

Rincon Valley Union School District

EXTENDED DAY CARE PROGRAM
ENROLLMENT AGREEMENT

School Year 2011-2012

How to Register:

- Complete the information below. Note whether you are enrolling for full-time, part-time or limited use and circle days of use. You must sign this form for your enrollment to be accepted.
Complete information on the Student Information Form.
Submit both completed forms to the Day Care Program Coordinator at your school site.

STUDENT INFORMATION

Student's Name (Last) (First)

School Grade M ( ) F ( ) Birth Date

PARENT/ GUARDIAN INFORMATION

Name Phone: Work

Address Home

City Zip Email Cell

Person(s) Responsible for Payment Phone

WEEKLY FEE SCHEDULE- Regular School Days

Fee Schedule-Other Charges

Please check the appropriate box.

Table with 2 columns: Charge Type and Amount. Includes Late Payment (\$5 per child), Returned Check (\$15), Late Pick-up (\$5 per 10 minutes), and 2nd/3rd time charges (\$10/\$15 per 10 minutes).

- Full-Time (5 days)--\$80/week (circle days of use)
Part-Time (3-4 days)--\$70/week
Limited Use (1-2 days)--\$55/week
Mornings Only (flat rate)--\$35/week

Parents/Guardians using the Extended Day Care Program services agree to the following:

- I have received the Parent Handbook and understand that it contains program policies, rules of discipline, and payment expectations.
I understand all children, with no exceptions, must be able to maintain good behavior to stay in the day care program.
I understand that day care fees are based upon a weekly rate.
I have indicated above the days my child will be attending day care.

Name

Date

Rincon Valley Union School District

Extended Day Care Program  
**STUDENT INFORMATION**

Student's Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_  
School \_\_\_\_\_ Grade \_\_\_\_\_ M ( ) F ( ) Birth Date \_\_\_\_\_  
Parent/Guardian(s) Name \_\_\_\_\_ Phone Work \_\_\_\_\_  
Address \_\_\_\_\_ Home \_\_\_\_\_  
City \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_ Cell \_\_\_\_\_

**AUTHORIZATION FOR CHILD PICK-UP**

Automatic authorization for pick-up is given to the parent(s)/guardian(s) listed in the student information above. I authorize school personnel to release my child to the following individuals:

Name	Phone	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Signature of Parent/Guardian	_____	Date

Please tell us anything about your child that you feel may be important for the day care staff to know (likes, dislikes, interests, hobbies, special needs, etcetera).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## STUDENT MEDICAL INFORMATION

LIST ANY SERIOUS MEDICAL CONDITIONS: \_\_\_\_\_

My child has the following allergies: \_\_\_\_\_

In the event of a life threatening allergic reaction, I authorize trained school personnel to give emergency treatment (adrenaline via Epi-pen) to my child.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

My child is taking a prescription medication and will need to have the medicine administered during Day Care. Please send me the Permission to Administer Prescription Drug form to complete.

\_\_\_\_\_ Yes \_\_\_\_\_ No

## STUDENT EMERGENCY INFORMATION

**In case of emergency, illness or accident to my child, the school is authorized to proceed as indicated. Number each item 1,2,3, etc., in order of desired action:**

[ ] CONTACT MOTHER AT: Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_

[ ] CONTACT FATHER AT: Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_

[ ] CONTACT OTHER FAMILY MEMBER AT: Name \_\_\_\_\_ Phone \_\_\_\_\_  
RELATIONSHIP \_\_\_\_\_ Address \_\_\_\_\_

[ ] CONTACT NEIGHBOR OR FRIEND AT: Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_

[ ] CONTACT FAMILY PHYSICIAN AT: Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_

[ ] OTHER DESIRED PROCEDURES: Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_

**IN CASE OF AN EMERGENCY, I AUTHORIZE THAT MY SON/DAUGHTER BE TAKEN TO THE NEAREST MEDICAL CENTER FOR TREATMENT, IF I AM UNAVAILABLE.**

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

Dear Day Care Parents/Families:

Thank you for choosing the RVUSD Extended Day Care Program for your family. We would like to provide the best possible care to every family in our district. For that reason, we enforce a discipline policy in day care very similar to what the children experience during the school day. Specific behaviors are not permitted at day care, due to their harmful nature to the children. This letter is a reminder of the discipline policy that we will enforce and the consequences of children's actions in day care. Please carefully read through it so that you can be clear on the expectations.

The following behaviors are not allowed at day care under any circumstances:

- Physical assault (hitting, kicking, biting, spitting, etc.) of any person, including staff and other children.
- Use of profanity
- Willful destruction of property
- Intimidation or harassment of others
- Theft

*These behaviors may be cause for removal from the program.* If any of these behaviors occur, a conference will be called between the director and the parents of the involved student(s). Action will be taken based on the severity of the offense.

The following behaviors are problematic in the day care environment:

- Lack of self-control (ie outbursts of anger, running away from staff, etc.)
- Using intentionally hurtful words towards others.
- Non-cooperation with other children, staff or established rules.
- Any other behaviors against school policy.

In the case of these types of behaviors, staff will intervene in the following ways:

1. In the first instance, the child will have time away from the group to process what happened through discussion or drawing. Staff will always emphasize the choices the child has to change their behavior. They will also work to help the child take responsibility for their behavior and take control of their actions.
2. In the second instance, staff will contact the parents and relay the occurrence to them, also reiterating the previous conversation with the child and reminding them of their options for behavior.
3. In the third instance, a meeting will be called between the child, the parent(s)/guardian(s) and the director to establish what has occurred and what course of action should be taken to solve the problems.
4. In the fourth instance, the child will be removed from the day care program.

**The day care staff reserves the right to remove a child from the program at any time if the severity of the occurrence requires it.**

Please be aware that staff will always work to resolve any problems in a timely and respectful manner. If you have any questions, please contact me at (707)542-7375 ext 4113. Please sign that you agree to the discipline policy outlined in this letter and that you will support the staff in reinforcing it.

Thank you,

Hannah Bates  
After School Programs Director

Please sign below to acknowledge receipt and review of our discipline policy. Return this form to the day care site. It will be kept on file and referred to if needed.

Parent/Guardian Signature(s)

Date

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Rincon Valley Union School District

# Extended Day Care Program 2011-2012

# Parent Handbook



## Important Information Inside

Welcome to Day Care	Page 1
Program Information	Page 2
Fee Schedule and Payment Policy	Pages 3-4
General Information	Page 5
Behavior and Discipline Policy	Page 6
How to Register	Page 7



## **Rincon Valley Union School District EXTENDED DAY CARE PROGRAM**

Welcome to the Rincon Valley Union School District Extended Day Care Program! We are pleased to provide child care services for you and your family. Our goal is to give children a safe, comfortable place to learn, play and be themselves after school. We also want to provide families with services that will meet their differing needs.

The Extended Day Care Program is designed to offer a quality, affordable before and after school experience to students and parents enrolled in the district. We have eight school sites that offer morning day care and five that offer after school day care.

Our program offers a balance of planned activities and free time every day, to give children the security of a structured environment while still allowing them to relax and unwind after school. We include time for homework every afternoon and provide support for students who need extra assistance. Our staff facilitates each activity and will help your children to play, learn and grow every day.

Please keep this Parent Handbook as a reference to answer your questions regarding program policies, fees and daily details. If at any time you have a question, concern or suggestion, please feel free to speak with your school site coordinator or myself at any time. Thank you for your support of our program.

Hannah Bates  
After School Program Director  
Rincon Valley Union School District

## Welcome to the Extended Day Care Program

**Day Care:** As a service to our families, the Rincon Valley Union School District operates an extended day care program for students in grades K-6 at each school site. The Extended Day Care Program is offered before school and after school on regular school days August through June. The program is closed on school holidays and summer vacation. The program is run on a fee-for-service basis and enrollment is taken on a first-come, first-served basis. Priority registration is given to students who were enrolled in the program the previous year, have siblings in the program or are incoming kindergarten students.

**Day Care Hours of Operation:** Child care is available on regular school days before school beginning at 7 am until morning supervision on the play yard begins. Kindergarten students remain in day care until the start of the school day. After school day care begins at the conclusion of the school day until 6 pm. Day Care runs extended hours on Wednesday minimum days and conference days at no additional cost.

### Extended Day Care Phone Numbers

Austin Creek Day Care  
538-2122

Sequoia Day Care  
539-3410 x2

Binkley Day Care  
539-6060

Spring Creek Day Care  
545-1771 x4750

Madrone Day Care  
539-9665 x2

Village Day Care  
545-5754 x4890

Matanzas Day Care  
546-6183

Whited Day Care  
539-2400 x4919

Rincon Valley Union School District  
After School Program Office  
542-7375 ext. 4113 or 4134

## **Program Information**

**Program:** The day care program is designed to provide a safe and supervised environment for children before and after school. Parents are welcome to visit the day care program at any time and observe or join the activities in which the children engage as appropriate. A variety of group and self-directed age-appropriate activities are planned which may include but are not limited to: table games, expressive play, arts and crafts, outdoor play, computer and homework time, story time and snack time. A daily schedule is posted in each day care room to give parents and families an idea of the flow of the day. Since our program is in a school environment, the general practices of our afternoon activities are often similar to what is done in the classroom. However, we try to be sure to keep the children having fun and relaxed, as day care is a great time for them to unwind after a day of learning.

**Snack:** A light, nutritious snack is provided every afternoon and monthly menus will be posted on the parent bulletin board. Be sure to let the staff know about any food allergies your child may have. If a parent/guardian wishes to provide extra or supplemental snack food for their child, they may send it with their child and the staff will give the child the opportunity to eat it during snack time.

**Homework Policy:** Each day care center provides a supervised homework time during the afternoons Monday through Thursday. A staff person supervises children during homework time and help is available to them. Children are encouraged to do their homework during this time; however, if a child chooses to do their homework at another time their choice is honored. Day care staff cooperates with classroom teachers when there are special requests concerning their child's homework. Any questions or concerns regarding homework or homework time should be brought to the attention of the Day Care Coordinator.

## Fee Schedule and Payment Policy

**Day Care Fee Schedule and Payment Policy:** Rincon Valley Union School District is pleased to be able to provide childcare services for our community at affordable rates. We must, however, make sure that our childcare program is self-supporting and does not infringe upon the budget of our regular educational programs. Therefore, our fee policies use a simplified weekly rate format. This allows us to keep our weekly full time rate for services as low as possible. Please read all of the following information about rates and payment.

- **Extended Day Care Program Fees for 2010-2011**

Full Time (5 days per week)	\$80 per week
Part Time (3 or 4 days per week)	\$70 per week
Limited Use (1 or 2 days per week)	\$55 per week
Mornings Only (flat rate)	\$35 per week

- Payment is due in advance and can be made on a weekly or monthly basis. *Weekly payments must be submitted by Monday for the week in which service is provided.* Any payments received after Monday will be considered late. Monthly payments are due the first school day of the month in which service is provided. Monthly payments are encouraged and serve to simplify the process for everyone.
- Payment should be made by check, money order or cashiers check only (*no cash, please*). According to bank requirements, please use a black or blue pen only when writing a check. **Checks, money orders, or cashiers checks should be made payable to: (School name) Day Care.**
- Your cancelled check or money order copy is your receipt. If however you require an additional receipt, please ask your day care site coordinator. A receipt will be issued to you within one day of your request. Our tax ID number (district wide) is 94-6002635. *Please plan ahead if you need additional records at tax time. We have many requests for tax information in January and February and it may therefore take up to one week to prepare your necessary documents. Please keep a record of your payments to the program so that you can confirm our information for your tax purposes.*

**Non-Attendance Procedures:** If your child will not attend day care for a week or more (i.e. illness, family vacation etc.), your day care site coordinator needs to be notified in advanced. You will still be required to pay your day care fees during the period of time your child is absent from the program. This policy does not apply to school holidays and breaks. If there is a waiting list and your child does not attend day care for more than two consecutive weeks without notice, your child may be dropped from the program.

**Late Payment Fee:** A late payment fee of \$5 per child will be charged for fees received past the due date. This fee should be paid by the following week. Any day care payment received after the first day of attendance in day care of the week in which service is provided is considered late and subject to this fee. For example, if a student attends day care Tuesdays, Wednesdays and Thursdays, the weekly fee must be paid on Tuesday.

**Late Pick-Up Fee:** All day care centers close promptly at 6 pm. All late pick-ups will generate a fee (per child) for each 10-minute increment past 6 pm.

1<sup>st</sup> time           \$ 5 per 10-minutes

2<sup>nd</sup> time           \$10 per 10-minutes

3<sup>rd</sup> time           \$15 per 10-minutes

Any family who has picked up late more than three times may be dropped from the program, except in emergency situations. If an emergency prevents you from arriving to the day care facility on time, please make every effort to contact the facility so the employees are aware of the situation. Late pick-up fees should be paid no later than the following Monday.

**Returned Checks:** All returned checks will be charged a \$17 processing fee (bank fee plus administrative fee). *Two such returns will result in the requirement to pay by cashiers check or money order only.*

**Reduced Rate Day Care:** Reduced rate childcare is available for qualified families at a rate of \$70 per week for full time, \$60 per week for part time and \$45 per week for limited use. Participation in reduced rate childcare is based on the free and reduced lunch eligibility scale. If your child participates in the free and reduced lunch program, then he/she qualifies for the reduced rate day care fee. A separate application for reduced rate childcare is necessary and may be picked up in the day care room at your school site. An approved reduced rate application must be on file to qualify for this fee schedule.

**Subsidized Payments:** For families receiving assistance from an outside agency, authorization from that agency *must be received prior to enrollment in day care.* Families whose Extended Day Care fees are subsidized are responsible for any portion of the fee not paid by the agency, for any reason. Some agencies contracts pay for day care services only by the hour. Since our fees are established by the number of days per week, not hours per day, any portion of the fees not covered payments by the hour is the parent/guardian's responsibility. *Parents/guardians are required to complete any necessary paper work for pay reimbursement in a timely manner.* If a third party agency requires a daily family fee as part of the contract for care, these family fees are due on the same schedule as day care (Monday of each week). Families who do not pay their family fee portion of their day care in a timely manner may be assessed late fees and dropped for non-payment. Families who receive subsidized payment are not eligible for the reduced rate day care.

**Discounts/Credits and Refunds:** No discounts or credits are given and there are **no hourly or drop-in rates.** The Extended Day Care Program does not give refunds except for over-payment at the conclusion of the school year. The exception to this policy is if there are extraordinary or catastrophic circumstances.

**Fee Payment Compliance and Consequences:** A child may be dropped from the program if payment for all fees has not been received after one week. If alternate arrangements for payment have been made with the Day Care Program Director in writing, the child may be dropped from the program if those arrangements are not met.

## General Information

**Authorized Pick-Up:** Extended Day Care will only release a child to those people whose names you have written on the Student Information Form. It is your responsibility to keep this list current and to inform friends and relatives their names have been listed. If an adult or other authorized person comes to pick up a child and the staff member does not know the person, the staff member must ask to see identification and check to see that the individual is listed on the Student Information Form. *If the person is not listed, the staff member cannot release the child to that person.*

Should you need to make other arrangements for your child's pick-up on a particular day, you must send a written note with the child to day care. Day care staff members reserve the right to contact you by phone to verify the note before releasing your child to the person indicated.

**Sign-in/Sign-out:** For your child's safety, we require that a parent or other pre-identified adult accompany your child into the day care room in the morning and pick them up inside in the afternoon. *When parents bring children to day care or pick them up, they are required to sign them in or out with their initials.* The day care staff will sign in children coming from school or the school bus.

**Parent Bulletin Board:** A parent bulletin board is posted in each day care room. Important notices and general information will be posted on the board. Please take the time to look at the parent board every day when you pick up your child.

**Sick Children:** Children who become sick at day care will be comforted and parents will need to arrange to have the child picked up as soon as possible. The purpose of our sick policy is to reduce the spread of illness among children and to encourage full recuperation of sick children before they return to day care. We depend on parents to assist us in maintaining a safe and healthy environment for all of our children. We reserve the right to send home any child who shows signs of illness at the day care program. Children should be kept home from the program if they display any of the following symptoms:

- A fever of 100 degrees or more
- Diarrhea within the previous 24 hour period
- A heavy nasal discharge indicative of infection
- Vomiting within the previous 24 hour period
- A skin rash
- Head lice
- Symptoms of a communicable disease

Children must be free of these specified symptoms for at least 24 hours before returning to day care.

**Medication:** Occasionally students may need to take medication during day care. Medication will be administered only after the Permission to Administer Medication Form has been completed and signed by the child's physician. Please contact your school Day Care Coordinator if your child needs to take medication during day care.

**Lost and Found:** A variety of jackets, coats and personal items are routinely left in the day care room. As a reminder to parents, please check to make sure that your child is taking home their belongings. All items left in the day care room will remain in the room until the end of the week, at which point they will be brought to the school lost and found.

**Sharing Toys from Home:** We cannot allow students to bring toys from home to day care, as they may be broken or lost. The day care facilities have many toys, games and activities for students to use during their time at day care. *Absolutely no cell phones or electronic games are allowed at day care under any circumstances.* Children are welcome to use the day care phone to contact their parents, and parents are encouraged to call day care if they need to speak with their children.

## **Behavior Expectations and Discipline Policy**

**Student Code of Conduct/ School Rules:** It is the goal of the Rincon Valley Union School District to assist its students in learning those values that are the foundation of a strong character and of a responsible citizen. Students in the day care program follow the regular District code of behavior and school rules, and as such are expected to maintain responsible behavior as a condition of continued service.

*Behaviors which are not allowed at day care under any circumstances include: physical assault (including hitting, kicking, spitting, etc.) of any person, including staff and peers, use of profanity, willful destruction of property, intimidation or harassment of others, and theft. Any of these behaviors will be cause for removal from the day care program.* Some students may also exhibit behaviors which include: displaying lack of self-control, using angry or intentionally hurtful words towards others, and having difficulty cooperating with other students, day care staff or established rules. Students who repeatedly engage in these behaviors and do not respond to intervention from the day care staff will meet with the Program Director and his/her parents/guardians to establish what course of action is appropriate

The day care program uses a positive and proactive approach to discipline, allowing the students to help make decisions in regards to the appropriateness of their own actions. Students in the program will always be treated with respect and courtesy by the day care staff. All efforts will be made to resolve problems with the students in an appropriate and timely manner with all parties involved.

## **How to Register for Day Care**

### **How to Register for Day Care**

1. Complete the Student Information Form (2 sides).
2. Complete the Enrollment Agreement.
3. Submit both completed forms to the Day Care Program Coordinator at your school site.
4. Payment is due the first week of school or the first day the child enters the program, which ever is first.

**Wait List:** In the event that a day care program is full, your child's name will be placed on a wait list. You will be notified as an opening occurs.

## **Additional Day Care Programs**

**Summer Day Care Camp:** The District offers a Summer Day Care Camp for students currently enrolled in the district who have *completed* kindergarten to 5<sup>th</sup> grade (no 6<sup>th</sup> graders). The program is run independently of the school year program and limited enrollment is taken on a first-come, first-serve basis. Information and registration material may be picked up at the school day care center the beginning of April.

**Intersession Day Care:** The District operates an intersession program for the winter recess. Registration and participation for this program is done independently of the school year program and limited enrollment is taken on a first-come, first-served basis. Information and registration material may be picked up at the school day care center the end of October. Currently, the program does not offer day care services during spring vacation.

**Summer School Day Care:** Childcare is available after school for students enrolled in the summer school program. Summer School Day Care information is available in the summer school registration packet.

## Please Give Us Your Feedback!



We'd like to know.....

If you have any comments or questions regarding the Extended Day Care Program or any other after school program, please let us know. If you would like a personal response, please include your telephone number and/or address.

Thank you,

Hannah Bates, After School Program Director

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Please return this form to your school office or to the District Office, 1000 Yulupa Ave.  
Santa Rosa, CA, 95405.

If you would like a response, please include the information below.

Your name and address:

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Your phone number:

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