

Kids' Care Parent Handbook



Carlsbad Educational Foundation
WHERE KIDS ARE WORTH A MILLION!™

2009-2010

School Site: _____

Center Director's Name: _____

Center Phone Number: _____

Carlsbad Educational Foundation
5651 Palmer Way, Suite H
Carlsbad, CA 92010
Phone: 760.929.1555
Tax I.D. 95-3768448

Welcome to the Carlsbad Educational Foundation's Kids' Care Program!

Dear Parent(s):

You are now part of "our family." In our efforts to provide quality child care in a safe and nurturing environment, we have staffed our program with qualified directors, teachers and aides who will work closely with your children.

Our Parent Handbook is intended to provide you with program guidelines and regulations, as well as to familiarize you with the overall program. In all cases, whether required by the State of California for licensed centers or by the Carlsbad Educational Foundation, the rules and regulations are in place to ensure that children are supported in a safe and nurturing environment. The site director at your school will be able to answer any questions you have; however, we encourage you to call our office for any additional information you may need or to address concerns about our programs and services. This Handbook will hopefully answer most questions that may arise.

Our entire staff is committed to continuous improvement of our programs and services. Should you have questions, problems or concerns, we are available to assist you. We look forward to working with you for the benefit of your child(ren).

Sincerely,

The Carlsbad Educational Foundation Board of Directors



**KEEP YOUR CONTRACT and STUDENT INFORMATION
UP-TO-DATE**

Our mission is to provide the best service possible to you and your child(ren). We want to be of service to your family. Communication is essential to our meeting your needs. Sometimes changes occur in one's life, work, or finances, that impact child care. Let us know of these changes as quickly as possible, so that we may better serve you and your child(ren).

There are conditions spelled out within the handbook that can lead to termination of child care services. These conditions relate to a number of issues, including health and safety, and payment for services. All of these relate to the ability of Carlsbad Educational Foundation to provide quality child care. Please read the Handbook carefully.



PARENT HANDBOOK

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Mission/Philosophy/Curriculum

Our program is a service of the Carlsbad Educational Foundation under contract with the Carlsbad Unified School District. The Foundation is dedicated to the children in the Carlsbad Unified School District. The Foundation is governed by a Board of Directors, comprised of business, community, education and parent leaders.

The philosophy of the Kids' Care program is play-based, with the view of the child as an independent and individual learner. The aim of the program is to respond to the needs of every child as s/he develops awareness of the world and engages in learning. The program provides developmentally appropriate materials and activities for every child in the areas of social/emotional, intellectual and aesthetic growth and psychomotor development, while fostering a positive self-concept.

Through planned activities and engaging enrichment programs, children are challenged to explore their world, solve problems, develop physically, and expand language skills and concepts. Teachers nurture a sense of competence and self-worth in every child. The emphasis is on active, hands-on learning that addresses the needs of the whole child in the areas of social, emotional, cognitive, creative and physical growth.

The Kids' Care learning environment offers both spontaneous play opportunities and planned activity centers, such as Art, Library, Music and Science to encourage both independence and teamwork. Organized group games are offered during inside and outdoor times to balance individual play. Homework Club is available Monday – Thursday at most sites for an hour per day to assist children with the completion of take-home school work, and relieve parents from some of the strain of late night tutoring. The Kids' Care curriculum approach is consistent with neurological research based on long term observation of young children, which indicates that they learn best through their senses, needing many opportunities to self-initiate hands-on learning, and periods of choice that alternate with periods of guidance. By means of these age-appropriate activities, a strong foundation is built for all children to experience.

The teachers thoughtfully plan classroom curriculum. The learning activities for each month are posted on the bulletin boards located in each room. While curriculum should be planned, good teaching also involves being ready and able to catch the teachable moment by following the spontaneous interests of an individual child or group into activities that may not have been pre-planned.

Art and craft activities of all kinds are done daily with the children, from the simplest crayon and paper drawings to finger painting and collage creation. Our philosophy is that the process is important, not the product; the children are given a variety of open-ended materials and are encouraged to make what they will from them. Parents are reminded that clothing may show the effects of their child's curiosity, creativity and joy,

and to dress them thoughtfully to promote their sensory rich exploration. The Kids' Care philosophy is that we make the mess here so parents don't have to at home!

ADMISSIONS POLICIES AND PROCEDURES



The Center operates under rules and regulations set forth by the Community Care Licensing Division, California Department of Social Services and California State Laws and regulations governing school-age childcare.

The Center operates on a nondiscriminatory basis, giving equal treatment and access to services without regard to race, sex, religion or national origin.

The Center provides child care for school age children Kindergarten through Grade Five.

Kids' Care will make every effort to provide service to children with specialized needs. However, Kids' Care may be unable to safely accommodate a child that requires unique or additional staff support that limits staff's ability to supervise and service all other children within the Kids' Care 1:14 teacher to child licensed ratio. If your child has a disability or medical condition that impacts his/her daily life and that would require additional support or impact staff we ask that you discuss the condition with the Site Director and/or Kids' Care Director prior to considering registration with our program. Parents are encouraged to share strategies with staff for care that will make their child's placement in Kids' Care successful.

PARENTS' RIGHTS AND PRIVACY/CONFIDENTIALITY

An open door policy is in place that allows parents the opportunity to visit the center at any time during normal hours of operation. Other visitors, including those accompanying parents, must have prior consent from the Director.

Health and-Safety Code Section 1596.857 provides:

"(a) Upon presentation of identification, the responsible parent or guardian of a child receiving services in a child day care facility has the right to enter and inspect the facility without advance notice during the normal operating hours of the facility. Parents or guardians when inspecting shall be respectful of the children's routines and programmed activities." Further: "(e) Notwithstanding any other provisions of this section, the person present who is in charge of a child day care facility may deny access to an adult whose behavior presents a risk to children present in the facility and may deny access to non-custodial parents or guardians if so requested by the responsible parent or legal guardian."

Any records required to be released relative to the child(ren) and/or his parent(s) by any agency will only be released upon receipt of a written authorization by the parent/guardian or as required by law.

Photographs of children taken at Kids' Care will be used for on site bulletin boards, family gifts, and for media and news reporting or documenting of program activities. Parents infer (or "imply"?) consent of this policy by enrolling their children in the Kids' Care program. Parents that do NOT wish their children to be photographed must sign and date a letter to Kids' Care withdrawing consent. Except for purposes of program evaluation and development, children may not participate in research projects or studies without parents' prior written consent.

During the enrollment conference, you will be provided specific information about your rights and the personal rights of your child. You will be asked to acknowledge receipt and understanding of those rights.

ELIGIBILITY

Children enrolled in Kids' Care must be enrolled students of the Carlsbad Unified School District. The only exception to this policy is Holiday and Summer program, when children from other districts/schools may enroll if space is available.

ENROLLMENT PROCESS

Before a child can be enrolled and a space reserved for the child, the parent must provide the following:

- Complete enrollment packet
- Attend an enrollment conference
- Pay Registration Fee (non-refundable)

The final enrollment expectation is that parent and child visit the Children's Center prior to the first day of attendance. This will allow the child to meet the Director and staff and will serve to calm any anxiety the child may have on his/her first day.

2009-2010 ENROLLMENT AGREEMENT

CEF Kids' Care

Enrollment Agreement

(Please initial each one to verify acceptance.)

- 1) I understand that I am committing myself to participate in the Carlsbad Educational Foundation (CEF) – Kids' Care Before and After School Child Care Program for the duration of the school year. If withdrawal is necessary, I will provide a **30-day written notice**. _____
- 2) I understand that agreement to the time(s) childcare services will be provided requires the Carlsbad Educational Foundation to commit staff and resources for my child, and that I am committed to payment for the time contracted **whether my child attends or not**. _____
- 3) I understand that I am responsible for fee payment prior to childcare services being provided. Monthly payments are due the 1st of each month. **Invoices are not required for payment**. Payments are to be made payable to Carlsbad Educational Foundation (or CEF). _____
- 4) I understand that payments are due on the 1st of each month. Any tuition payment received after the 5th will be subject to a \$10 late fee. Payments received after the 10th will be subject to a \$20 late fee. If the tuition payment is not received by the 15th of the month, I understand that childcare may be withheld until my account is in good standing. _____
- 5) I understand that payments are **due prior to holidays and weekends**. Payments must be mailed or dropped off at the CEF Kids' Care office located at **5651 Palmer Way, Suite H, Carlsbad, CA 92010**. _____
- 6) I understand that if I pick up my child after my agreed upon time, a late fee of \$1.00 per minute will be charged. A 5th occurrence may result in a dismissal from the program. _____
- 7) If my child remains on the site after closing and the site has not heard from me, a staff member will call me. If I cannot be reached then the staff member will contact the emergency contacts I have listed on the Emergency Medical Form as authorized to take my child from the site. Site staff will stay with my child as long as possible, but if after one hour the site staff has been unable to reach me or an emergency contact, the staff will call the local police. _____
- 8) I understand that there will be a \$25 charge for returned checks. If there is a third NSF check against my account, I understand further payments can only be made by money order or cashier's check. Cash will not be accepted. _____
- 9) I understand that my child will be released **only** to any person(s) listed on the Emergency Information form. All individuals must provide proper identification. _____
- 10) I, or the person designated on the enrollment form and/or Emergency Information form, will sign (full signature) my child/children in and out **daily**. Failure to sign my child in and out of childcare may result in cancellation of childcare. _____
- 11) If the childcare staff notifies me or my designee(s) that my child is ill, I must pick up my child immediately. If my child is absent due to a reportable disease, my child may return only with a physician's note indicating that he or she is no longer contagious (per state legal requirements). _____

- 12) I understand that if my child is absent from regularly scheduled school due to an illness, my child will not be allowed to attend Kids' Care that day to prevent any possible spreading of germs. _____
- 13) In case of emergency, CEF Kids' Care has my permission to administer first aid or to obtain emergency medical treatment in my child's best interest. _____
- 14) I understand that my child is not to take any medications at the Kids' Care site, except as allowed in accordance with the medication's policy. (See handbook). _____
- 15) If for any reason my child is having problems in the program, a conference can be arranged between the parent, teacher and Kids' Care site director. _____
- 16) I understand that the Carlsbad Educational Foundation reserves the right to terminate childcare services if it is determined that placement is unsatisfactory. _____
- 17) I understand that if for any reason the school district cancels school before the start of the regular school day, childcare services will also be closed. If conditions arise during the school day and schools are closed, my child/ children will be housed at his/her regular childcare site until I, or my authorized designee arrives to pick up my child. _____
- 18) I understand that unforeseen natural disasters may occur (i.e. fires, earthquakes), therefore forcing school closures. I understand that payment for those days closed are required in my regularly paid tuition. CEF will enforce the above statement for a period of 5 days. After the 5th day, and beginning on the 6th day of a school closure due to fire, CEF will prorate and credit funds back to the parents on a per day basis. All credits will be reflected in invoices at the beginning of the next billing cycle. _____
- 19) The before and after school program operates according to the school system calendar. Before and after school programs during designated school holidays, vacations, and summer have separate fees. _____
- 20) I give permission for my child to participate in Kids' Care field trips, whether by foot or vehicle. I understand that special field trips may require additional fees or expenses which I may be required to pay in order for my child to participate. _____
- 21) If I receive subsidized tuition based on a sliding fee scale or any subsidy, misrepresentation of gross household income or subsidy status may result in dismissal from the program and/or retroactive charges for underpaid tuition may be charged. _____

I have read and agree to all policies and fee procedures outlined within this enrollment packet and in the Parent Handbook. I understand it is my responsibility to contact the Kids' Care site director with any questions I have about the information contained in the Parent Handbook or any document relating to enrollment policies, procedures, fees or fee schedules.

Signature of Parent: _____ Date _____

Print Name: _____

Signature of Director: _____ Date _____

Print Name: _____

WAITING LIST

Although every attempt is made to accept every eligible child in need of service, licensing limitations, funding needs, and availability of qualified staff may result in a need to create a waiting list at one or more of the centers. Placement from the waiting list into the program will be on a weighted system that places children within a family already being served first, followed by placements based on date of request.

CONTINUING CHILDREN PRIORITY

To provide continuing enrollment for child care services, parents with children enrolled in the Center will be given the first opportunity for enrollment: regular school year, non-school days, and summer. The time period for “continuing enrollment” registration shall be announced and posted at each child care site. Continuing enrollment as with new enrollment is subject to licensing restrictions.

COMPLAINT AND HEARING PROCESS

The Board of Directors of the Carlsbad Educational Foundation expects that timely and reasonable notification of changes or termination of services be provided to parents. In addition, parents are to be afforded the opportunity to address problems and concerns and have those issues addressed in an appropriate and timely manner. Issues involving the child and the parent, including both licensing and non-licensing issues, need to be given careful attention with the correction of any problems or deficiencies.

If there is an area of concern, the parent should first consult with the Site Director as to the nature of the problem. This will allow the director an opportunity to work with parent and child (if needed) to collectively resolve the situation. If the parent remains dissatisfied with the situation, or if the teacher and director fail to address the situation, the parent is instructed to contact José De Anda, Kids' Care Director, at 760-929-8700.

Any complaints related to licensing issues may be reported to the Department of Social Services, Community Care Licensing at telephone number 619.767.2200. If a complaint is a non-licensing issue, it will be referred to the Child Care Committee of the Board of Directors.

BUSINESS INFORMATION

ATTENDANCE AND PAYMENT

Once the child care contract has been completed, the contract will state the specific days and hours that the Center will care for the child. In addition, the fee(s) for the service will be determined and agreed upon. The contract commits

our Center to providing staff, space, and service to the child whether the child is in attendance or not. The contract commits the parent to paying for the allocated time and service whether or not the child attends.

All families are required to renew their child care contract on a yearly basis.

CHILD CARE FEES

The Board of Directors of the Carlsbad Educational Foundation sets the fee schedule for child care services. It is reviewed and adjusted as needed. With the exception of unusual circumstances, those fees are reviewed and adjusted annually prior to the registration of children for the beginning of the school year. The current fee schedule is available at the administrative offices and the local school program site.

Before and after school child care is provided every day that school is in session. No additional fee is charged for minimum days. A 10% discount for each additional child is made for families with more than one child in the Center. Billing for the regular program is divided into 10 payments from September through June: eight full and two half months (December and June).

- Payment is due by the first of each month at our administrative office.
- All fees must be paid prior to service on or before the beginning of each month, unless an extension of that period has been requested in writing and approved by the Kids' Care Director in advance.

SINGLE PAYMENT POLICY

According to our policy we cannot 'split', or divide, tuition invoices between two or more parties/family members. Tuition must be paid in full, according to schedule, and from the individual responsible. *The individual responsible is the parent/ guardian who registers the child, and who signs our Enrollment Agreement.* The parents may choose to split the payments between them, but there is only one individual responsible for payment.

DELINQUENT FEES

Avoidance of delinquent fees can often be avoided by identifying problems and issues before child care payments are due. The Site Director and the Kids' Care Director are available to address problems and issues confidentially.

- Payments received after the fifth of the month are charged a \$10.00 late fee, \$20.00 after the 10th of the month.
- If a family fails to pay its monthly fee by the 15th day of the month, it may result in child care being withheld..

- If payment is not paid by the next billing period, notice of termination from the program will be sent.
- There will be a \$25 service charge in addition to bank charges for checks returned due to insufficient funds. A third NSF will result in only money orders or cashier's checks being accepted as payment for tuition.

SCHOOL HOLIDAYS, SUMMER AND OTHER VACATION DAYS

Additional care is provided on specified school holidays, summer, and other vacation days at an additional charge. The operation of programs at those times is based on need. Scheduled time during those periods can be hourly, daily, weekly, or monthly. The fees for those times are included on the Fee Schedule.

CHILD CARE SUPPORT SERVICES:

The Carlsbad Educational Foundation provides limited funding to assist in payment of fees for child care services through the site. The Foundation realizes that the need is sometimes ongoing and at other times short term. If you are in need of assistance, you are encouraged to talk with either the Kids' Care Director or the Site Director. You will be provided a confidential application form. Once completed, the Foundation will determine if there are steps or financial support that can be taken to assist you. In addition, other sources of child care support are available through a number of agencies and service organizations. Our staff will be happy to assist you in accessing those services.

CHANGES TO OUR POLICIES

The Child Care Licensing Division requires that all child care centers provide participating families with 30 days notice of changes to centers' policies and fees.

ATTENDANCE POLICY

Children will be accepted according to the days and hours stated in the contract for child care services.

Our staffing is based on the number of children assigned by contract at any given time. We do not have drop-in service. If space is known to be available on a given day and the child is enrolled in the program, the Director may be able to accommodate a particular temporary family need requested in advance. Any change, temporary or permanent, in contract hours must be approved by the Site Director. Any approved additional temporary hours will be billed at an hourly rate for each hour or part of each hour. (See fee schedule for current rate.)

We reserve the right to refuse child care services on any day that the parent has not contracted for child care according to the contract for child care services.

**ASES PROGRAM/EARLY RELEASE – BUENA VISTA AND JEFFERSON
Carlsbad Unified School District
ASES Kids' Care Program**

September 2009

Dear Parents of students that participate in our ASES (After School Education and Safety) Program,

The After School Education and Safety Program is the result of the 2002 voter approved initiative, Proposition 49. The ASES Program funds the establishment of local after school education and enrichment programs. These programs are created through partnerships between school and local community resources to provide literacy, academic enrichment and safe constructive alternatives for our students in kindergarten through 5th grade.

Attendance in the ASES after school program is voluntary; however, pupils who can attend the program every day that the program operates should have priority over pupils who cannot attend every regular school day. Students are expected to attend the entire program every day it operates, with the exception of absences allowed under the Early Release Policy. **Students who do not attend regularly may be subject to disenrollment.**

Your children will benefit by attending the full program which starts immediately after school and goes until 6:00 p.m., because they will be able to participate in the homework center, enrichment arts programs, sports programs, and all other special activities that have been planned for them.

Although elementary students should attend the full program each day, the reality is that there are circumstances where a student may not be able to attend the full program every day, and this is the purpose of the early-release policy. If a student is not attending the full program every day and there are others who can, we may fill those slots with other students.

The After School Early Release Form that is attached to this letter explains when and how it is to be completed. This form will allow us to remain in compliance and to continue to receive the funding for our program.

We thank you for your consideration and support for our ASES Program. Please complete the attached form and return it to your School Site Director as soon as possible.

Sincerely,

José De Anda
Kids' Care Director
A Program of the Carlsbad Educational Foundation

**Carlsbad Unified School District
 ASES Kids' Care Early Release Form
 2009-2010**

In accordance with the California Education Code Section 8483 (a) (1) that provides funding for the After School Education and Safety Program at Jefferson and Buena Vista Elementary Schools, students should attend the program every day for the full range of hours offered (2:30 – 6:00 p.m., Monday through Wednesday and Friday, and from 1:30 – 6:00 p.m. every Thursday). If your child is unable to attend the program every day for the full range of hours offered, the parent/guardian must complete and submit the After School Early Release Form below specifying the days and hours the child will not attend and the reason for requesting the modified attendance schedule.

A Child may be released early from the ASES after school program prior to the end of the program time based on the following:

- Attending a parallel program (programs in the school or community centers such as soccer, basketball, dance, music, etc.).
- Family emergencies (such as bereavement, catastrophic incidents, etc.).
- Medical appointments.
- Weather conditions.
- Illness and/or accidents that occur during program time (program staff will call parent/guardian).
- Other (please specify Reason for Request below).

AFTER SCHOOL EARLY RELEASE

Please stipulate the days that your child will not attend the after school program by placing an **NA** in the box below the day. Please stipulate the days and times that your child will be out of the program by writing in the times below the day. Please also provide a reason for requesting the modified attendance schedule.

	Monday 2:30 – 6 p.m.	Tuesday 2:30 – 6 p.m.	Wednesday 2:30 – 6 p.m.	Thursday 1:30 -6 p.m.	Friday 2:30 – 6 p.m.
Early Release Time					

Child's name: _____

Reason(s) for Request:

 Parent/Legal Guardian Signature

 Date:

 Site Supervisor Signature

 Date:

Distrito Escolar Unificado de Carlsbad Programa ASES de Kids' Care

Septiembre de 2009

Estimados Padres de Familia de alumnos que participan en nuestro programa de ASES (Programa Educativo y de Seguridad Después del Horario Escolar) de Kids' Care,

El Programa Educativo y de Seguridad Después del Horario Escolar (ASES) empezó como resultado de un iniciativa aprobado por los votantes en 2002, la Proposición 49. Los fondos del programa ASES establecieron programas locales después del horario escolar y de enriquecimiento. Estos programas fueron creados en sociedad de las escuelas y recursos comunitarios para proveer alfabetización, enriquecimiento académico y alternativas constructivas para nuestros alumnos en kinder hasta el 5° grado.

Participación en el programa ASES después de escuela es voluntario, sin embargo, alumnos que puedan asistir todos los días que el programa opera deben tener prioridad sobre los alumnos que no puedan asistir todos los días. Se espera que los alumnos asistan al programa completo los días que funcione, con la excepción de las faltas permitidas por la Política de Ausencia Temprana. **Los alumnos que no asistan regularmente podrían darse de baja.**

Sus niños se beneficiaran en asistir en el programa completo que empieza inmediatamente después de del horario escolar y termina a las 6:00 p.m. por que podrán participar en el centro de tareas, en programas de enriquecimiento de arte, programas de deportes y todas las otras actividades que han sido planeados para ellos.

Aunque los alumnos de la primaria deben asistir cada día, la realidad es que hay circunstancias donde un alumno no podrá asistir al programa complete cada día y por esta razón existe la política para salir temprano. Si el alumno no asiste al programa completo y hay otros que si pueden, podremos llenar esos lugares con otros alumnos.

La forma de Ausencia Temprana del programa de ASES de la Escuela que esta adjunto a esta carta explica cuando y como debe ser rellenada. Esta forma nos permitirá mantenernos en cumplimiento y seguir recibiendo fondos para nuestro programa.

Les damos las gracias por su consideración y apoyo para nuestro programa ASES. Por favor complete la forma adjunta y regrese al director de su programa ASES de su escuela lo mas pronto posible.

Atentamente,

José De Anda
Director de Kids' Care
Un Programa de la Fundación Educacional de Carlsbad

Distrito Escolar Unificado de Carlsbad Forma de Ausencia Temprana de ASES 2009-2010

De acuerdo con el Código Educativo de California Sección 8483 (a) (1) que provee fondos para los programas ASES (Programa Educativo y de Seguridad Después del Horario Escolar) de Kids' Care en las escuelas Jefferson y Buena Vista, alumnos deben asistir al programa todos los días que es ofrecido (2:30 a 6:00 p.m., de lunes a miércoles y el viernes, y de 1:30 a 6:00 todos los jueves). Si su niño no puede asistir al programa todos los días y por todas las horas ofrecidas, el Padre/Guardián debe completar y someter la Forma de Ausencia Temprana de ASES abajo especificando los días y horas que no podrá asistir y la razón por pedir un horario de asistencia modificado.

Un alumno puede dejar temprano el programa de ASES antes de las 6:00 p.m. por las siguientes razones:

- Asistir un programa paralelo (programa en la escuela o en la comunidad como deporte, baile, música, Etc.).
- Emergencias familiares (muerte de un familiar, incidente catastrófico, Etc).
- Citas médicas.
- Condiciones del tiempo.
- Enfermedad y/o accidentes que ocurren durante el tiempo del programa (los empleados del programa les notificaran cuando esto ocurra).
- Otra razón (por favor de explicar su razón abajo).

Ausencia Temprana de ASES

Por favor de estipular los días que su niño no asistirá al programa ASES al poner NA en la caja debajo de cada día. Por favor de estipular los días y tiempos que su niño estará afuera del programa al escribir el tiempo debajo del día. También, provee una razón por lo cual esta pidiendo un programa modificado de asistencia.

	lunes 2:30 – 6 p.m.	martes 2:30 – 6 p.m.	miércoles 2:30 – 6 p.m.	jueves 1:30 – 6 p.m.	viernes 2:30 – 6 p.m.
Tiempo que se ira temprano					

Razón por pedir programa modificado:

Firma del Padre/Guardián

fecha:

Firma del director del sitio

fecha:

ABSENCE & DELIVERY/PICK-UP PROCEDURES

The procedures established are for your child's safety. If delivery and pick-up procedures are not followed, we have no choice but to terminate child care.

Absence: If your child will not be attending child care on a given day or any portion of the day they are assigned to child care, it is essential that you notify your child's site in advance.

Arrival: State law requires that the receiving teacher must be present and ascertain that a child being delivered for child care is well and able to attend. All children brought directly to child care must be brought inside by the parent to the Center and signed in using parent's full legal signature, except that a child who has been in regular attendance at the school during the day may move from the school to the Center without a parent signature. The Center staff will sign in children reporting from school. Likewise, in the morning before school, the staff will sign the children out to report directly to school. The parent shall sign an agreement to this process.

A child may be dropped off no earlier than the hours stated in the contract for child care. Parent must sign the child in with a full signature.

PICK-UP: Child must be picked up on or before stated contract hours. Parent must sign out with full signature. In an emergency where you will be late to pickup your child, arrange for an alternative authorized representative to pick up your child if possible and immediately contact the Site Director. Pick-up after the contracted time is subject to an added fee (see Late Pick-Up Procedures below and Fee Schedule).

PICK-UP PRIOR TO SCHEDULED CHILD CARE AND EXTRA CURRICULAR ACTIVITIES: School age children are expected at the program according to their contract. If the parent plans to pick up the child directly from school on one of the contracted days for child care, the parent must notify the program prior to the close of school by calling the Site Director. If your child participates in extracurricular activities or other special activities, you must provide written notice to the school and the Center in advance, indicating the calendar period, time, name and location of the activity and the time the child will be reporting to the program site. You should also notify the school and the individual in charge of the activity of the need for the child to report to the Center. The Center cannot be responsible for the child until he/she reports to the program site and is signed in.

In cases where the child enters the facility without a parent, other than directly from school attendance, the parent will be immediately contacted to return to the Center to sign their child in properly.

Out of concern for the safety of our children and legal requirements, child care services will be terminated for children for failure of parents to follow the conditions of sign-in, sign-out, and adherence to hours of operation.

LATE PICK- UP PROCEDURES

Our Center closes at **6:25 p.m.** No staff members work after 6:30 p.m. In addition, the school district has only authorized our use of facilities for the time contracted. The operation of the Center past operating hours requires not only arranging coverage, but also overtime pay for employees as well as additional operational costs for the facility. Children must be picked up no later than 6:25 p.m. - doors will close promptly at 6:30 p.m.

Late pick-up violations will result in a charge of \$1.00 per minute.

Child care services may be terminated for chronic violation of pick-up requirements. Child Protective Services will be contacted for children left beyond two hours of closing time.

DAILY PROCEDURE FOR PARENTS

Parent must sign-in each day with the time child arrives and full parent signature. When the child leaves for the day, the parent must sign-out with the time they leave and full parent signature; except for the transfer between child care and school as noted above. Center staff must be present at sign-in and made aware of child's departure at sign-out.

At the end of each day, please check for notes, sweaters, etc., which belong to your child.

Notify the Site Director of any change of address, phone, emergency information, or other required information. Obtain or complete any required forms or transactions that may be necessary. Alert the Site Director/teacher to any event, new condition, or special need that could affect your child's day at the Center or requires the attention of staff. By all means remind staff of any special occasion coming up or happening on that day.

We expect daily communication with the Site Director/teacher. If there is a need for extended conversation or to address a concern, however, please make an appointment or set a time for a phone call with your child's director. Our first responsibility is to the children and their activity.

STATE LICENSING RIGHTS/ CONSIDERATIONS

The California Department of Social Services Child Care Licensing Division reserves the right to; inspect the child care center, interview, and review student files without parent authorization.

PROGRAM

LICENSED PROGRAM STAFFING

Senate Bill 863 established the staffing ratios and group size standards. All Child Care Centers must have a Director. The Director may also serve as a teacher. The program has a 1 to 14 staff to child ratio. The Center may assign a teacher's aide to assist the teacher, in which case the teacher may be assigned no more than 28 children. All children are under the direct supervision of the Director or a teacher as required by the Carlsbad Educational Foundation and law.

Each Site Director, teacher and teacher aide has met the requirements established by Community Care Licensing of the California Department of Social Services. In some cases, volunteers, who are required to meet the clearances required by licensing, may also assist the director and teachers.

Should a substitute be necessary, the substitute will meet licensing requirements for the position.

Our Kids' Care Director oversees our district-wide program. He reports to the CEO, Childcare Committee and Board of Directors of the Carlsbad Educational Foundation. He is responsible for all aspects of the program, including supervision of all centers, employment, record keeping, supplies, materials, equipment acquisition, insuring compliance with all laws and regulations, as well as all reports to governing agencies, the Carlsbad Unified School District, and the Board of Directors of the Carlsbad Educational Foundation. The central office is also responsible for clerical and accounting functions.

DAILY SCHEDULES

Our daily schedules are posted on our **Parent Board** inside each Center. Please refer to these schedules for our daily activities, routines, and snack times. See your Site Director with any questions.

NON-SCHOOL DAYS, VACATION PERIODS, SUMMER SCHOOL SAMPLE SCHEDULE

7:00 – 8:00 a.m.	Activity stations: art, blocks, puzzles, table games
8:00 a.m. – 8:30 a.m.	Academic Activity: Language Arts/Social Science
8:30 a.m. – 9:30 a.m.	Activity stations: art, music, science, table games
9:30 p.m. – 9:50 p.m.	Snack (two food groups)
9:50 p.m. – 10:30 p.m.	Performing Arts: Creative Dramatics, music, dance
10:30 a.m.– 11:50 a.m.	Outdoor Planned Activities/Individual Play Activity
11:50 a.m. – 12:20 p.m.	Lunch (Children's home-packed lunches)

12:20 p.m. – 1:20 p.m.	Outdoor Planned Activities/Group Play Activity
1:20 p.m. – 3:00 p.m.	Science/Math Experiments or outdoor game (kids choice)
3:00- 3:20 p.m.	Snack (two food groups)
3:20 p.m.- 4:30	Arts/Crafts Activity or outdoor game (kids' choice)
4:30p.m. – 5:45 p.m.	Activity stations: art, music, science, table games
5:45 p.m. – 6:00 p.m.	Story Time
6:00.m. – 6:25 p.m.	Activity stations, art activity, etc.

YOUR CHILD'S FIRST DAY

All forms must be completed and on file at the Center's site prior to your child's first day of attendance. Parent and child are also expected to visit the Center before the child's first day of attendance to familiarize the parent with procedures and the child with the Center and staff.

APPROPRIATE CLOTHING

Children should wear clothing appropriate to the changes in the weather during the day and year. Clothing needs to provide protection from the sun, as well as from rubbing and bumping on play equipment and playground tumblers. Closed-toe shoes are highly recommended. Flip-flops are not allowed.. Children need to have sweaters/light jackets in cool weather.

All clothing items such as sweaters and jackets should be marked with your child's name. Change of clothes should be kept at the Center in the child's cubby in case of accidents.

FIELD TRIPS

Our Center does not conduct field trips during the regular school year. Summer program and vacation periods may include field trips. Private vehicles are not used. Those field trips will only be by bus, public transportation or walking. If there is a fee for the field trip, parents will be notified at the time of sign-up for the vacation or summer period. Snacks and beverages will be provided on any field trip when necessary. Lunch, if needed, will be a packed lunch brought from home or purchased and included in the cost of the field trip.

FOOD SERVICE

All snacks are comprised of prepackaged snacks representing two of the four foods groups. In addition, children are provided water and/or a beverage accompanying the snack. Water is always available as needed for the children. Children have lunch at school as a part of their school day.

Children in the kindergarten sessions, early or late, are provided a snack. Children are also provided a snack during the 2:30 to 6:30 after school program. During summer, vacation, and holiday sessions snacks are provided during the morning and afternoon. Children bring a sack lunch from home.

DISCIPLINE POLICY

It is vital that parents, teachers, and children enrolled in the Center have a clear understanding of the discipline guidelines. Every child has the right to learn and no child should interfere or prevent another child from his/her right to learn.

PARENTS: Please review the following rules with your child and encourage them to be supportive.

1. Show respect for others.
2. No fighting.
3. Stay within the boundary lines of the Center at all times.
4. Follow the posted safety rules:
 - a) Never swing on rails around buildings
 - b) Use the equipment appropriately
 - c) Follow directions
 - d) Take turns
 - e) Keep hands, feet, and objects to yourself
5. Do not swear.
6. Do not take things that don't belong to you.
7. Share.

DISCIPLINE PLAN

Our Center uses a positive support method of students' acceptable behavior. We use verbal praise and various means of rewarding a child for their acceptable behavior. We ask that parents continue this positive support at home by encouraging their child when he/she has done well.

We appreciate direct communication between parents and our staff. When it is necessary to discipline a child whose behavior is inappropriate, a variety of discipline strategies will be used to correct the child's unacceptable behavior. At no time is corporal punishment ever used. We encourage parents to discuss discipline issues or areas of concern with their child's Site Director.

If a child continues in a pattern of inappropriate behavior, a *report* will be completed by the Site Director/teacher and discussed with the parent. It is important that parents be supportive by encouraging the child to behave appropriately and/or follow the discipline guidelines. The parent or director may choose to request a strategy meeting at this time to develop an Action Plan.

If the child continues the pattern of misbehavior, after several attempts to guide the child toward the acceptable behavior, the child will be suspended from the Center, and the parent will be contacted to immediately pick-up the child. A meeting will be arranged with the Site Director, the teacher and the parent to develop a plan of action to correct the situation. If this plan of action is not successful, the child will be dismissed from the Center.

HEALTH REQUIREMENTS / MEDICATION / EMERGENCY CARE

Sick Children Are Not Permitted to Attend

Children will be screened daily by the Director/teacher before they enter the program. Parents should not leave the program until the child has been screened for early signs of illness.

No child may remain at the Center if there are any signs of illness. If a child becomes ill during the day or has an accident requiring other than first aid treatment, parents are immediately contacted and instructed to pick the child up. Parents are encouraged to have a pre-established arrangement with a relative or friend to care for the child on days when the child is sick, and on days when child needs to be picked up due to illness. Our Center can only provide an isolation area for a sick child to rest in until pick up has been arranged.

A doctor's clearance is required before a child may return to the Center when they have had a contagious condition, such as measles, chicken pox, mumps, or scabies. A copy of the doctor's clearance to return to school may be given to the program director for placement in the child's file. The copy should be initialed by the principal or other school staff member.

Medication

Prescription and non-prescription medications cannot and will not be given without written approval by the doctor on the proper Center form. The form is available from the Site Director/teacher. All medication must be in their original packaging.

We encourage parents and physicians to schedule medication consumption **OUTSIDE OF PROGRAM HOURS**. In order to meet the needs of children for whom it is necessary to administer medication during the day, the program strictly adheres to its Medication Policy and to all laws regulating this activity. Medication will be stored, handled and administered only according to this policy. A copy of the policy and an authorization form, which are available from the Site Director, must be reviewed by you and be completed by your child's physician to properly authorize the program to handle his/her medications. Personnel may consult with the physician before deciding if they will administer the medication. Only under extreme conditions are medications given by personnel. At all times,

parents are requested to complete a medication dosage, for their child, at home. The Center reserves the right to decide not to administer medications during the child's attendance at the program. In which case, personnel will notify the parent prior to accepting the medication or at such time as it deems it can no longer do so.

Emergency Care

Your enrollment packet will contain a form for Identification and Emergency Information (LIC700) and a Consent for Emergency Medical Treatment (LIC627). The forms identify dentist, doctor and authorize the course of action to be taken should a medical emergency arise. These forms must be kept up-to-date. The parent is required to immediately inform the director of any change in the information provided. You should keep a copy of the current form in your home file so that you can regularly review it.

In an emergency we will attempt when possible to contact you or your designated representative. If we are unable to do so, or if time requires, we will contact your physician or dentist for direction. If we are unable to reach you, or if time requires, we will contact the Carlsbad Fire Department Paramedics and/or seek emergency medical treatment. Whenever possible, a staff member will either accompany the child to the medical facility or meet the child at the facility. Under most circumstances, a staff member or representative of the Center will remain with the child until the parent or parent's representative arrives.

PARENT PARTICIPATION

Parents are invited and encouraged to participate in activities whenever possible. The following are suggestions on how you might participate:

- Participate in the classroom when possible.
- Provide the program with children's books, toys, games and puzzles that are no longer needed at home, but are useable.
- Provide age-appropriate videos and computer software for use in the Center.
- Bring things from home such as scrap materials, paper and art supplies, arts and crafts ideas, and special snacks (prepackaged).
- Participate in parent workshops, fund-raising activities, parent meetings, advisory committee, and help with parties for the children.
- Plan to visit the Center with your child to share in special activities.
- Volunteer to support the children's community service activities.

STAFF TRAINING

All teachers and administrators have appropriate credentials for the position they hold. All employees are expected to participate in on-going staff development, including formal trainings provided by CalSAC (the California Association for School Age Childcare), Kids' Care and NAEYC (the National Association for the Education of Young Children). CEF Kids' Care provides an incentive for all teachers to hold a State of California Child Development Permit.

Staff meetings are held monthly at each Center. These staff meetings consist of problem solving, sharing of childcare strategies, sharing conference materials and creative ideas, reviewing and training in safety procedures, child development theory and practice, and other topics essential to providing for the needs of the children and Center. Additionally, the Center Directors meet monthly with the Kids' Care Director.

EVALUATION

Evaluation of the Center is continuous. Evaluation takes place through staff meetings, informal program observation, parent survey, a joint school district and Foundation compliance committee, and reports to the Board of Directors.

COMMUNITY OUTREACH POLICY

Outreach to the community includes newspaper releases, flyers, mailing lists, and speaking engagements. These activities take place throughout the year to inform the community of the program and the work of the Carlsbad Educational Foundation. The Kids' Care Director and the CEO of the Foundation are the primary spokespersons.

Thank you for choosing the Carlsbad Educational Foundation's Kids' Care Program. Should you have any questions about this handbook, please contact your Center Director or José De Anda, Kids' Care Director, at the CEF office at: 760.929.1555.