FOUNTAIN VALLEY SCHOOL DISTRICT
EXTENDED SCHOOL PROGRAM
PARENT HANDBOOK
2026/2027

COURREGES – (714) 378-4283
18313 Santa Carlotta Street, FV 92708

COX – (714) 378-4243
17615 Los Jardines East, FV 92708

GISLER – (714) 378-4213
18720 Las Flores Street, FV 92708

NEWLAND – (714) 378-4203
8787 Dolphin Street, HB 92646

OKA – (714) 378-4263
9800 Yorktown Avenue, HB 92646

PLAVAN – (714) 378-4234
9675 Warner Avenue, FV 92708

TAMURA – (714) 375-6229
17340 Santa Suzanne, FV 92708

CHILD CARE PROGRAMS OFFICE – (714) 962-4072
9625 Warner Avenue, FV 92708
Office Hours 7:30 am – 4:00 pm

Mona Green, MA, Ed, Director - Child Development and Recreation Programs
Rena Bonifay, MA, Ed, Supervisor, Childcare and Recreation Programs
Jill Martin, Administrative Assistant
Janette Sanchez, Child Care Technician (Courreges, Cox, Gisler & Plavan)
Janice Valone, Child Care Technician (Newland, Oka, & Tamura)

Child Care Parent Portal https://connect.schoolcareworks.com/login.jsp

MISSION
To provide opportunities for learning, growth, and discovery in a safe, supportive environment that ensures each student reaches their full potential.

ADMISSION CRITERIA
Enrollment is open to all children who are enrolled in TK through sixth grade at the school where the Extended School Program (ESP) is located within the Fountain Valley School District. Enrollment is subject to available space at each school site. When a site reaches capacity, families may be placed on a waitlist. Placement from a waitlist is not guaranteed and is based on available space and program enrollment requirements. General principles of group care include a group size of 12-14 children. Reasonable accommodations will be provided to ensure that the needs of the children are met.

ADMISSION PROCEDURES
All families are required to pay a $60.00 registration fee through the Parent Portal. The registration fee must be submitted prior to the child(ren)'s first day at ESP. The person who signs the ESP contract is responsible for all payments in full. Re-enrollment of a child who has been withdrawn from the program during the school year will require payment of a new registration fee and only if space is available. Parents must read and abide by the Parent Handbook policies. Questions or concerns need to be discussed with staff.

ENROLLMENT POLICIES

BEFORE SCHOOL ENROLLMENT POLICY
Before school enrollment is for students enrolled in the afterschool program only. No Exceptions. Please note, sixth graders may not attend ESP for before school care.

HOURS
During the 2026/2027 school year, the Child Care Programs office hours will be 7:30 a.m. to 4:00 p.m, Monday through Friday. Children who are enrolled in Before School ESP can arrive as early as 7:00am, and will be released once the start of school bell rings. Children enrolled in After School ESP, will meet ESP Staff at a designated area and will be signed into the program. ESP operates until 6:00pm; therefore, parents must pick up their child(ren) no later than 6:00pm.

COMMUNICATION

MONTHLY ANNOUNCEMENTS
Monthly announcements will be posted on the Parent Portal home page: https://connect.schoolcareworks.com/login.jsp. These announcements contain important information regarding the program, upcoming events, and dates. Each ESP site has a designated parent bulletin board that is located near the sign-in area that will also display special activities and information, 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 site phone numbers). We are happy to give messages to your child if your plans for your child care have changed. Children may not use the ESP phone to arrange playdates or to make other arrangements.

FEES

All fees, including registration fees, are non-refundable and non-transferrable. This program is self-supporting. Fees are based on the operating costs of the program. Families who meet income eligibility may receive subsidized child care through all income-eligible tuition programs and the Extended Learning Opportunity Program (ELOP).

TUITION

Monthly tuition is calculated as follow:

Full Tuition	Months with 17 or more school days
¾ Tuition	Months with up to 16 school days
½ Tuition	Months with 12 or fewer school days

Tuition is due the first of each month at the site, whether or not you receive a tuition statement. You can see your tuition total due on the Parent Portal. You can pay online via the Parent Portal, the system charges 1% for ACH and 4% for credit cards. Checks are to be made payable to FVSD-ESP. In order to successfully complete your payment, the child's first and last name, along with the school site must be written on the bottom left corner of the check. No cash is accepted at the school site. Cash payments in the exact amount must be brought to the Childcare Programs Office between 7:30 am and 4:00 pm, Monday through Friday.

Late tuition will not be accepted at the site after the due date and must be paid at the Childcare Programs Office. After the first of the month, you must bring the tuition along with a **$20.00 late fee** to the Childcare Programs Office at 9625 Warner Avenue.

If your child does not attend ESP due to exclusion for non-payment, you will be responsible for the full payment for the month following the exclusion date. Please note that **tuition not received by the 15th of the month will result in termination of the child/ren from the program.**

To reinstate your enrollment at ESP following termination due to non-payment, you are required to settle any outstanding balances along with a registration fee of $60.00. This is contingent upon the availability of space.

RETURNED CHECKS

A fee of $20.00 will be charged for a returned check or a returned transaction through our Parent Portal. ALL SUBSEQUENT PAYMENTS for the duration of your child(ren)'s stay in our program MUST BE MADE IN CASH OR BY MONEY ORDER AFTER A CHECK HAS BEEN RETURNED DUE TO INSUFFICIENT FUNDS or after an incomplete/returned Parent Portal transaction. Cash payments for returned checks and returned portal transactions must be brought to the Childcare Programs Office. Cash payments will not be accepted at the ESP sites.

TUITION CREDITS

We do not offer tuition credits 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 emergency, please contact the Childcare Programs Office to discuss tuition and continued participation.

The parent or guardian who registers the student on the Parent Portal is responsible for the payment. If two parents are responsible for payment, the parent who has registered the student will be responsible for coordinating payment with the other parent. ESP will not be responsible for collecting payments from anyone other than the person who has registered the student on the Portal.

DISCOUNTS
There is a 10% discount for the second sibling 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.

EXPANDED LEARNING OPPORTUNITIES PROGRAM (ELOP) GRANT

The Expanded Learning Opportunities Program (ELOP) Grant may help qualifying families cover the cost of ESP tuition.

Eligibility is determined based on information and documentation provided through the applicable district programs. ESP staff do not determine eligibility independently and cannot guarantee that a child will qualify. Families must recertify their child(ren)'s eligibility for the ELOP Grant every year.

Children may qualify through one of the following criteria:

- Active participation in the District's English Language Learner (ELL) program;
- Homeless or foster youth status; or
- Qualification through the Fountain Valley School District Free and Reduced Meal Program.

Families may be required to provide documentation confirming eligibility. **Eligibility for ELOP does not automatically guarantee a space in ESP.**

ELOP funding is subject to available grant funding and program requirements. Eligibility or funding may change if the student's qualifying status changes or if grant funding is no longer available.

By enrolling your child(ren) in ELOP, you are reserving the time, space, staffing, and provisions for your child(ren).

If one child in a family qualifies for ELOP but another child does not qualify, the parent or guardian remains responsible for tuition and fees for the non-qualifying child.

Students are expected to attend **five (5) days per week** to receive the full benefits of the program's academic support and enrichment curriculum. Regular attendance helps ensure that students receive the additional support they need and allows them to actively participate in the group.

Attendance is monitored regularly. If a student is consistently absent or not attending as expected, the Program Director may contact the family to discuss attendance. There may be a waiting list so please make sure your child attends daily.

Families receiving subsidized care are expected to follow all ESP attendance requirements and policies.

WITHDRAWAL FROM ESP
An email drop notice (to Janette at sanchezj@fvsd.us for Courreges, Cox, Gisler and Plavan or Janice at valonej@fvsd.us for Newland, Oka and Tamura) must be received by the 15th of the month for the upcoming month. NO EXCEPTIONS! There will be no changes for the month of September. Drops that are communicated by phone to the ESP sites or office will not be honored. Parents or guardians must submit all withdrawal requests in writing via email. A withdrawal is considered termination. In order to re-enter the program, space must be available and a new registration fee must be paid. Any prior outstanding unpaid tuition fees must also be paid in full before the child can attend ESP. A child will not be able to attend until outstanding tuition and fees are paid.

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

- Behavior, if after intervention, the child continues to endanger the safety or security of themselves or others in the program.
- Outstanding Balance due to unpaid fees by the 15th of the month.
- On the 3rd Late Payment Fee issued within the same school year.
- On the 3rd Late Pick Up issued within the same school year.
- Policies outlined in this handbook are not followed.

PARENT INFORMATION

PICKING UP CHILDREN AUTHORIZATION
Only adults (18 years or older) who have been authorized by the parents/guardians and have been added to the SchoolCare Works Parent Portal (authorized parents are assigned an individual PIN code) may pick up the children from ESP. 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. It is the parents/guardian's responsibility to update their emergency contacts on their parent portal.

If you wish to have someone pick up your child who is not on your approved list, you must add the person to your parent portal and let them know their individual PIN code prior to school dismissal. This person will be required to present identification at the time of pickup. The pin numbers are located next to each contact's name in the Parent Portal.

In case of emergency, a phone call may be accepted, authorizing pick up by someone not on the list. The authorized person must present identification at the time of pick up. The parent must then add the emergency pick up person to the parent portal and advise the contact of their PIN code.

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.

LATE PICK UP
If you are late picking up your child beyond the contracted hours, a Late Pick Up Notice fee will be assessed per child for $20.00 per 15-minute segment or portion thereof. This fee is to be paid within 24 hours directly to the Child Care Programs Office. **If you pick up your child late (after 6:00 p.m.) three times within the same school year, your child may be dismissed from the program following the third offense. Please note, once your child has been dismissed, it is permanent.**

If your 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 Contacts List will be contacted. If no authorized adult can be reached to pick up the child by 6:30 pm, they 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 after school, you must enter the classroom to sign the attendance sheet electronically. You will need to use your electronic PIN code on the iPad to sign in and out. (Staff signs in children coming from after school.) Staff uses this

information 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.

DISCIPLINE

Students must abide by our Discipline Policies (See Page 11) which 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.

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.

DISRUPTIONS BY ABUSIVE OR HOSTILE PERSONS

Education Code 44811 indicates that any parent, guardian or other person who disrupts classwork 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 exceeding $400.00 or 90 days in jail or both. Inform the school office or the Childcare Programs Office immediately if you have any contact with abusive, hostile and threatening persons at the work site.

EDUCATION CODE 44811: Disruption of classwork 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, who materially disrupts classwork or extracurricular activities or involves substantial disorder, is guilty of a misdemeanor which is punishable by a fine not exceeding one hundred dollars ($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 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 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 dollars ($1,000.00) and he shall not be released on probation, parole or any other basis until he has served not less than 10 days.

PARENTAL SUPPORT AND EXPECTATIONS

Parents and guardians are important partners in the success of FVSD's Extended School Program. Your support helps ensure that students understand and follow the behavior expectations established during the before and after-school programs.

Parents and guardians are expected to model positive and respectful behavior when interacting with ESP staff, students, and other families. All interactions should remain professional and comply with applicable school policies and state and federal laws.

Maintaining respectful and appropriate communication with ESP staff and following program expectations helps create a safe, positive environment for everyone and supports your child(ren)'s continued enrollment in ESP.

TAX STATEMENTS

The Fountain Valley Tax Identification Number is 95-6001370. We DO NOT provide end-of-year tax statements. All information is available to you at the Parent Portal.

ILLNESS

Do not bring your child to the program if they are experiencing the following symptoms: 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, they must be fever-free for 24 hours, without fever-reducing medications, before returning. If your child did not attend school due to illness, they will not be admitted to ESP.

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. **If a child is absent from school, they will not be able to attend ESP after school.** A $20.00 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 is sent home from school because of illness or behavior problems, they will not be admitted to ESP.

Parents will be contacted if their child is ill. Children must be picked up within 30 minutes of notification. In case parents cannot be reached, adults on the Emergency Contacts List will be called. **It is the parents' responsibility to be sure all phone numbers are kept up-to-date and accurate and to be sure the contacts know their PIN codes.** 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 are trained in first aid and CPR 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. If parents cannot be reached, the adults listed on the Emergency Contacts List will be contacted.

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

- Give immediate care.
- Call the paramedics for serious injuries.
- Call the parents of the injured child.

INSURANCE
The Extended School Program is not liable for injuries due to accidents. 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, properly labeled, and not expired.**

INCLUSION AND SPECIAL NEEDS
For students with an IEP or 504 Plan, the program will make reasonable accommodations. A meeting will be held with the Director to determine the most appropriate support and whether ESP can safely meet the student's needs.

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 an authorized person indicated on the Emergency Contacts List picks them up. A person authorized by the parent to pick up a child will be required to have their PIN code and present identification before the child is released to them. The name of the individual and time of pick up will be recorded electronically.

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.

All phone numbers for parents and authorized adults must be kept up-to-date by going to your Parent Portal and making the necessary changes. To make changes, please log into your Parent Portal under the *Personal* tab.

ADDITIONAL INFORMATION

ELECTRONICS
Cell phone usage is prohibited during ESP time. Students may not bring cell phones, wear Apple or Android watches, or carry any other technology that could be used to call, text, communicate via the internet, or take photos. Parents may use AirTags to track their child(ren)'s location. All other devices will be sent home with the parent or kept in the child(ren)'s backpack until pick up. Please keep all electronics at home.

For the privacy and safety of all children and staff, parents and visitors may not photograph or record children or take photos or videos of staff interacting with children.

Please also note the Extended School Program is not responsible for lost, damaged or stolen equipment.

PERSONAL ITEMS
All personal items must be labeled with the child's name; lunchboxes, backpacks, jackets, sweaters, instruments, laptops, etc. Written parental permission is required for personal items. Parents assume responsibility for any lost or damaged items.

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

RESTROOMS
Restrooms at ESP are restricted to use by children enrolled in ESP only.

SHOES AND DRESS CODE
Tennis shoes or similar closed-toe shoes must be worn daily. Children may not be barefoot. Sandals or thong sandals are allowed only on water days. School dress standards will be maintained.

SNACKS
Children in the program receive snacks each day that include two or more of the four major food groups. If your child has any dietary restrictions, be sure to indicate them in the Emergency/Medical Information area at the Parent Portal. **Outside food may not be brought into the after-school program.** This includes food or drinks delivered through DoorDash, Uber Eats, or other food delivery services. Parents and guardians should not order food for their child to be delivered to the ESP site.

STAFF
All staff and substitutes are employees of the Fountain Valley School District, an equal opportunity employer. Staff is trained to provide an organized, well-supervised, and caring environment that is both educational and recreational. They participate in an ongoing program of in-service training workshops by professional organizations or college classes.

EXTENDED SCHOOL PROGRAM
ENROLLMENT POLICIES

1. Online registration must be completed and fees paid prior to admission.

2. I understand that tuition is due by the **1st of each month**. Payments made after the 1st must be submitted to the Child Care Programs Office and will include a **$20.00 late fee**. I understand that my child may be temporarily excluded from ESP until the balance is paid. I am responsible for tuition regardless of attendance. **Three (3) late payments may result in dismissal from the program.**

3. There is no reduction in tuition or refund for absences.

4. A check returned for insufficient funds or Parent Portal returned transactions will require all future payments to be made by cash or money order. A $20.00 fee will be charged for a returned check or Parent Portal transaction. After one returned check or returned Parent Portal transaction, only cash will be accepted as payment.

5. Cash payment of tuition will not be accepted at the school. Cash (exact amount) must be brought to the ESP Office between 7:30 am and 4:00 pm. The Child Care Programs Office does not have change.

6. I will pay a late pick up fee of $20.00 per child for each 15 minutes or portion thereof if I am later than 6:00. Payment will be made at the ESP site within 24 hours and may be made in cash.

7. If I pick up my child after 6:00 three times, my child will be dropped from enrollment. Please note, dismissal from the Extended School Program is permanent.

8. If I cannot pick up my child on time, it is my responsibility to call the ESP site and call an authorized adult to pick them up.

9. I will notify the Childcare Programs Office via email by the 15th of the month to drop from ESP for the upcoming month.

10. I will notify the ESP site if my child will be absent for any reason on a day he is scheduled for childcare.

11. I will be contacted and agree to pick up my child immediately if his/her behavior poses a direct threat to himself or others and if he/she refuses to cooperate and follow directions from staff.

12. I understand that my child may be dismissed from ESP if their behavior endangers the physical safety or emotional well-being of others and that he/she is expected to follow the rules outlined in the Discipline Contract.

13. My child will be signed in/out by an authorized adult, via electronic sign out, each day to protect their safety.

14. I will keep all phone numbers and permission for other adults to pick up my child for any reason, i.e., scouts, sports, doctor, etc., current at the Parent Portal.

15. If I have not completed the proper Fountain Valley School District Medication Form, my child will not be given medication at ESP.

16. I agree to read and abide by the policies and procedures in the Parent Handbook.

EXTENDED SCHOOL PROGRAM
DISCIPLINE POLICIES

1. Your child is expected to treat themselves, classmates, and the adults at ESP with respect. Your child is to be polite and courteous in their actions and conversation with others (do not use bad language).

2. Your child is expected to keep themselves safe and help their friends keep themselves safe by following ESP and school rules.

3. Your child is expected to use personal and school materials and equipment in a safe manner so it is not damaged or lost.

4. Your child is expected to listen to and respond to directions given to them by adults.

5. Your child is expected to use their best behavior on field trips, including the bus.

6. Remind your child that if they have any questions about how they are expected to behave, please have them ask an adult.

7. If your child damages or destroys any property, i.e., materials, electronics, etc., you will be expected to replace the item.

FOUNTAIN VALLEY SCHOOL DISTRICT
Extended School Program Family Handbook
Acknowledgement of Receipt

It is the intent of Fountain Valley School District to have clear and consistent policies for all enrolled parents in the Extended School Program (ESP). Every effort will be made to develop and maintain a positive and professional relationship with the families in our program.

This is to acknowledge that I have received a copy of the FVSD Family Handbook.

I agree to familiarize myself with the information in this handbook and to follow the policies and procedures described in the Family Handbook. Failure to follow these policies and procedures may result in a withdrawal from the Extended School Program (ESP).

I further understand that FVSD may change, rescind, or add to any policies or procedures described based on changes set forth by the California Department of Education, with or without prior notice.

Please sign and return this completed form to your ESP Site or the Child Care Office.

_____
Parent/Guardian Name (PRINT)

_____ _____
Signature of Parent/Guardian Date