

**FOUNTAIN VALLEY SCHOOL DISTRICT
EXTENDED SCHOOL PROGRAM
PARENT HANDBOOK
2017/2018**

**COURREGES – 378-4283
18313 Santa Carlotta Street, FV 92708**

**COX – 378-4243
17615 Los Jardines East, FV 92708**

**GISLER – 378-4213
18720 Las Flores Street, FV 92708**

**NEWLAND – 378-4203
8787 Dolphin Street, HB 92646**

**OKA – 378-4263
9800 Yorktown Avenue, HB 92646**

**PLAVAN – 378-4233
9675 Warner Avenue, FV 92708**

**TAMURA – 375-6229
17340 Santa Suzanne, FV 92708**

**CHILD CARE PROGRAMS OFFICE – 962-4072
9625 Warner Avenue, FV 92708
Office Hours 7:00 am – 4:00 pm**

**Mona Green, MA, Ed, Director,
Child Development and Recreation Programs
Caity Engel, School Readiness Nurse
Cindy Sullivan, Child Care Assistant, Courreges, Cox, Gisler & Plavan
Janice Valone, Child Care Assistant, Newland, Oka, Tamura
Yvonne Jean, Child Care Assistant, Outdoor Ed.**

MISSION

Children will have a safe, stable and stimulating environment before and after school where the quality of experiences and guidance by trained staff will enhance their present and future well-being.

ADMISSION CRITERIA

Enrollment is open to any child enrolled in EEK through sixth grade in the school where the Extended School Program (ESP) is located. General principles of group care include a group size of 25-30 children and a 1-14 adult-child ratio. Enrollment of children with disabilities who require smaller group size or more supervision than provided in a group care setting will be assessed on an individual basis. Reasonable accommodations will be provided to ensure that the needs of children with disabilities will be met safely and to enable them to actively participate in the program. Sixth graders may be eligible to attend ESP by making special arrangements through the Childcare Programs Office. They will sign a waiver, agreeing to the rules and regulations.

ADMISSION PROCERURES

A completed ESP contract must be submitted to the ESP Office, accompanied by a registration fee.

A registration fee must be paid upon enrollment of each child and upon re-enrollment each year. Re-enrollment of a child who has withdrawn from the program during the school year will require payment of a new registration fee.

Parents must read and abide by the Parent Handbook policies. Questions or concerns need to be discussed with staff.

ATTENDANCE and ABSENCE PROCEDURES

After School

The ESP site must be notified each day that your child will be absent (see phone numbers on the cover of the Parent Handbook). Accurate attendance records are maintained. A \$10.00 finder's fee will be charged if your child does not arrive at ESP on scheduled days within 10 minutes of dismissal time. You must leave a message at the ESP site BEFORE SCHOOL DISMISSAL TIME if your child is absent. If you are unable to reach the ESP site, you may inform the ESP Office. If your child is a no-show three times during the year, enrollment will be terminated.

If your child did not attend school due to illness, he will not be admitted to childcare. If your child is sent home from school because of illness or behavior problems, he will not be admitted to childcare.

Children will be allowed to attend ESP only at the contracted days and hours. Per state regulations, a designated adult must sign the child in and out daily. Parents must call the ESP Office to add an additional day of childcare or to request an extension to the 6:00 pick up time. The fee for additional time will be added to the tuition account. If you request an additional day or an extension, you may not cancel. You will not be refunded if you change your mind or don't attend.

Full-time enrollment is four or five days per week. Part-time enrollment is three days or less per week. Days of attendance must be determined at registration and days may not be switched. If a day is missed, it is an absence and no credit is given towards another day.

Before school days may be added if space is available. **YOU MUST CALL THE ESP OFFICE BEFORE 4:00 pm THE DAY BEFORE SO THE SITE IS INFORMED ABOUT YOUR ADDITIONAL DAY. You may not drop your child off in the morning unless you have made arrangements with the Childcare Programs Office the day before.**

Children arriving before 7:30 may bring a nutritious breakfast or snack to be eaten upon arrival, i.e. boxed juice or individual cartons of milk, and food that has already been prepared. There is no microwave available. Your child must be able to eat and clean up after himself.

CHANGE IN ENROLLMENT

The Childcare Programs Office must be notified in writing or via e-mail one week prior to making a change and two weeks prior to dropping your child from the program, WITH THE EXCEPTION OF THE MONTH OF SEPTEMBER. Changes must stay in place for one month before another change may be made. **NO EXCEPTIONS !!** Changes to your child's schedule that are communicated by phone to the ESP sites will not be honored.

REMEMBER: For the school year 2017/2018, absolutely no changes may be made to your September schedule after August 28. You must wait until October 1 to make any changes.

CHILD ABUSE

The State of California requires that all employees of public schools report to the proper authorities any and all cases of suspected child abuse and neglect. The ESP staff is committed to reporting suspected abuse of any child enrolled in ESP.

COMMUNICATION

Tuition Notes (Parent Newsletter)

A newsletter will be sent to you via e-mail each month with your tuition statement. This newsletter contains important program information and dates. The bulletin board close to the sign-in area will also contain special announcements, as well as a calendar of activities and snacks.

Telephone

Phone messages may be left at each ESP site (see cover of Parent Handbook for phone numbers). We are happy to give messages to your child if your plans or plans for your child have changed. Children may not use the ESP phone to arrange play dates or to make other arrangements.

DISRUPTIONS BY ABUSIVE OR HOSTILE PERSONS

Education Code 44811 indicates that any parent, guardian, or other person who disrupts class work or extracurricular activities, or causes substantial disorder at the work site is guilty of a misdemeanor and subject to a fine of \$100.00 or 10 days in jail, or both. California Penal Code 415.5 addresses disturbances of the peace of schools and carries with first conviction a fine not to exceed \$400.00 or 90 days in jail or both.

Inform the school office or the ESP Office immediately if you have any contacts with abusive, hostile, and threatening persons at the work site.

EDUCATION CODE 44811: Disruption of class work or extracurricular activities; punishment; exemptions.

Any parent, guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor which is punishable by a fine not exceeding one hundred (\$100.00), by imprisonment in the county jail for a period of not more than 10 days , or both. This section does not apply to any otherwise lawful employee concerted activity, including, but not limited to, picketing and the distribution of handbills.

CALIFORNIA PENAL CODE 415.5: Disturbance of peace of school, community or state college or state university; punishment.

(a) Any person who (1) unlawfully fights within any building or upon the grounds of any school, community college, state college, or state university or challenges another person within any such building or upon such grounds to fight, or (2) maliciously and willfully disturbs another person within any such building or upon such grounds by loud and unreasonable noise, or (3) uses offensive words within any such building or upon such grounds which are inherently likely to provoke an immediate violent reaction is guilty of a misdemeanor and shall be punished as follows:

Upon first conviction by a fine not exceeding four hundred dollars (\$400.00) or by imprisonment in the county jail for a period of not more than 90 days, or by both such fine and imprisonment.

If the defendant has been previously convicted once of a violation of this section or of any offense defined in Chapter 1 (commencing with Section 626) of Title 15 of Part 1, by imprisonment in the county jail for a period of not less than 10 days or more than six months, or by both imprisonment and a fine of not exceeding one thousand (\$1,000.00) and he shall not be released on probation, parole, or any other basis until he has serve not less than 10 days.

CURRICULUM

The curriculum is based on the developmental needs, interests and abilities of the various age groups. Children choose from a variety of activities that are offered daily in an informal classroom setting. Indoor and outdoor experiences are provided with time for active play, as well as time to relax, read, do homework and participate in quiet activities. Reasonable accommodations are made to meet the developmental needs of children.

DISCIPLINE

Students and parents must sign a Discipline Contract that outlines expected behavior of students attending the program. Behavioral expectations are consistent with district policies. Children are expected to respect the staff and follow their directions. Rules provide for the safety of persons and property.

Unacceptable behavior will be handled firmly by staff. Discipline procedures are assertive, rather than aggressive, and are designed to be fair, consistent and preserve the child's self-respect.

Positive reinforcement, warnings and assertive discipline that may include removal from a group situation or denial of a privilege, may be used. Positive conflict management strategies are taught to help the children deal with problems.

Staff will ask for a parent conference if disruptive or unacceptable behavior persists so we can plan and work together to change the behavior. If a child poses a direct threat to the safety of himself, another child or an adult, or if the child refuses to cooperate and follow directions from staff, parents will be contacted to pick up the child immediately. In addition, the child may be dismissed from the Extended School Program and will not be able to re-enroll.

Please note, if your child damages or destroys any property, i.e. materials, electronics, etc., you will be asked to replace the item.

DISCOUNTS

There is a 10% discount for the second sibling from the same family enrolled in the program and a 20% discount for additional siblings. The discount will be applied to the lowest fee. There is a 10% discount for employees of Fountain Valley School District. Discounts do not apply to additional days, full day childcare, Summer Camp or changes made during the month.

DISMISSAL FROM ESP

Parents will be given notice in writing or by a phone call from the Childcare Program Director if a child is going to be dismissed from the program. Children will be dismissed for the following reasons:

Behavior, after intervention, continues to endanger the safety or security of others in the Program.

Fees are not paid.

Policies outlined in this handbook are not followed.

DROPPING ESP

A written or e-mail two-week drop notice is required prior to your child's last day, or prior to May 20 for the month of June. Tuition must be paid during the two-week drop notice period. Withdrawal is considered a termination. In order to re-enter the program, space must be available and a new registration fee and current tuition fees must be paid. A child may not be re-enrolled until outstanding tuition and fees are paid.

ELECTRONICS

Cell Phone usage is prohibited during ESP time. Electronic equipment, (i.e., i-pods, game boys, etc.) is allowed at ESP with a parent signature on the electronic contract, and at the discretion of the Lead Instructors. (See attached form in the registration packet.) Please note, while the children are using the electronics, they may not access the internet. Please note the Extended School Program is not responsible for the lost, damaged or stolen electronic equipment.

EMERGENCIES

In the event of an emergency or natural disaster, such as an earthquake or flood, the following procedures will be in effect:

During the school day all children will follow the school site disaster plan.

Before or after the regular school day, all children will be kept at the ESP room until the parent or another authorized person indicated on the Emergency Card picks them up. A person authorized by the parent to pick up a child will be requested to present identification before the child is released to him. The name of the individual and time of pick up will be recorded.

Should it be necessary to evacuate children from a school, the evacuation site will be posted on the ESP door and every effort will be made to contact parents and guardians.

Staff members will remain with the children until they are released to a parent or authorized person.

Each school is equipped with sufficient supplies to accommodate children in the event of an emergency

All phone numbers for parents and authorized adults must be kept up-to-date on the Emergency Card.

FEES

Fees are non-refundable and non-transferable. This program is self-supporting. Fees are based on the operating costs of the program. Families who meet income eligibility may receive subsidized childcare, by applying to Children’s Home Society at (714) 835-8252.

Returned Checks

A fee of \$15.00 will be charged for a returned check. **ALL SUBSEQUENT PAYMENTS for the duration of your children’s stay in our program MUST BE MADE IN CASH OR BY MONEY ORDER AFTER A CHECK HAS BEEN RETURNED DUE TO INSUFFICIENT FUNDS.**
Payments for returned checks must be brought to the ESP Office.

Tuition

Monthly tuition is calculated as follows:

Full Tuition	Months with 17 or more school days
$\frac{3}{4}$ Tuition	Months with 13 – 16 school days
$\frac{1}{2}$ Tuition	Months with 12 or fewer school days.

If a child is enrolled for less than 2 weeks, (10 days full-time, or equivalent part-time enrollment) a daily rate will be charged.

Checks or money orders are to be made payable to FVSD-ESP.

The child’s last name and school must be written on the bottom left hand corner of the check. No cash is accepted at the school site. Cash in the exact amount must be brought to the ESP Office between 7:00 am and 4:00 pm.

Tuition is due the first of each month at the site. After the first, you must bring the tuition with a \$10.00 late fee to the Childcare Programs Office at 9625 Warner Avenue. You will be responsible for payment for the days that your child does not attend ESP after the exclusion date.

Late tuition will not be accepted at the site and must be paid at the ESP Office. Please note, tuition not received by the 15th of the month will result in termination of the child from the program. In order to return to ESP you will be responsible for the unpaid balance due, as well as a \$50.00 registration fee.

TUITION CREDIT

No credit is given for days missed due to illness or vacation. See *Illness*, if your child will be out of school for more than two weeks. In the event of an unforeseen family emergency, please contact the ESP Office to discuss tuition and continued participation.

Fifth grade students attending and Outdoor Education camp will receive a discount off the daily fee for days missed, **if the parent notifies the ESP Office in advance of the absence.** A discount of \$5.00 for before school, \$6.00 for 4:30 contracts and \$8.00 for 6:00 contracts will be deducted for days of non-attendance.

The parent or guardian who signs the ESP Contract is responsible for payment. If two parents are responsible for payment, the parent who has signed the contract is responsible to coordinate with the other parent. ESP will not be responsible for collecting payments from anyone other than the person who has signed the contract.

FIELD TRIPS

A signed permission form is required for field trips. Parents may sign the Pupil Transportation Permit on the ESP Emergency Card, or give permission for each trip separately. Parents will be notified in advance of each field trip destination and departure and return times.

All children going on a field trip must ride the bus. Parents are prohibited from dropping off or picking up children at the field trip location. Parents wishing to attend field trips must be fingerprinted and have a TB clearance on file with the ESP Office prior to attending the field trip. They must also notify the Extended School Program in advance that they will be attending the field trip and must have their own transportation.

In an emergency situation, the parent must discuss the reason for dropping off or picking up the child at the field trip location with the site staff or Program Director. If a child becomes ill, the parent or other authorized adult will be required to pick up the child within 30 minutes at the field trip locations.

Children experiencing discipline problems may be excluded from participating in field trips. Staff will conference with the parent and give advance notice if this is necessary so the parent can make other arrangements on field trip days.

FULL DAY CHILDCARE

There is no childcare on holidays observed by the FVSD. Full day child care is offered during Thanksgiving, winter and spring vacation. An additional fee is charged for the full day program and a **reservation must be made in advance.** **Reservation forms will be e-mailed to you.** Childcare sites are combined on these days. Children must bring a sack lunch and a drink.

A summer camp program is offered during the summer vacation. A separate registration and contract are required to attend Summer Camp. Additional policies apply to Summer Camp and are provided at time of enrollment.

HOURS

The **Before School** program is open from 7:00 am until 15 minutes before the start of the regular school day at each site.

The **After School** program is opened from school dismissal until 6:00 pm.

ILLNESS

Do not bring your child to the program if he/she has a cold, fever, cough, runny nose or eyes or any other signs of illness. A child who is ill will be refused admission. After a child has been ill, he needs to be free of fever for 24 hours before returning.

If a child will be absent due to illness or injury for a period of two weeks or more, contact the ESP Office immediately to make arrangements. A 25% tuition credit will be given from the date of notification, after a doctor's statement is submitted stating why the child cannot attend the program.

Staff will remove a child from the group who becomes ill during the program day. Children must be picked up within 30 minutes of notification. In case parents cannot be reached, adults listed on the Emergency Card will be called. **It is the parents' responsibility to be sure all phone numbers are kept up-to-date and accurate.** Notify staff immediately of any illness that may be communicable. All parents and guardians will be notified if their child is exposed to any communicable diseases.

INJURIES

Staff is trained in first aid to handle minor injuries. Staff will notify parents of minor injuries by providing the parent with an Injury Report form. In the case of more severe injury, parents will be notified by phone. Parents contacted by phone concerning injuries are responsible for deciding if medical attention is needed. If parents cannot be reached, the adults listed on the Emergency Card will be contacted.

If you child is seriously ill or injured, staff will take the following actions:

Give immediate care.

Call the paramedics for the following reasons:

 Stoppage of breathing, severe hemorrhage or compound fracture.

 Poison

 Head, neck and back injury

Call the parents of the injured child.

INSURANCE

The Extended School Program is not liable for injuries due to accident. All expenses incurred in the treatment of injuries are the responsibility of the parent or guardian. Information on student accident insurance at parent cost is available from the school office.

MEDICATION

If medication needs to be given during ESP hours, you and your physician must complete the Parent Notification for the Administration of Medicine form. All medications must be in the **original container**.

Staff cannot give medication without signed authorization from the parent **and** the physician. Forms are also available on the web page www.fvsd.k12.ca.us Children's medications (inhalers, epi pens, etc. must be at the ESP site prior to the child's first day of attendance. Please note: If your child has an asthma attack or an allergic reaction in the absence of a signed authorization form, we will call 911. All 911 expenses are the responsibility of the parent.

OUT OF DISTRICT TRANSFER LETTERS

If you need a letter from the Childcare Programs Office in order to obtain an inter-district transfer, our office will provide you with a letter if you have maintained attendance in our program for one school year. You will need to pay the \$50.00 cash registration fee in order to pick up the letter, which contains a waiver stating your transfer will be revoked if your child does not attend the Fountain Valley School District Extended School Program the entire school year. You will be responsible for registration into the program when it becomes available on our website www.fvsdchildcareprograms.com

PERSONAL ITEMS

All personal items must be labeled with the child's name; lunchboxes, backpacks, jackets, sweaters, instruments, electronic devices, etc. If personal items are left at ESP for sharing on designated days, written parental permission is required so staff know the parent is aware that items have been brought into the program. Parents assume responsibility for any lost or damaged items.

PICKING UP CHILDREN

Authorization

Only adults (18 years or older), authorized in writing by the parents, may pick up the children. Staff will question those with whom they are unfamiliar and check their identification. Anyone without proper authorization and/or identification will be prevented from taking a child. If you wish to have someone pick up your child who is not on your approved list, you must notify the staff, in writing, in advance of the pick up. **In case of emergency, a phone call will be accepted, one time only,** authorizing pick up by someone not on the list. This will allow you time to add the name in writing to the Emergency Card. The law authorizes an employee of a childcare facility to deny access to a parent or guardian when that person is behaving in a way that poses a risk to children. **PLEASE NOTE:** We cannot legally prevent either parent from picking up a child unless we have a copy of current legal court orders.

Extension of a 4:30 Contract

The following procedures will allow parents to extend a 4:30 contract until 6:00 pm **on an occasional basis (not more than twice a month) for an additional fee.** To extend the 4:30 pick up you must notify the ESP Office **NO LATER THAN 12:00 NOON ON THE DAY YOU NEED CARE.** If there is no advance notice to the ESP Office, the late pick up fee of \$10.00 per 15 minute segment will be charged. Once you request a 4:30 to 6:00 extension, you may not cancel. You will not be refunded if you change your mind or do not attend.

Late Pick Up

If you are late picking up your child beyond the contracted hours, there is a fee assessed per child of \$10.00 per 15 minute segment or portion thereof. This fee is to be paid within 24 hours. If you pick up your child after 4:30 three times, your child's enrollment will be changed to the 6:00 pick up time. **If you pick your child up after 6:00 three times, your child will be dropped from the program. Please note, once your child has been dismissed it is permanent.**

If a child has not been picked up by 6:05 pm and no communication has been received from the parent, authorized adults listed on the Emergency Card will be contacted. If no authorized adult can be reached to pick up the child by 6:30 pm, he/she will be considered abandoned, the police will be contacted and appropriate measures will be taken to ensure your child's safety.

Sign In/Sign Out

When you bring your child for before school care or pick up your child, you must enter the room to sign the attendance sheet. **A full signature is required and must be easy to read. Initials are not acceptable.** (Staff sign in children coming from their classrooms.) Staff use these sheets to determine which children are in attendance at any given time. We need to know where every child is in case there is an emergency. Failure to sign a child in or out may result in dismissal from the program.

PARTY INVITATIONS

We regret that we are unable to distribute party invitations to any of the children in ESP.

RESTROOMS

Restrooms used by ESP are restricted to use by children enrolled in ESP only. Use by children or youths from the neighborhood is also prohibited.

SHOES AND DRESS CODE

Tennis shoes or similar closed-toe shoes must be worn daily. Children may not go barefoot. Sandals or thongs are allowed only on water days. **School dress standards will be maintained.**

SNACKS

Children in the program receive a snack each afternoon that includes two or more of the four major food groups. If your child has any dietary restrictions, be sure to indicate them on the Emergency Card. Food may not be brought into the after school program.

STAFF

All staff and substitutes are employees of the Fountain Valley School District, an equal opportunity employer. A student/staff ratio of fourteen to one or lower is maintained in order to ensure safety and individual attention. Staff is trained to provide an organized well-supervised and caring environment that is both educational and enjoyable. They participate in an ongoing program of in-service training, workshops by professional organizations or college classes.

TAX INFORMATION

The Fountain Valley School District tax identification number is 95-6001370. **We do NOT provide end-of-year tax reports. Please save your tuition statements, which are sent to you monthly via e-mail.**

A statement for Summer Camp will be provided to you upon request with no fee.

A \$10.00 fee will be charged for any additional tuition records. We will require three business days to prepare the documents and photo ID will be required, along with the \$10.00 fee.