

# **2009-10**

## *After School Program Fees*

### **Kindergarten**

**Hours:** 12:40 p.m. to 6:00 p.m. (Wednesday 12:30 p.m. dismissal)

**Cost:** \$24.00 per day

**Hours:** 12:40 p.m. to 2:30 p.m. (Wednesday 12:30 p.m. dismissal)

**Cost:** \$8.75 per day

### **Grades 1-6**

**Hours:** 2:30 p.m. to 6:00 p.m. (Monday, Tuesday, Thursday, Friday)

**Cost:** \$15.30 per day

### **Minimum Days** - Wednesday and Conference Week

**Hours:** 12:30 p.m. to 6:00 p.m.

**Cost:** \$24.00 per day

**Hours:** 12:30 p.m. to 2:30 p.m.

**Cost:** \$8.75 per day

### **Optional Days** - Teacher Inservice Days, Spring Break

**Hours:** 7:30 a.m. to 6:00 p.m.

**Cost:** \$42.00

### **WE DO NOT PROVIDE DROP IN CHILD CARE**

The Del Mar Union School District after school child care program reserves the right to change fees, hours of operation, and the locations of programs with a 30 day written notice to parents.

**Picture identification is required when your child is picked up from the after school program.**

**DMUSD CHILD CARE**  
**2009-2010 Calendar**

**First Day of Child Care**

**August 31, 2009**

**Optional Days:**

Non-school day/child care available – requires pre-registration.  
Parents will be notified of the location of child care on optional days.  
Registration forms will be sent out in advance for optional days.

**Thanksgiving Week:** November 23, 24, 2009

**Spring Recess:** April 5, 6, 7, 8, 2010

**Minimum Days:(Parent/Teacher Conference Weeks)**

You will automatically be billed for child care from 12:40 p.m. to 6:00 p.m. if a minimum day falls on a contract day.

Parent Conferences October 19, 20, 22, 23, 2009

Parent Conferences February 22, 23, 25, 26, 2010

**Child Care Closed:**

Labor Day September 7, 2009

Admissions Day September 28, 2009

Veteran's Day November 11, 2009

Thanksgiving Holiday November 25 - 27, 2009

Winter Recess December 21, 2009 – January 1, 2010

Martin Luther King Day January 18, 2010

Staff Development February 1 and 2, 2010

President's Day February 12 and 15, 2010

Spring Recess April 9, 2010

Memorial Day May 31, 2010

**Last Day of Child Care**

**Thursday, June 17, 2010**

Child Care will not be open Friday, June 18, 2010

## **Registration**

A non-refundable family registration fee of \$75.00 is required at the time of registration and is payable by check to DMUSD-Child Care. The fee for students re-enrolling from last year is \$40.00. A new registration form is required each year to ensure accurate and updated information.

If you withdraw your child from the program and then wish to re-register during the same school year, you will be charged a re-registration fee of \$25.00, which is non-refundable and non-applicable towards your first month's tuition.

## **Enrollment Contracts**

Contracts are agreements between you, the parent(s), and the Del Mar Union School District's after school child care program, which state the hours during which your child will receive child care. Your child will be accepted for care only on the days for which he/she is enrolled. You must complete an enrollment contract at the time of registration.

Changes in the contract may only be made by **written** request to the child care office and will only be granted on a space available basis. Changes in the contract must be for a minimum of a four-week period.

Since your child will be enrolled for a specific time period, it is essential that he/she is picked up at the specified time each day as staffing needs and child/teacher ratios are based on these agreements.

## **Discipline**

Each child's behavior is expected to meet the behavior standards set at their elementary school site. The staff at the after school care sites will intervene when a child's behavior threatens his/her safety or the safety of others, is causing destruction of property, or is disrupting the activities of others. We offer an environment in which children are encouraged to develop respect for one another, and respect for equipment and the property of others. Each child will be treated as an individual and the specific consequences for unacceptable behavior will depend on the circumstances surrounding the incident. In general, the following behavior intervention methods may be used:

- A staff person may approach the child on an individual basis and discuss the child's inappropriate behavior, remind him/her of the rules, and discuss positive alternative forms of behavior.

- If the inappropriate behavior persists or the child poses a safety risk to himself or others, the child may be removed from the activity or the activity area and once again, reminded of the rules, and encouraged to find positive alternative forms of behavior.
- If your child demonstrates a persistent need for staff intervention because of inappropriate behavior, the child care director will request a conference to discuss the child's needs and behavior.

Serious problems with your child's behavior could result in termination of services for your child.

## **Fee Payments**

The following policies will apply in regards to fee payments:

- All after school child care program fees are based on the enrollment contracts, not attendance.
- After school child care program fees must be paid in advance on a monthly basis.
- A statement based on your enrollment contract and any fees for late pickups or late payments will be sent out monthly.
- Fees are due by the first of each month. A late fee is charged after the fifth of the month.
- There will be no refunds or credit given for absences or vacations in the after school child care program.
- Fee payments must be made by check or money order. Checks should be made payable to DMUSD-CHILD CARE. Cash will not be accepted. All returned checks are subject to a \$25.00 bank handling charge as well as a \$25.00 late payment charge.
- There will be an additional charge for full day care on days in which the after school child care program is operating and school is not in session (vacation days, holidays, etc.).
- There will be an additional charge for extra hours of child care on contracted days, which have been designated as minimum days at the elementary schools.
- There will NOT be a charge on days in which the after school child care program is not in operation (legal holidays, etc.). Please refer to the after school child care program calendar for specific dates.

Any questions regarding your bill should be addressed to the child care office.

## **Late Payment Fees**

The following policies will apply in regards to late payment of fees:

- Fees are due by the first of the month and will be considered delinquent if not received by the fifth of the month.
- A charge of \$25.00 will be added to the next month's bill for all payments received after the fifth of the month.
- A notice to terminate service shall be sent to the parent if fees become delinquent.
- This notice will state the total amount of unpaid fees and the date upon which services will be terminated if the delinquent fees are not paid in full prior to the stated date of termination of services.
- If fees have not been paid by the stated date of termination of services, then your child will no longer be enrolled in the program and will not be allowed to attend the after school child care program. It is distressing for both the child and the child care staff to turn a child away because of delinquent fees, so please do not bring your child to the program if your fees are delinquent.
- Because we are a fee-supported program, we are unable to extend credit or make provisions for delinquent fee payment plans.

## **Late Pick-up Fees**

- It is extremely important for both children and staff that you are on time in picking up your child from after school child care.
- If your child is not picked up by the agreed upon pick up time in your enrollment contract, a \$15.00 fee for every 15 minutes or portion thereof that you are late in picking up your child will be added to your bill.
- If an emergency occurs and you anticipate that you will be late in picking up your child, please make arrangements for one of the authorized individuals on your child's emergency information form to pick up your child at the designated pick up time.
- If your child is picked up late more than three times during the school year, child care services for your child may be terminated. You will be contacted by registered mail after the third offense with a notice that any further occurrence may result in immediate removal from the program.

## **Emergency Attendance Fee**

In the event of an emergency situation and you need child care for a non-contracted day, call the office of the director and, based on space available and adequate staff ratio, your child may be granted attendance. There is a \$20.00 charge per child for this service in addition to the regular tuition charge incurred for the day. If this need occurs on an optional day the charge will be \$35.00.

## **Withdrawing Your Child**

If you wish to withdraw your child from the after school child care program, you must provide the child care office with a written notice two weeks in advance of when you intend to withdraw. If you choose to withdraw without notice, you will be required to pay the equivalent of two weeks tuition for your child. If you withdraw your child from the program during the school year and wish to re-enroll at a later date, you will be subject to the non-refundable, non-applicable re-registration fee of \$25.00.

## **Refunds**

If you withdraw your child with two weeks written notice, all prepaid fees for services which would have been delivered after your child's last day of enrollment will be refunded. Failure to give two weeks written notice when withdrawing your child will result in forfeiture of two weeks of prepaid fees. Any remaining prepaid fees will be refunded.

## **Termination of Services**

Children are subject to termination if parents demonstrate a disregard for the policies outlined in this handbook. Such as:

- Delinquent fees
- Frequent late pickups of child (ren),
- Failure to comply with contract agreements for dates of service, etc.

The director of the after school child care program will provide parents with written notification of the breach of policy. If the parents willfully continue to disregard the policies of the after school child care program, they will be given notice of our intent to terminate services. If your child demonstrates exceptional needs that cannot be met by the after school child care staff, we will request that you withdraw your child from the program and seek care more appropriate to the needs of your child.

## **Absences**

Please notify the child care staff on the day that your child will be absent or late to the after school child care program. Credit will not be given for absences.

## **Vacations**

Credits for vacations will not be allowed during the school year. Please refer to the after school child care calendar for a list of the days during which the after school program will not be in operation. During Thanksgiving breaks, staff inservices, and spring recess, optional child care may be available through the after school child care program.

## **Holidays**

After school child care program sites will be closed on legal holidays. Please refer to the child care calendar for days on which the child care program will be closed. Fees will not be charged on holidays or on days in which the after school child care program is not in operation. Credit will be given for religious holidays if the child care office receives two weeks advance written notice.

## **Bringing and Picking Up Children**

On an optional day, for your child's safety, we require that parents sign their children in using a complete signature when children arrive for care. Please make sure that the child care staff acknowledges your child's presence before leaving the program site.

We require that children leaving the program sites be signed out with a full signature by adults authorized to do so on the child's emergency information form. Please do not sign out your child from the program without informing your child's child care teacher. Expect staff to ask for proper identification until they become familiar with those authorized to pick up your child.

If your child is scheduled to be picked up from the kindergarten program please be prompt. Our teacher to child ratio is based on the timely departure of those children leaving at 2:30 p.m.

Children will **not** be released to anyone except their parents, unless other arrangements have been made in writing or the person's name is on the emergency and information form. Please update emergency and contact information regularly so staff can always contact the appropriate persons immediately in case of an emergency.

Parents must give the director written permission for their child to walk home from after school child care. Children will not be allowed to walk home after dark or in inclement weather.

### **Illness**

Please do not allow your child to attend after school child care if they are ill. Children who become ill during after school child care will be made comfortable until the parent can be notified to pick up the child. Please keep your child at home until he/she is well and no longer poses risk of infecting other children.

### **Emergencies**

In the event of an emergency, the after school child care staff will make every effort to contact the parent(s). If the parents cannot be reached, the staff will pursue emergency medical treatment in the child's best interest while continuing efforts to contact the parent(s) or the emergency contact listed on the child's emergency information form.

Included in each registration packet is an emergency information form that must be completed in full, signed by the parent and returned to the child care office prior to the child's attendance in the program. The information on this form will provide the after school child care program staff with the child's current address, the parent(s) home and work phone numbers, and the names and phone numbers of at least two other local emergency contacts.

It is the parent's responsibility to keep the information on the child's emergency information form current. Please submit any changes on the emergency information form in writing to the child care office.

## **Medications**

The administration of medication to children enrolled in after school child care shall be done only in exceptional circumstances wherein the child's health may be jeopardized without it, and only when such administration has been requested and approved by the child's parents and physician.

### **A written statement shall be required of:**

- the family physician, who shall indicate the necessity of said medication being given to the child during after school child care.
- the parents, who shall request and authorize the designated child care personnel to give said medication in the dosage so prescribed by the physician.

The parents will be requested to secure from the physician a prescription for duplicate supplies of the said medication, one supply to be kept at home and one supply to be kept at after school child care. The child care director will designate the person at each child care site to be responsible for the supply of medication at the child care site. Both supplies shall contain the name and telephone number of the pharmacy, the child's identification, name of the physician, and the dosage of the medication to be given. Taking the dosage shall be supervised by the designated person at the child care site at a time conforming to the physician's indicated dosage schedule.

## **Nutritional Snacks**

Nutritious snacks are served each afternoon to the children attending after school care. This snack is provided by the District's Child Nutrition Department. Please identify any food allergies that your child has on his/her registration forms.

## **Children's Belongings**

Please make sure all your child's belongings are clearly marked and identifiable, such as book bags, back packs, jackets, sweaters, books, notebooks, pens, pencils, hair clips, etc. Please DO NOT send toys, electronic games or devices, tape players, dolls, special sports equipment, etc., to after school child care. If your child is bringing one of the above listed items to school, the item must remain in the child's backpack during after school child care. The After School Program is not responsible for lost or stolen property.

## **Clothing**

Please dress your child appropriately for active indoor and outdoor play. Keep in mind that your child will have the opportunity to work with paints, clay, glue, etc. For your child's safety and enjoyment on the playground, suitable footwear is encouraged. Please mark all your children's belongings clearly with your child's first and last name.

## **Quiet Time**

The kindergarten children will have a short quiet time during which they can nap, lay quietly, or read a book.

## **Homework**

Designated areas for children to complete homework assignments will be provided. Our staff will make every effort to help children complete their homework, during their after school child care time.

## **Field Trips**

Throughout the year, the children in after school child care will take field trips to various sites in the San Diego area. Separate field trip authorization forms will be sent to you prior to each field trip.

## **Parental Involvement**

Parents are encouraged to discuss with the after school child care staff any relevant matters concerning their children. It may be helpful to the after school staff working with your child to be aware of any problems your child is experiencing at home or at school that may be affecting his/her behavior during after school child care.

Any questions or concerns about the after school child care program should be addressed to the director. If necessary, a conference may be arranged with the director to discuss your questions or concerns.

We encourage parental visits to the after school child care program. Please make arrangements with the child care director if you wish to visit.

## **Confidentiality**

All information collected from children and parents will not be disclosed for any reason except for purposes legally permissible or directly related to the administrative function of the after school child care program. If this information is requested for other purposes, written consent from the parent(s) will be requested in writing by the director.

## **Child Abuse Reporting**

The Del Mar Union School District after school child care staff are required by law to report known or suspected instances of child abuse to the Child Protective Services Agency.