

Parent Handbook



2019–2020

University Preparation Charter School

at CSUCI

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University Preparation Charter School at CSU Channel Islands

Child Care Program

PURPOSE AND GOALS

Welcome to the University Preparation Charter School at CSU Channel Islands Child Care Program. The goal of the UPCS Child Care Program is to provide a quality on-site child care program for UPCS K-8 families.

Our mission is to support the educational and social, emotional goals and programs students are receiving at UPCS in a safe and nurturing environment.

PROGRAM DESCRIPTION

The UPCS child care staff is highly qualified Child Care Leaders and/or Assistants. Staff works to create a high quality program to meet the needs of each child while offering a variety of programs and experiences. Students will have opportunities to participate in structured arts and crafts, game play, physical development, free play time, as well as some academic support for homework completion. *PeaceBuilder* skills and language will be used in the Child Care Program to facilitate student interactions and expectations for behavior.

To enroll in our Child Care program, a student must be a Kindergarten thru eighth grade student enrolled/attending UPCS and be able to meet his or her basic needs.

Our program does limit enrollment, due to staff availability and room size.

Child Care Staff

Our Child Care Leaders are required to have 12 units of college level training in Child Development and School-Age curriculum and recreation. However, some of our staff members have college degrees and/or are in the process of completing their degrees. Both Leaders and Assistants are experienced in working with school age children and have taken training classes. All of the Leaders and many of our Assistants are also CPR and First Aid certified.

PROGRAM STANDARDS

Freedom from Discrimination

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

No Religious Instruction

The UPCS 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 California State Department of Education, Child Development division.

PARENT INVOLVEMENT AND COMMUNICATION

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

Parent 'Bulletin' Board

This is the place where notices and information are posted just for you! The schedule, list of special activities, and weekly snack menu will be there as well as other information of interest.

Parent Responsibilities

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

YOUR CHILD IS SPECIAL

Help us to help you!

If your child has any special needs we should be aware of, please let the staff know when your child is enrolled. It is beneficial for the staff if they have information or prior knowledge about a situation. It is our desire to work with you so we are able to help your child be successful. We welcome you sharing what works for your child and we may be able to implement similar strategies. Changes in your child's behavior or environment (including medication, illness, and sleeping patterns) which affect his/her behavior, should also be discussed with the staff. We are here to help provide support to your child through such transitions.

BEHAVIOR

Behavior Standards

Our behavior standards are based on our school's rules, stated as follows:

- Be respectful to others in words and actions
 - No hitting, kicking, biting, pinching, shoving or using bad language
- Keep myself and others safe
- Safety Boundaries – Can you see a staff member?
- School Rules RULE on the Playground and Equipment
- Take pride in how you care for materials and equipment

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

Positive Pays Off!

We feel that providing a warm, caring environment will support 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.

Behavior Reminders

We use reports to communicate with you and with your child when behavior improvement is needed due to your child having difficulty adjusting to the expected behavior standards. You can expect to receive a copy of a "Behavior Reminder" report. 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 reports are meant to be used as a positive, constructive approach to help children learn through a mistake.

Behavior Contracts

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

Warnings and Termination

Acts of harmful physical aggression, extreme defiance or a pattern of disruptive behavior (which interrupts the operations of the program and/or infringes on the safety of another) will result in a warning. Our Child Care Policy allows for only **three** warnings in one program/school year. Listed below are actions taken with the student and parent at each incident.

1. When the first warning is given, there will be a conference with the student, parent and Child Care leader to establish a plan to resolve the problem.
2. The second warning will result in a conference with the student, parent, Child Care leader and School Administrator. This conference will be used to discuss different strategies and options for alternative care.
3. The third warning will terminate Child Care services.

Termination of Services/Appeal Process

If your child is terminated from the UPCS Child Care program, the parent/guardian may make a written appeal, within ten (10) days, to the School Director. (If the appeal is granted by the Administration, reentrance into the program will be for the new school year, following the registration guidelines for enrolling a new student).

Immediate Termination:

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

School Suspension

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

Child Care Suspension

Suspension from the Child Care program may also occur if the child commits a suspendable offense (see E.C. 48925). Under these circumstances, we require you to pick up your child immediately.

PARENT – STAFF COMMUNICATION

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

We appreciate and value your input!

If you have any questions or concerns about the program, please schedule an appointment to talk to the child care leader.

Complaint Process

The following is the process to follow when a parent has a complaint. (Most complaints are handled satisfactorily, for all, with an informal conference with the leader). The parent shall attempt resolution with a complaint utilizing the following steps:

- Scheduling an informal conference with the center Child Care leader
- Scheduling a conference with the Child Care leader and School Administrator
- State the complaint in writing and schedule a conference with the Child Care Leader
- Within ten (10) days, the parent may make a written complaint in writing, to the Administration

In addition, Child Care follows the Uniform Complaint Policy as listed in the UPCS Parent Handbook and in the school policies.

NUTRITION

Snacks: Daily, a nutritious snack is served during the afternoon program. The Snack Menu is posted weekly. If you or your child does not like the snack provided, please make arrangements to provide your child with alternative options. Please feel free to talk with your child care staff with any comments or concerns regarding the snacks served. UPCS promotes healthy food choices; children are encouraged to bring healthy, nutritious snacks such as fruits and vegetables.

HEALTH CONCERNS

Your child's health is a matter of great importance to us. For the health and welfare of your child and others, we will send a child home with symptoms, including indications of:

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

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

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

Emergency Care Plans

If your child has a specific on-going medical condition and requires an "Emergency Care Plan" during the school day, Child Care must be notified. Child Care staff work closely with Health Services personnel and school nurses to ensure that our staff are trained to care for your child's health needs.

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 in the Child Care room and in the school 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. School health offices and Child Care centers are not able to share medications; therefore each location must have access to their own supply of medications and a signed Medication Authorization form.

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 Child Care center and the school.

Broken Limbs

A child with a cast or sling is a common sight at an elementary school. If your child needs to have a cast or wear a sling, please provide a Doctor's note which states the child's limitations on the playground and involving physical activity. (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 we receive the doctor's note or the cast or sling is no longer needed).

DISASTER PLAN

Coordinated Disaster Plan

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

Emergency Release 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 UPCS 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 some School holidays. A program calendar is always posted and additional copies may be obtained from the staff.

Full Day Sessions

Child Care is open full time (7:15 a.m. to 6:00 p.m.) on select days during Fall Break, Thanksgiving, Winter and Spring Breaks and during some school Staff Development days and some local holidays. On these non-school days there are a variety of enriching activities planned for your child. Attendance on these days is by sign-UPCS with an additional fee incurred for some scheduled breaks. See your Child Care Calendar for more details. Watch your parent bulletin board for session sign-UPCS and special activity fee deadlines! (We are unable to accommodate siblings who are not enrolled in our current program).

TUITION PAYMENTS

Tuition Amounts

UPCS Child Care charges **monthly tuition**, *Initial Payment and September through May (10 months)*. This means **you pay the same every month**, regardless of the number of actual days of the program each month. Child Care tuition is based on a yearly fee.

Tuition Discounts

We offer a sibling discount for those enrolled full time *and those that pay their tuition in full within the first month of attendance*.

Tuition Due Dates

Tuition is due on the first of each month. For your convenience, tuition payments (cash or checks only) may be made at the Child Care or school office. Checks are payable to **UPCS. The first payment is due at the time of registration to the Child Care Program.**

Tuition is late, if not paid by the 10th, monthly. (No grace period will be given for weekends or holidays). All payments made on or after the 11th are considered late. A late fee of \$20.00 will be added to all late payments and all late payments must be made before the end of the month.

Late tuition payments are not accepted at the Child Care center. All payments made after the 10th of the month, must be brought to the UPCS Office. Child Care staff may not accept late payments, no exceptions.

Students will be put on “hold” (not allowed to attend) the program if an account becomes more than 30 days delinquent. If the school administration has not been contacted nor payment received by the last day of each month (including weekends or holidays), your account will be sent to the school administration 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 Coordinator before the end of the month so we may work with you.

Payment Methods

Checks, cashier's checks and cash are accepted at the Child Care Center or at the UPCS Office. We also accept bank draft checks, which allows parents the option to go on-line and set up automatic checks (generated from the bank) that are sent directly to UPCS. It is the parents responsibility to ensure that the bank draft is generated and received by UPCS by the designated due dates to avoid any late fees.

Flexible Spending/Child Care Payment Documentation

If you require us to sign documentation that your Child Care payments have been submitted in order to receive a reimbursement from your employer, etc. you must contact the school administration. Documentation will only be signed once we are able to verify that your payment has cleared.

All cash payments will receive a written receipt as your proof of payment. If you would like a written receipt for payments made by checks, you may request that from the Child Care leader. Should you require a month to month account summary, you may request that from the administration.

Information for Taxes

The Tax I.D number for UPCS is 20-4734568. If you require a printed summary of your yearly Child Care expenses for tax purposes, please contact the school administration. This request must be made in writing and may take up to 2 weeks to process.

ATTENDANCE AND ACCOUNTABILITY ABSENCES

Call-in Absences

Please call the Child Care center as well as the school office, when your child is absent. Failure to notify the center of absences 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 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.

Pick Up from School

If your child is picked up from school (for any reason), they may NOT be dropped off in the afternoon to attend child care.

Attendance Calendar

We occasionally will allow students to enroll on a part time basis, which will enable them to attend on select days. Due to the fact that this is not a “drop in” program and we are concerned about your child’s whereabouts, children who are enrolled on a part-time basis must have an “Attendance Calendar” on file with the Child Care center. This should be updated monthly to reflect the days in which we should expect your child in Child Care. Please see your Child Care Leader for more information.

After School Activities

A “Permission for After-School Activity” form must be on file for children participating in outside 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 this form to the center. Off-campus activities and medical appointments are allowed during a Child Care program. Parents (or other authorized adult) must come into the center and sign child/ren out and upon return, sign child/ren in (**no drop-offs allowed**).

SIGN-IN PROCEDURE

UPCS operates the Child Care program 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.

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

Picture ID

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

Sign-Out Authorization Form

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, 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 he/she has custody) if there is a current court order filed at the Child Care office restricting release. Those individuals listed on the Sign-Out Authorization Form are up to the discretion of the enrolling parent.

LATE PICK-UPCS 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, there is a late pick-up charge and repeated lateness will result in termination of the child from our program.

Hours of Operation

On regular days, our program is open 2:00 pm to 6:00 pm. On Thursdays, our program is open 1:10pm to 6:00pm. On minimum school days, our program is open 11:45am to 6:00 pm. On days when the program is full day, the hours are 7:15am to 6:00pm. On full days, we are unable to accept students before our 7:15 am start time. Please see your Child Care Leader to confirm your program enrollment status. Students that are enrolled for specific portions of the program may also be charged a late fee, should they not be picked up by the designated time. All After-school students should be picked up no later than 6:00pm.

Late Pick-Up Charges

A fee of **\$1.00 per minute per child** is charged when a child is picked up late. It is the parent's responsibility to pay the late fee at pick-up prior to the child's next day of attendance. (If the person you have designated to pick up your child is late, the parent is still responsible for paying the late fee). **Children will be put on "hold" (not allowed to attend) the program until late fees are paid in full.**

Call Child Care

Please notify us 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).

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 Sign-Out Authorization form. We will pursue this if, and only if, all other efforts have failed. It is imperative that you have dependable back-up people listed on your sign-out authorization. Remember – our center is always a phone call away!

PROGRAM WITHDRAWAL AND CHANGES

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

Notification of Withdrawal

We require **written notification two weeks prior** to withdrawal from our program. Parents are required to pay for Child Care services during this two week notification even if the child has already stopped attending.

Program Change Request

You must contact the Child Care leader or Child Care Coordinator no later than the 15th of the month when considering changing a program mid-year. We will be glad to share details regarding your request and to place you a wait list, if needed. Families may not alternate program enrollment status from month to month (one change per school term accepted). Program change requests are NOT accepted during the month of June.

ANNUAL PRIORITY REGISTRATION

Re-Enrollment Month

UPCS requires every family to re-enroll in Child Care, yearly. This enrollment is guaranteed for the next school year in the same school-year program at the same school when all of the following conditions are adhered to:

- Registration form and registration fee submitted during the designated time frame
- Remain enrolled in the current Child Care program through June
- Tuition account is current (no outstanding balances at end of school year)
- 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.

Enrollment Changes – NOT Guaranteed

If you are adding siblings or your child is changing programs, you will be part of a Priority Registration, but you are not guaranteed enrollment. Enrollment is dependent on available space.

Delinquent Accounts and Drops

If you have an unpaid balance or drop from the current school-year program, you will lose your Fall enrollment status.

COMPLETING YOUR ENROLLMENT

The enrollment process is completed when the following forms are completed in full and turned in to your Child Care Center prior to the first day of attendance:

- Sign-Out Authorization
- Publicity Authorization and Release
- Emergency Authorization
- Parent Policy Agreement
- UPCS Student Emergency Information

HOMEWORK

Designated Time

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

Assistance

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

Children whose parents prefer to have homework done at home, or those who have no assignments, will be given other activities to do during homework time.

Children who wish to spend more time on homework than the required time may usually do so. We strongly recommend against having your child miss all other activities in order to work solely on homework. We value time spent with social interaction and active learning that is possible when children participate in a well-rounded program.

Partnerships with Parents

We see ourselves as partners with parents when helping children be successful. We encourage parents to use homework as an opportunity for being involved with their

children's school work. If you have questions about our homework policy and practices, please feel free to ask your Child Care staff.

MATERIALS

Respect

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

Toys from Home

We do not encourage bringing toys from home 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.

VIDEOS

On Fridays, some full-day sessions, and some rainy days, the Child Care program may show a movie and/or video. You may wish to check with your staff about what video will be shown. In accordance with school policies, PG movies will only be shown with parent permission. (No PG-13 movies will be shown). If you have an objection to a G-rated movie, your child can participate in an independent activity during this time. No television will be shown and videos will not be used as a scheduled activity, other than as previously mentioned.