

# **Cardiff School District Extended Day Parent Handbook and Policies**

Welcome to the Cardiff School District Extended Day Program! The Extended Day Program offers Cardiff and Ada Harris students services that support and contribute to the success and well-being of our families. It is our mission to provide children an opportunity to be creative, build lasting relationships, learn new tasks and feel they have a home away from home. Parents/guardians can feel comfortable knowing their children are participating in a safe and fun environment. The Day Care program is run by the Cardiff School District and is governed by all district policies and procedures.

## **STAFF**

The Extended Day staff members are caring individuals who plan and implement a variety of activities each day. The staff members are trained professionals who enjoy working with children. Our staff is CPR/First Aid certified and we continue to grow through education, staff trainings, workshops and through your children. The Extended Day staff members are responsible for creating and implementing age-appropriate activities for the children in their care.

## **ADMISSION REQUIREMENTS**

The Extended Day Program is nondiscriminatory and will provide equal care and attention for all children enrolled in the program without regard to color, creed, religion or national origin. Day Care will provide services only to those children enrolled in the program.

## **ENROLLMENT**

Enrollment in the Cardiff School District Extended Day Program is offered on a space available basis only. Parents must enroll online, set up a schedule and pay any necessary fees prior to beginning the program.

## **REGISTRATION**

A non-refundable family registration fee of \$50.00 is required at the time of registration and is payable by cash, online through the EZSchoolPay link on our website, or by a check made out to the Cardiff School District. The re-enrollment fee is \$25.00 and will be charged for each subsequent school year and will cover the entirety of the school year and summer care should it be desired. A new yellow emergency/contact card is required each year to ensure accurate and updated information.

## **ENROLLMENT CONTRACTS**

Contracts are agreements between you, the parent(s) and the Cardiff School District Extended Day Program, which states the hours during which your child will receive care. Your child will be accepted for care only on the days for which she/he is enrolled. Upon enrollment the parents/guardians must select the days they wish their child to attend and will be billed according to the chosen schedule and not actual attendance. Bills will be sent out and paid in advance for care.

## **SIGNING IN AND OUT**

### **Traditional School Days**

For the safety of children attending the Extended Day Program in the morning, we require that parents sign their children in when children arrive for care. Please make sure that the staff acknowledges your child's presence before leaving the program site.

For children who are attending the Extended Day Program after school, our staff will sign your children in on the sign in sheets and it will be your responsibility to sign them out upon pick-up. Once a child has been picked up they may not return to the program until the following day.

### **Non-School Days (school breaks, summer, etc)**

For your child's safety, we require that parents sign their children in when children arrive for care. Please make sure that the staff acknowledges your child's presence before leaving the program site.

For your child's safety, on non-school days we require that children leaving the program sites be signed out by parents/guardians who are authorized to do so on the child's emergency information card. Please make sure to say hello to the staff so they know you have signed-out your child. Expect staff to ask for proper identification until they become familiar with those authorized to pick up your child.

### **Coordination with other after school activities**

If your child is enrolled in an organized, district-approved after school activity that is being held at the school site, a separate permission slip may have to be completed. This permission slip will state the days, the activity and who has permission to sign your child out of our program, and if appropriate, back into the program.

If your child is enrolled in an after school activity (chess, soccer, jump rope, etc) the Extended Day Program staff will ensure the child gets to the activity. If the activity ends before 6pm, the person in charge of the activity can escort the child back to the Extended Day Program where they will be signed back in. If the after school activity ends after 6pm the child will not be allowed to return to the Extended Day Program for that day and must have a signed release form indicating they will be picked up from their activity.

It is the policy of the Cardiff School District that all students are picked up by an authorized adult (18 years old or older) who is listed on the emergency card. The authorized person must sign out the student.

If someone other than a parent/guardian or other adult listed on the emergency card will be picking up your child from the Extended Day Program staff must be notified prior to your child being released.

## **DISCIPLINE**

Each child's behavior is expected to meet the behavior standards set by the school and district. The staff is trained to 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 specific actions for unacceptable behavior will depend on the circumstances surrounding the incident.

### **THE CARDIFF WAY:**

**Act Responsibly** Follow adult directions • Always do your best • Use self-control • Think before you act - consider the consequences • Take responsibility for your actions • Take care of school and personal property

**Be Honest** Speak the truth • Be reliable - do what you say you'll do • Have the courage to do the right thing

**Care for Others** Use kind words, tones and actions • Try to see others' point of view • Express appreciation  
• Help people in need • Be an active listener • Encourage others

**Show Respect** Treat others with respect • Accept differences in others • Use good manners • Be considerate of the feelings of others • Keep hands and feet to yourself • Respect others' personal space • Deal peacefully with anger, insults and disagreements • Play fair and include others

The following behavior intervention methods may be used:

1<sup>st</sup> time: A staff member will discuss what happened; remind student what the rules are, and talk about how the child can make better choices.

2<sup>nd</sup> time: If the behavior continues, the parent will be informed either by discipline form or a phone call.

3<sup>rd</sup> time: If the behavior still continues, the director will schedule a meeting with the parents to discuss other methods of redirection and consequences.

## **SCHEDULING**

Request for scheduling changes must be done in advance and in writing. Schedule changes will be granted whenever possible; however they do not become effective until the first day of the following month. Schedule change forms are available at both school site Extended Day offices.

## **TUITION PAYMENTS**

1. All Extended Day Program tuition is based on the enrollment contracts and the student's schedule, not actual-attendance.

2. All scheduled tuition fees must be paid by the 15<sup>th</sup> of the month to avoid late fees or stop-care notices. Drop-in fees, late pick-up fees, etc. should be paid by the 15<sup>th</sup> of the following month.

3. Any refunds will be issued in the form of credit to your child's account except in extenuating circumstances.

4. All payments can be made by cash, online through our website, or by check made out to the Cardiff School District. Any returned checks will be subject to a \$15 bank handling charge.

5. If a stop-care is placed on the count due to non-payment, the family will be required to pay their full balance and contact the director prior to their child returning. If a stop-care is placed on an account and the child shows up to the program, he/she will be brought to the school's office for pick-up.

6. Late pick-up fees will be charged to accounts after 6pm in 15-minute increments and will cost \$15 per increment. If a parent picks up late more than once a warning will be issued and if late pick-ups continue the program may discontinue care. If a child scheduled for early pick-up on Minimum Days is picked up after 2:35pm they will be charged the Full Day drop-in rate.

7. Additional charges may apply to early release weeks such as Parent/Teacher Conference week.

8. If your contracted day falls on a paid holiday you are responsible to pay the fees. The holidays included: Labor Day, Veteran's Day, Martin Luther King Day, and Memorial Day

9. Care for school breaks in which the Extended Day Program is operational such as Spring Break and Family Week will be charged based on actual attendance. Summer will be charged based on student registration days which are pre-selected by parents.

10. Any questions regarding your bill or financial assistance should be addressed to the Extended Day Director: [John.mcmillan@cardiffschools.com](mailto:John.mcmillan@cardiffschools.com)

## **DROP IN CARE**

In the event you need care for a non-contracted day, call or email the Director or Site Supervisor no less than 24hrs in advance to check availability. Drop-in dates are subject to the drop-in rates listed on our website.

## **WITHDRAWING YOUR CHILD**

If you wish to withdraw your child from the program, you must provide a written two-week notice in advance of when you wish to withdraw. If you withdraw your child from the program during the school year and wish to re-enroll in the following school year, you will be subject to the non-refundable re-registration fee of \$25.

## **TERMINATION OF SERVICE**

Children are subject to termination if parents demonstrate a disregard for the policies outlined in the handbook, such as:

1. Non-payment
2. Recurring late pick-ups with warning issued
3. Repeated failure to comply with rules and regulations with warnings issued

The Director of the program will notify you in writing if any changes occur in the program. If your child demonstrates exceptional needs that cannot be met by the Extended Day staff, we will do everything in our power to accommodate your child; however, we may eventually request that you withdraw your child from the program and seek care more appropriate to the needs of your child.

## **ABSENCES**

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

## **HOLIDAYS**

The Extended Day will be closed on legal holidays. Please check our website and newsletters for more details.

## **ILLNESS**

Please do not allow your child to attend the program if they are ill. If your child/ren is/are sent home from school they will not be allowed to attend the Extended Day Program. Children who become ill during the program hours will be made comfortable until the parent can be notified to pick up the child. We do not credit tuition for sick days.

## **EMERGENCIES**

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

An emergency information form must be completed in full, signed by the parent and returned to the program office prior to the child's attendance in the program. These forms can be picked up at either Extended Day location. The information on this form will provide the program staff with the child's current address, the parent's cell, home and work phone numbers and the names and phone numbers of other emergency contacts. It's the parent's responsibility to keep the information on the child's emergency information form and parent portal current. Please submit any changes on the emergency information form in writing to the program office.

## **MEDICATIONS**

The administration of medication to children enrolled in the program 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, which shall indicate the necessity of said medication as well as dosages.

The parents will be requested to provide a duplicate note from the physician. The Director/Supervisor will be responsible for administering the medication and keeping a written report of when medication was given. The medication shall contain the child's name, phone number, physicians name and the dosage of the medication to be given. The designated person at the site conforming to the written instructions from the physician shall supervise taking the dosage.

Please notify the staff prior to attendance if you child has any sever allergies requiring the use of an epi-pen.

## **NUTRITIONAL SNACKS**

The Extended Day Program provides an afternoon snack consisting of at least two food groups to the children attending the program. Please let the staff know if your child has any food allergies or dietary restrictions.

## **CHILDREN'S BELONGINGS**

Please make sure all your child's belongings including backpacks, jackets, sweaters, books, notebooks etc. are clearly marked with your child's name. Please do not send toys, electronic games or devices to the program. If your child brings items from home he/she will be asked to keep them in his/her backpack until the end of the day. The Extended Day Program is not responsible for lost or stolen items.

## **CLOTHING & SHOES**

Please provide your child with a change of clothes and a jacket for cold weather. At times your child will be working with paints, clay, glue, etc. and it may get on their clothes. For your child's safety and enjoyment on the playground, suitable footwear is required.

## **HOMEWORK**

A homework time will be set up by the program staff, and parents may request in writing that their child participate. Our staff will make every effort to help and encourage students to do homework during their time with us.

## **PARENT INVOLVEMENT**

Parents are encouraged to discuss with the staff any relevant matters concerning their children. It may be helpful to the staff working with your children to be aware of any problems your child is experiencing at home or at school that may affect their time with us in the program.

Any question or concerns about the Extended Day Program should be addressed to the Director or Site Supervisors. We want the children's time with us to be a positive and fun time, any information is helpful.

We encourage parental visits. Please make arrangements with the program Director if you wish to visit.

## **CONFIDENTIALITY**

All information collected from the children and parents will not be disclosed for any reason except for purposes legally permissible or directly related to the administrative function of the Extended Day Program.

## **CHILD ABUSE REPORTING**

The Cardiff School District Day Care program staff is required by law to report known or suspected instances of child abuse to the Child Protective Services agency.

## **Closing**

We welcome you and your family to the Cardiff Extended Day Program. Please contact the Director if you have any further questions at: [john.mcmillan@cardiffschools.com](mailto:john.mcmillan@cardiffschools.com)