

FORESTVILLE SCHOOL
SCHOOLHOUSE CHILD CARE PROGRAM
PARENT HANDBOOK
2017 - 2018



Forestville Union School District
6321 Hwy 116
Forestville, CA 95436
(707) 887-8807 (classroom)
(707) 887-2279, ext. 4424 (school)

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Introduction

The Forestville Union School District is pleased to offer a school-aged child care program. The program will run between the hours of school dismissal and 6:00 pm on all school days. The program will also offer morning care from 7:00 a.m. to 8:00 a.m. The facilities are located on the campus of Forestville Elementary School. The Schoolhouse program is a school district operated recreational program.

This handbook will act as a guide to explain the policies and procedures under which the school district's school age childcare program operates. If you have questions regarding your child's participation in the program, details regarding hours, scheduling, tuition, discipline, etc. please do not hesitate to call the Program Coordinator at 887-2279, ext. 4424. At certain times during the workday when no one is available to answer the phone, the answering machine will be in operation. Please leave a message and one of the childcare staff will respond to your call at their earliest opportunity.

In operating the Schoolhouse Child Care program the district's goal is to provide a safe, enriching environment for children that is also convenient for parents. We believe after a long day at school, a warm and inviting place for our children is a necessity. Our childcare staff strive to provide a harmonious and positive environment offering wide range of supervised, and self-directed activities. Nutritious snacks are served each afternoon. Each child is treated with respect and dignity. Cooperation among the children is always stressed and encouraged. The childcare center is staffed by a Program Coordinator and a Teaching Assistant.

We encourage and appreciate your involvement with your child and their after school time at Schoolhouse. In order for the district to provide the childcare facility, it must be self-sufficient. Due to tight financial conditions under which the school districts are operating today, no school district general funds are available to supplement fees paid by the parents using the program. To pay for salaries, purchase food and supplies, and maintain classroom equipment, your tuition must be paid on a timely basis. To run the program efficiently and be considerate of our staff, your children must be picked up on time. When emergencies come up, or changes need to be made, communication with the program director is important. To support your child academically we hope you will encourage your child to use their Schoolhouse "quiet-time" for reading or homework if that is important to you.

Address: Forestville School 6321 Hwy 116 Forestville, CA 95436

Classroom Telephone: (707) 887-8807

School District Phone: (707) 887-2279

Hours of Operation and Legal Holidays

During all days that the school district is in session, Schoolhouse Child Care is open from 7:00 a.m. to 8:00 a.m. and after school until 6:00 p.m. The childcare center is open at 12:30pm on minimum days.

Schoolhouse Child Care is closed Saturdays, Sundays, and all legal holidays and school district holidays. Each school year a school calendar will be available at registration time.

Holidays are not deducted from your monthly contracted fees. Fees for months affected by winter, spring or summer vacations may be prorated if there are less than 4 weeks in the month. Check the parent bulletin board or your parent file for specific information. When you register, you will receive a School Year Tuition Schedule showing the tuition to be charged each month of the school year.

Check In and Sign Out

For your child's safety, we ask that a parent or other previously identified adult physically accompany their child to the Schoolhouse door in the morning if you are using the a.m. program and come to the door to pick up the child in the evening. Other prior arrangements may be made, for example, an older sibling, a 6th grade or older, may pick up a child with parental permission. We cannot allow children to sign themselves out for any reason. All children in childcare must be signed in and out. There is a late fee of \$1.00 per minute for picking your child up after 6:00p.m. If you cannot be reached within ten minutes after closing, a person on your emergency list will be called to pick your child up. You are responsible for paying the late fee at the time of late pick up.

If your child is late being pick up more than three times, alternative arrangements need to be made for the release of the child. If a satisfactory solution cannot be reached, notice of termination will be given. You are responsible for seeing that your child is signed in and out. Failure to do so will result in a \$10.00 fee.

Release of Your Child

Schoolhouse staff are not allowed to sign your child out for you and/or bring your child home to you. The Forestville Schoolhouse Child Care Program will always assume, unless informed otherwise, that you, the parent/guardian, will pick up your child and sign them out each evening or that by prior arrangement, an older sibling. Any other persons picking up your child from the Schoolhouse Child Care Program must:

- 1) be previously listed by you on your child's permanent registration record, or: 2)
- have written authorization from you to pick up your child, or:
- 3) be authorized by a previous phone call to the child care center.

Be aware that any authorized person on your enrollment card can pick your child up without notification to the Schoolhouse personnel. Depending on the circumstances, Schoolhouse personnel may call you to verify that it is actually you, the parent/guardian, who has placed the phone call authorizing someone else to pick up your child. **All persons other than a parent/guardian who pick up a child from our center MUST have current identification with photo and prior authorization from the parent/guardian.**

Snacks

Nutritious snacks are provided each afternoon as part of the child care program. The snack generally the following types of foods: peanut butter or cheese and crackers and a fruit or vegetable, pasta, cereal or sandwiches. If your child has allergies to any food or food groups or has special dietary needs, the center staff must be made aware of these.

Absences and Illnesses

If your child will not be attending child care on a scheduled day, you MUST notify the staff that day. If your child attended school, but does not come to child care and we are not notified by a phone call, we will look for your child. We will contact you or persons listed on your emergency form and if not successful, contact the police. Failure to notify the staff of your child's absence causes not only loss of staff time, but a great deal of worry concerning the welfare of your child. We appreciate your consideration in making sure that you make every possible effort to contact us when your child does not attend after school.

Registration

The current enrollment fee is \$75 per child, per year (\$50 registration, \$25 materials fee). Children enrolling late in the school year, after March 1st, will have the registration fee reduced to \$25, for a total enrollment fee of \$50. Each family will be asked to complete a registration packet each school year. Families currently attending receive priority registration privileges in April and May but must complete a pre-registration form to reserve a space for the next school year. Registration fee payment reserves a space. Complete registration packets will be available at Schoolhouse and need to be processed prior to the first day of attendance. Watch for notices on the Schoolhouse bulletin board or your parent file, concerning registration dates and forms. If the program fills and is not accepting new registrations, a waiting list will be kept and you will be notified immediately when there is an opening. Registration meetings will be held in August (the week before school starts). During this time, registration packets are completed and registration fees are paid. The first month's tuition is paid in August. This meeting time will also give families an opportunity to meet the staff and ask questions.

Please note that for proper billing and scheduling, a revised schedule must be submitted any time a child's schedule changes during the year. There is a \$15.00 fee for non-emergency schedule changes. Schoolhouse does not give refunds due to scheduling changes or absences once the school year begins because staffing commitments have already been made.

Tuition

The tuition fee schedule is included with the registration packet. Tuition fees are due and payable in advance of attendance on the first school day of each month. Checks or money orders should be made payable to: Forestville Union School District or F.U.S.D.; cash payments are not accepted. Tuition fees are based on days requested on the registration contract and will be billed on the first school day of each month. For some months containing less than 4 weeks, your tuition may be pro-rated. You will receive a notice at the beginning of each school year indicating which, if any, monthly tuitions are less than the full monthly tuition rate. For billing purposes, start dates will be the 1st and 15th using monthly tuition

amounts. Any prior days attended may be billed at the drop in rate. An invoice will be placed in your parent file. Invoices are not mailed. A \$25.00 late fee may be charged for payments received after the 10th of the month. Failure to pay tuition will result in termination of services. When payment is not received, re-enrollment (including registration fees) will be required before your child may resume attendance. Resumption of services cannot be guaranteed if there is a waiting list. Tuition adjustments or late fees will be billed at the beginning of the following month and are due by the 10th of that month.

Drop-In Attendance

Attendance on days not contracted for may be available if the program is not full on the day you are requesting. You must receive approval from the Program Coordinator or Schoolhouse Teacher before sending your child to Schoolhouse on a day he/she is not scheduled to attend. The drop-in daily fee of \$18.00 is due when you pick up your child that day. Morning only drop-in fee is \$7.00 and is due when you drop off your child. Drop-in fees that are not paid when the child attends will incur a \$5.00 late fee.

Refunds and Credits

Schoolhouse Child Care does not give refunds or credits for any reason. Once completed and paid, your schedule is a contract with the School District and informs the Program Coordinator that a certain number of children will be using the childcare program during the upcoming period. Personnel are employed based on the number of children scheduled to use the childcare program. There are no refunds given for any time which is scheduled and not used. We do not prorate schedules for illness, family vacations or any other unused time.

Discounts

For children attending 5 afternoon days per week, Schoolhouse offers a 10% discount for the second sibling. The discount is taken off on the tuition of the sibling using the program the least number of hours. A discount will not be given on past due accounts.

Returned Checks

If a check is returned from the bank, a returned check fee of (\$25.00) will be assessed. You will receive written notification from the school district office stating the total amount owed. Failure to respond with payment due within 5 days of notification may result in termination of child care services. If a second check is returned at any time we may request that future payments be made by cashiers check or money order.

Communication

Periodically there will be special notices and announcements from Schoolhouse staff on the bulletin board next to the sign out sheets or in your parent folder. Since we do not mail information, it is your responsibility to personally pick up or designate a representative to pick up these communications.

Discipline

The Schoolhouse Child Care Program operates in general under the discipline policy of the Forestville Union School District. Our goal is for children to successfully manage their own behavior. We use

positive interaction and supportive intervention to help students reach that goal. We will treat children with respect, consideration and sensitivity and expect them to treat others likewise. We ask that parents be involved by encouraging their children to observe program rules which include all regular Forestville School classroom and playground rules.

The following behaviors are not allowed:

- 1) Aggressive, physical behavior/fighting, and/or excessive physical contact.
- 2) Defiance of authority.
- 3) Inappropriate behavior and/or language.
- 4) Disruptive and out of control behavior.
- 5) Lack of consideration and rudeness toward others.
- 6) Willful destruction of property.

Consequences in successive order:

- 1) Re-direction.
- 2) Staff/student conference.
- 3) Student written response (think sheet).
- 4) Parent/student/staff conference.
- 5) Conference with program director, parents and child; a behavior contract written and signed.
- 6) Expulsion of child from child care.

Consequences will immediately go to 5) or 6) if behavior endangers the safety of students or staff. The following behaviors may lead to immediate expulsion from the program: aggressive physical or out of control behavior, actions that threaten the safety and well-being of others.

The child care staff takes pride in promoting good behavior through praise, recognition and positive reinforcement.

Health

Illness - Our childcare facilities do not have provisions for caring for sick children. Please do not send your children if they are sick or feverish. If your child becomes sick while attending Schoolhouse, we will contact you with a request and expectation that you will pick up your child immediately.

Contagious condition - Please notify the staff if your child has a contagious disease/condition (this includes head lice). Your child will not be allowed at Schoolhouse during his/her contagious period. As appropriate, parents will be informed of contact to contagious diseases. Children who have had head lice must be completely free of lice and nits before they will be readmitted to attend Schoolhouse or Forestville School.

Allergies - Please inform staff of any allergies or allergic symptoms prior to your child's admittance to Schoolhouse. This notification should include food and medication allergies.

Emergencies - Should your child need medical attention, an attempt to notify parent/guardian will be made. If you cannot be reached, medical attention will be sought as per your emergency information on file with Schoolhouse.

Medications - Medications cannot be administered by the staff. Medications can be administered by the school health tech in the school office before your child arrives after school.



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Before and After School
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