

Lakeport Unified School District Child Care Program



**2022- 2023
Parent Handbook**

Table of Contents

Welcome	3
Contact Information	4
Admission Policy	5
Hours of Operation	5
Parent Involvement	5
Mandated Reporters	6
Program Description	6
Discipline Policy	6
Suspension	7
Absences	7
Injury or Illness	8
Medical Emergencies	8
Medications	8
Drop off and Pick up	8
Tuition & Fees	8-9
Late Pick-up Fee	9
Returned Check Fee	9
Withdrawal From Program	9
Termination & Closure Dates.	10
Enrollment Form	11
Medical Information	12
Admission Statement	13
Service Exclusion & Signatures.	14

Welcome

Dear Parent/Guardian,

The Lakeport Unified School District recognizes the need for quality child care for families. In an attempt to meet this need, we offer care to families with students entering the kindergarten programs through 3rd grade.

The program offers an on-site location to eliminate the need for transportation to an alternative setting. The program components include support with assigned homework, indoor and outdoor active play, art, reading, crafts and a healthy snack each day.

Our intent is to provide a quality service to you and your child. The expectation is to help your child develop in a setting encouraging social, physical and educational growth.

Lakeport Unified School District Child Care Program Lakeport Elementary School

150 Lange Street Lakeport, CA 95453
Federal Tax Exempt I.D. # 68 0319471

Contact Information

Program Director	Brenda Allen	707 262-3014	ballen@lakeportusd.org
staff member	Baylee Sperber	707 262-3014	bsperber@lakeportusd.org



Admission Policy

The child care program is intended to provide families the opportunity for quality child care to K-3rd grade students following their school day.

Students are admitted to the childcare program through an application and parent conference process with the program director. An application and fee schedule are available from the director or site. It is the expectation of the program that the families and staff will maintain open communication in order to provide for the child's well-being. Priority registration will be given to students enrolled full-time. We will try to accommodate families on a part-time basis when there is availability. The following documents must be completed by the parent/guardian for the child's file and must be received prior to the child's first day:

- Admission Agreement
- Identification and Emergency Information
- Health History
- Consent for Medical Treatment
- Contract from Outside Agency to Assist with Payment
- Fee Agreement

Hours of Operation

The center will be open to students immediately after the end of each school day until 5:30 p.m. A schedule of date closures will be provided at the time of enrollment.

Parent Involvement

As a parent or guardian, you are welcome to visit at any time during the course of the program day. If you want to meet with the program director to discuss a specific idea or concern, please schedule an appointment in advance. Parents are encouraged to provide input on a positive note as well as constructive criticism.

Mandated Reporters

The State of California requires all school employees to report any suspected child abuse or neglect of a child. Professional staff is trained in the recognition and reporting of cases of abuse or neglect of a child.

Program Description

The childcare program encourages children to explore and learn in a safe and well-supervised environment. The program is open during the school year and will offer a summer program based on need and staff availability. Kindergarten students are walked to the program from class each day. Children in the 1st-3rd grade are expected to walk independently from class to the program room. Students are encouraged to complete their homework, recreationally read on a daily basis, and engage in supervised and planned activities that can include outdoor play, games, art, crafts, and music. A snack is provided and is included in the tuition. Children are encouraged, but not required, to eat their snacks. Families may provide their own snacks if preferred.

Discipline Policy

All children, parents, and staff will be treated with respect. Our discipline policy consists of positive reinforcement and logical consequences such as short time-out periods, or restriction from certain privileges such as playground time and field trips. Children are encouraged to learn self-control, respect for others, and caring for property and supplies. Corporal punishment and /or public criticism are never permitted. All students must adhere to the basic rules of conduct which include:

- Using appropriate language
- Following directions
- Putting away materials when finished
- Respecting other people and their property
- Telling the truth
- Trying to resolve conflict in a positive manner

Parents are notified whenever a child is having difficulty following rules or

procedures. We make an effort to work with the student and parents to correct unsatisfactory behavior; however, there are certain behaviors that are not tolerated at the program. Hitting, biting, spitting, kicking, swearing, bullying, or other aggressive or rude behaviors, and/or consistent lack of cooperation are violations that may cause suspension or termination from the program. Group care is not appropriate for all children. In the event a child cannot benefit from our program, we reserve the right to recommend termination of care.

Suspension

If your child should be suspended from school, he/she cannot attend the childcare program for the duration of the infraction. A child can be suspended from the child care program when it is determined that his/her presence causes harm to others, damage to property, theft, defying authority, or disruption to the program. Parents are responsible for making other childcare arrangements during the period of suspension.

Students who violate the behavioral policy on multiple occasions will be subjected to possible suspension and termination from the program. The behavioral policy is set up so students have many opportunities to change their behavior. The suspension and termination policy is as follows:

1. Verbal warning from staff member
2. Parent contact and solution for behavioral issues established.
3. 1-day suspension from the program.
4. 5-day suspension from the program.
5. Termination from the program.

Absences

Parents should notify the program by phone if their child will not be in attendance on a regularly scheduled day. Children who are not in attendance during the school day due to an illness will not be permitted to attend the childcare program.

The child care program initiates a search for any child who has attended school, but who has not reported to the child care room within 10 minutes of the end of the school day. If the child is not located, the police may be called.

Injury or Illness

Should your child become ill or injured during the program day, you will be called to make immediate arrangements to pick up your child. The following are examples of symptoms that may exclude your child from the program:

- Fever over 100 degrees
- Diarrhea and or vomiting
- Skin rash
- Injury with excessive bleeding or swelling
- Possible concussion
- Possible fracture

Medical Emergencies

In the event of a medical or dental emergency, the staff contacts the parent first for instructions. If the parent or designee cannot be reached, an attempt is made to contact your physician. If emergency treatment is required, 911 may be called. **It is of the utmost importance to keep all parent contact phone numbers current in the Emergency Information section of the application.**

Medications

All medications must be given directly to the staff with the completed consent form and administration form signed by a physician. Prescription medications must be in the Rx bottle with a label indicating the child's name and delivery instructions. Over-the-counter medication must be prescribed by a physician in the originally purchased container.

Drop Off and Pick Up

Parents/guardians must come into the room and sign their children out of care. If someone other than the parent/guardian is picking up a child, he/she must be listed on the registration form. Any other person coming to pick up a student must have a note from the parent/guardian. Any person who is unfamiliar to the staff will be asked for a legal form of picture I.D. **Please do not park in the fire lane from the parking lot to the playground area.**

Tuition

Fee schedules are determined on a yearly basis. Tuition is paid on a monthly basis and is due the first week of each month. If tuition is not paid within the first week of the month a \$20.00 late fee will be incurred. If payment isn't paid by the third week there will be an additional \$20.00 added. a total of \$40.00 will be added to your total due. Tuition subsidies are accepted by contract from a funding source. The annual cost of the program is pro-rated over the school year, resulting in a flat monthly fee. The services during winter are included at no charge for students who have been enrolled at least one month prior to the school vacation. Students enrolled part-time will be given a pro-rated number of days to attend during winter.

Families enrolling multiple children will be charged 100% for the first child and given a 15% reduction for any additional child enrolled.

Any additional days to a contract must be approved by the program director prior to attendance. **Vacation credits will not be granted for enrollment during the school year.**

Late Pick Up Fee

Program hours end promptly at 5:30 pm each day. Staff is not on contract after program closure. We ask parents to pick up their children prior to closure. If a child has not been picked up by the designated time, and there has been no contact from the family, we may contact the police department for assistance.

Failure to pick up by 5:30 p.m. will result in a \$10 late fee for the first 15 minutes and \$1 for each additional minute. Payment must be made within 48 hours of the pick-up. If there are repeated late pick-ups it may result in the student's termination from the program.

Returned Check Fee

Checks that are returned because of insufficient funds have assessed a penalty of \$25.00. Two occurrences of having a check returned will require that all

future payments must be paid in cash or money order for the entire duration of enrollment.

Withdrawal From Program

A two-week notice in writing is required to terminate enrollment. If no notice, or less than a two-week notice, is given, the parent/guardian is subject to paying the contracted fee for the remaining two weeks.

Refunds of the remaining paid balance will be paid on request. Please allow up to two (2) weeks for the processing of funds.

Termination

We reserve the right to terminate child care for the following:

- Student behavior that infringes upon the rights and safety of others.
- Continued failure of parent or child to follow program policies or rules.
- Delinquent tuition.
- Repeated late pick-ups.
- Other circumstances that may cause business and/or operational problems.

Payments

Each month payments are due by the 7th to avoid a late fee. our late fee is \$20.00.

August \$ 150.00
September - April \$250.00 (per month)
May \$250.00
June \$25.00

Day Care Enrollment Form 2022-2023

CHILD'S NAME: _____ GRADE: _____

DOB: _____

PARENT NAME: _____ PARENT NAME: _____

CHILD'S HOME ADDRESS: _____

CITY: _____ ZIP: _____ PRIMARY PHONE: _____

CHILD'S MAILING ADDRESS (If different from above):

CITY: _____ ZIP: _____

Parent/Guardian Employment Information

	Name of Business	Work Phone	Phone	E-Mail	Work Hours
Parent/Guardian					
Parent/Guardian					
Step-Parent					
Step-Parent					

Non-Parental Emergency Contacts and Authorization Pick ups

The following individuals will be contacted in the event of an emergency or illness when neither parent can be reached. The following are also authorized to pick up your child at the **DAY CARE** without prior written permission:

NAME: _____ RELATIONSHIP: _____

DAYTIME PHONE: _____ EVENING PHONE: _____

NAME: _____ RELATIONSHIP: _____

DAYTIME PHONE: _____ EVENING PHONE: _____

NAME: _____ RELATIONSHIP: _____

DAYTIME PHONE: _____ EVENING PHONE: _____

Child Medical Information

DOCTOR'S NAME: _____ PHONE: _____

HEALTH INSURANCE INFORMATION:

Does your child have allergies? (Include foods, insects, medications, latex, etc.): Y N

If yes, please indicate: _____

Does your child have any food or activity restrictions? Y N

If yes, please indicate: _____

Does your child have any social or emotional issues we should be aware of? Y N

If yes, please define concern:

Current Medication(s): _____

In the event that I cannot be reached in an emergency, I hereby give permission to the physician selected by the staff of the Lakeport Unified School District Day Care to hospitalize, secure proper treatment and to order injections, anesthesia or surgery for my child as named above.

Parent signature: _____ Date: _____

PRIVATE PAY Y N
NCO CONTRACT Y N

Admission Statement

This agreement is between the Lakeport Unified after school child care program

and _____ for the care of _____.
(parent/guardian) (child)

The above named parent/guardian agrees to the following contractual child care services which are indicated below and will pay the stipulated rate:

August-May **Start Date:** _____

___ **Full-Time** (5 days per week) **beginning August** ___, 2021

___ **Part-Time** (3-4 days per week) ___M ___T ___W ___Th ___F

Tuition

Tuition is paid on a monthly basis and due the first week of each month. If fees are not paid during the first week of the month, your child may be excluded from care until payment along with late fee is paid in full. _____ (parent initials)

Alternative payment schedules must be approved by the director prior to the month in which payments will be altered. _____ (parent initials)

The program reserves the right to modify any of the conditions of this agreement upon 30 days written notice to the parent or guardian. _____ (parent initials)

***Contracted tuition remains the same regardless of the number of days attended in any given month.** _____ (parent initials)

Service Exclusion

The program reserves the right to deny services to any child whose behavior and or physical or emotional needs require disproportionate services and /or additional staff training, skill level and/or responsibilities, as determined by the program administrator. Each child is accepted on a probationary basis for the first 30 days of his/her attendance. During this time, the child can be dismissed without prior notice and any unused prepaid tuition will be refunded within two weeks. Any other cause to terminate contract will result in a two-week notice by the program administrator and a refund of unused prepaid tuition will be refunded within two weeks.

Conclusion

The parent/guardian agrees that he/she has received and read a copy of the Parent Handbook and agrees to all the operation policies and procedures as described therein.

PARTIES TO THIS AGREEMENT

Program Director

Date

Parent or Guardian

Date