to read all communications including, but not limited to newsletters, sign-up for special activities, pay tuition notices and billing, special activity fees, sign-in and sign-out information, and request or pick up any necessary paperwork, and to inform us of any changes. Parents should regularly check information that is posted and sent home. Take time to read flyers, newsletters and communicate with staff. Please call the center to report an absence or let us know if someone else will be picking up your child.

Parents/Guardians are asked to sign a Parent/Adult Code of Conduct at the start of enrollment. The Code of Conduct requires that:

- Parents/Adults are to communicate respectfully with all Child Care staff in the classroom, on school grounds and in school parking lots. Hostile and uncooperative behavior on the part of any parent or other adult acting on behalf of the parent may result in child's termination from the program.
- Adults will not be allowed on campus under the influence of any substance that will endanger the safety of children.
- Parents/adults will direct all concerns and/or grievances to the Child Care Leader or Supervisor. Under no circumstances will parents/adults confront children other than their own.
- Enrollment will be terminated if behaviors are displayed which can cause emotional or physical distress to the children, staff or school property.

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. At least 48-hour advance notice is required if a visit is requested. Failure to give at least 48-hours' notice may result in revocation of visitation privileges.

As to not disrupt the programs, 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.

Director or their designee will make the decision to accompany visitors. 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 have the option to participate in a fundraiser. Your support is appreciated and goes a long way no matter the quantity, amount, time etc. 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 need to be aware of, please let the Child Care Office know prior to enrollment. Please use the CVUSD Child Care Accommodations Protocol form to formally document any

special needs. It is beneficial for your child and our staff to have information or 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 as 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.

During registration, you will be prompted to let us know if your child has an IEP (Individualized Education Plan). If you answer YES, you must email a copy of the IEP to amills@conejousd.org or bring a copy to the Child Care Office. All IEPs will be reviewed to determine if we are able to meet your child's needs in the child care setting. If we have questions about your child's needs, we may schedule a meeting with you to discuss. Keep in mind that if your child attends a specialized program during the school day, the child care setting will be much different. All children attending child care must be fully independent in using the restroom.

HEALTH CONCERNS

The Child Care program provides 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. 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
- Severe coughing (whooping and/or red-blue face)
- Difficult or rapid breathing
- Conjunctivitis (Pink Eye)
- Temperature/Feverish (100.4 or higher)
- Undiagnosed rashes
- Vomiting
- Lice, Scabies, or other parasites
- Green-yellow nasal discharge
- Lethargy – Listless and cannot physically participate in activities

For the safety of your child and others, 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. 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 did not attend school, or was sent home fo*r 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.

BEHAVIOR STANDARDS

Our Child Care program follows a CHAMPS methodology to classroom management. CHAMPS is a positive and proactive approach to discipline. CHAMPS stands for:

Conversation
Help
Activity
Movement
Participation
Success

Our goal is to set behavior expectations for students at the start of each activity. Each center follows 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 behavior challenges. The contract is signed by the student, parent and staff member.

Incident Report
We use an Incident Report when a more challenging behavior occurs in the Child Care setting or when a child has difficulty with several behaviors that interrupt the school day for themselves or others. This is a way to communicate with parents and to outline next steps to ensure safety and a positive environment for all.

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, toys, equipment, or supplies will result in a formal written warning. This applies to behaviors that occur in the Child Care setting, indoor or outdoor. There is a maximum of three written warnings for the entire duration of your child's enrollment in Child Care (warnings carry over from year to year while enrolled). Listed below are steps and actions taken for each incident:

1. STEP 1: FIRST WARNING: a conference with the student, parent and Child Care Leader to establish a plan to resolve the problem.

2. STEP 2: SECOND WARNING: 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. STEP 3: THIRD WARNING: Your child is no longer eligible for Child Care services, school year and summer camp.

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 seven (7) calendar days, to the Director of Child Care.
(If the appeal is granted, reentrance into the program may not be until the summer or new school year, following the registration guidelines for enrolling a new student.)

Immediate Termination
If at any time it is deemed that your child is a threat to the safety of self or others, the warning system will not be utilized, and immediate termination of services may result. This applies to behaviors that take place in the Child Care setting.

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. Failure to pick up in a timely manner will result in additional late fees.

PARENT – STAFF COMMUNICATION

We appreciate your support by talking with your child about cooperation and respect while in 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 staff and parent 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!

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 process shall be used when a parent has a complaint:

1. Schedule an informal conference with the center Child Care Leader
2. Schedule a conference with the Child Care Leader and immediate Supervisor
3. State the complaint in writing and schedule a conference with the Child Care Leader, Supervisor and Child Care Administrator

4. 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).

SNACKS

Please send your child with a nutritious snack that they may enjoy in the afternoon program. CVUSD promotes healthy food choices; children are encouraged to bring healthy, nutritious snacks such as, fruits and vegetables.

DISASTER PLAN

Emergency Communication
In the event of an emergency, we will do our best to post updates on our website and/or send messages through Procare 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 Procare 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 Safety Plan.

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. 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. If unsure, please contact your center.

Full-Day Sessions
Child Care is typically open during Winter Break and Spring Break (hours TBD). 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 of $20/day for full time students and $40/day for Kindergarten Enrichment students. 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 ("late adds" will not be accepted)!*** **NOTE:** We are unable to accommodate siblings who are not enrolled in our current program.

TUITION PAYMENTS

Tuition Amounts
Child Care tuition is a **yearly fee** that is divided into 10 payments due on the 1st of each month starting August 1 with the final payment due no later than May 1 (this will take you through the end of the school year in June). This is for all families registered beginning in August. If you enroll after September, there will be a prorated amount due in June.

Please see the Tuition Schedule at the front of the Handbook or on our website for applicable rates.

Tuition Due Dates
- **TUITION is DUE on the 1st of each month to** the Child Care office located at University Early Childhood Center, 2801 Atlas Ave. Thousand Oaks.
- For your convenience, tuition payments can be made in the brightwheel app. Through the app, you have the option of setting up automatic payments.
- **All payments made after the 1st are considered late and subject to a late fee of $30. Payments made more than 5 days late will be assessed a late fee of $50.**
- **Students will be *withdrawn from* (not allowed to attend) the program if tuition is not paid by the 5th of the month.**
  If the Child Care Office has not been contacted, nor payment received by the 15th 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 payment due date so we may work with you.

Payment Methods
Tuition payments can be made by:
- Credit/debit card
- ACH (voided check required)

Declined Credit/Debit card (any reason)
- One notification phone call will be made, voice message left
- New information to be received within 24 hours
- $30 late fee added if payment information received after payment due date

Tax Receipts/FSA Verification

Requests for year-end tax receipts must be made in writing to the Child Care office and must include the following information:

- Child/ren name
- Child Care Center where enrolled (and Summer Camp location if applicable)
- Date Range needed
- Method to be returned

Typically, these receipts are prepared as time allows. To expedite your request for receipts, please attach any receipt copies you may have in your possession.

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.

FINANCIAL ASSISTANCE

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 each year; applicants are ranked and priority is given to the lowest income families. Awarded scholarships will be for up to 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

If you meet the above criteria, you are encouraged to come into the Child Care office. Application for Partial Scholarship need to be renewed each year. 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 Communication (NOC) to our office upon registration. If current NOC 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 Communication 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 that your child attends 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.

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. Our agency uses Brightwheel for electronic sign-in/out. Payers listed on the Brightwheel account will be asked to download the app before the start of school.

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.

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 is necessary even after you have been enrolled, especially if there is a new staff person, or a substitute. 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.
Any late fees will be added to your Brightwheel account.

Pick-Up Times
For all students at all schools, pickup can be no later than 6:00 pm. (Late fees commence at 6:00)

Kindergarten Enrichment only **2:30 p.m.**
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 & CHANGES

Student enrollment is on a month-to-month (first to last day) basis.
For any program change request, you *must* notify the Child Care office in writing by the 15th of the prior month requested. No verbal notice will be accepted. *If written notice is not received, NO refunds will be given and tuition for the effective month will remain 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.
- 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 the following conditions are adhered to:

- Completed Registration form and registration fee submitted during priority registration period
- **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 current outstanding balances)**

- 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 will 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. Re-enrollment will be based on availability.

COMPLETING YOUR ENROLLMENT

The enrollment process is finished when the following forms are completed and submitted in Brightwheel. This must be done before the first day of attendance.

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

(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 each day.

Assistance
We may provide homework assistance, within reasonable limits; this is a strong part of our afternoon program. There is no guarantee that staff will be able to regularly check students' work for errors. We are unable to provide individual tutoring 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. Often our ability to provide homework support depends on staffing.

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 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 TK/Kindergarten Enrichment or have TK/Kindergarteners complete homework with us. Traditionally, TK and 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 schoolwork. 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 30 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.

Technology
Students are not permitted to bring electronic devices to Child Care, other than CVUSD 1:1 devices. These devices are to be used only for homework. Students will be allowed the use of computers, iPads, and game consoles that the program provides. In addition, all cell phones and smart watches need to be kept in backpacks. Child Care staff is not responsible for online activities not directed by staff. It has become increasingly difficult to monitor all students and the variety of activities that they are engaging in on their devices. Our goal is to make sure all children are experiencing Child Care as a safe and nurturing environment.

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.