

Welcome to the Rosedale Union School District Extended Day Class (EDC) Program. This handbook will provide information and policies regarding the program. The EDC program is offered at our Rosedale District elementary school sites for students in Transitional Kindergarten through sixth grade. The staff at each EDC site is committed to providing quality care and supervision with an emphasis on allowing our students to discover, create, share and interact. The program is completely self-supporting. The Rosedale Union School District does not receive any State or Federal funding for this program.

Registration

Registration is required for entrance into our program on a yearly basis. Registration for the 2018-2019 school year will begin on March 5, 2018. Priority will be given to those families currently enrolled whose accounts are in good standing. Siblings of enrolled students will also qualify for priority enrollment. A non-refundable deposit of \$45.00 per child is due at the time of registration. The completed forms along with the registration fee must be returned before students will be enrolled into the program. Students will be placed in the program on a first come, first serve basis. Registration will close when each site is full. If the program is full you may be placed on a waiting list. No fee is required to be on the waiting list.

Enrollment Packets for Current EDC families

Packets containing the required forms for program participation are available from all EDC offices as well as the District Office. All forms must be completed for each enrolled child and returned with the registration fee to the EDC office at your elementary site or to the Rosedale Union School District Office located at 2553 Old Farm Rd., Bakersfield, CA 93312. Registrations will be accepted at the EDC offices located on each elementary school site through June 1, 2018. After June 1st registrations will be accepted at the District Office only. **August tuition is due on or before August 1, 2018, 10 days prior to the first day of school (August 15, 2018).** *If payment is not received, your child could be dropped from the program.*

Enrollment Packets for New EDC families

Packets containing the required forms for program participation are available from all EDC offices at the elementary sites, as well as the District Office. All forms must be completed for each enrolled child and returned with the registration fee to the **Rosedale Union School District Office** located at 2553 Old Farm Rd., Bakersfield, CA 93312. August tuition is due on or before August 1, 2018, 10 days prior to the first day of school (August 15, 2018). *If payment is not received, your child could be dropped from the program.*

Tuition Payments

With the exception of August, student tuition will be invoiced by the 25th of each month for the following month. Tuition is due on the 1st of each month. Payments not received by the 5th of the month, become past due. At this time, a late fee of \$40.00 will be assessed. **If your payment including the late fee is not paid by the 14th of the month, your child(ren) will be automatically deactivated until payment is received.** A \$15.00 reinstatement fee is required to reactive locked out students. Checks and or money orders (payable to Rosedale Union School District) may be deposited in the secure lock box located at the site or in the secure lock box located at the District Office. **Cash payments** must be made at the DISTRICT OFFICE, 2553 Old Farm Rd, Bakersfield, CA 93312. In the event of continued late payments, the District reserves the right to remove children from the program.

Hours and Days of Operation

The program is in operation on school days only, from 7:00 a.m. until 6:00 p.m. The days before Thanksgiving, Christmas and Easter Breaks, and the last day of school (June 1, 2017), the EDC will close an hour earlier at 5:00 p.m. The program will be closed during Thanksgiving, Christmas and Easter Break. The program will also be closed on the following holidays:

- September 3, 2018 Labor Day
- November 12, 2018 Veterans Day
- November 19-23, 2018 Thanksgiving Holiday
- December 21-31, 2018 Christmas Break
- January 1-4, 2019 Christmas Break
- January 21, 2019 Dr. Martin L. King
- January 25, 2019 Teacher In-service Day
- February 11, 2019 Lincoln's Birthday
- February 18, 2019 Presidents Day
- April 15-22, 2019 Easter Break
- May 27, 2019 Memorial Day

A summer 2019 program may possibly be planned. Information on the tuition and registration dates would become available in April 2019. Participants in the program during the school year will be given priority as long as their account is in good standing.

Drop-In Procedure

The Drop-In program allows families access to the Extended Day Class for regular before and/or after school days of choice during the school year. A limited number of passes will be sold for each site as space permits. The annual \$45.00 registration fee is required and a Family Registration Form must be on file at the EDC site. The pass will be kept at the site, dated and signed by a parent and a staff member each time it is used. The cost of the pass is \$75.00 and must be purchased in advance at the District Office; sites will not

have passes for purchase. Drop-In passes are valid for the current school year and any unused time is non-refundable/non-transferable. Passes are not valid during EDC Camps. Parents are asked to notify the site in advance when using the Drop-In Pass.

Arrival/Departure Procedure

Our facility opens at 7:00 a.m. Your child may not arrive prior to this time. You are responsible for bringing your child into the facility and signing them in. Only parents, or designees as indicated on the emergency contact card, will be allowed to remove children from program custody. You may be asked for photo identification at anytime. If there are any changes to your contact list you must update your information with the Lead Aide at your daycare site. The facility closes at 6:00 p.m. If you are late in picking up your child, charges will apply as agreed upon in the parent contract. There are no exceptions to this policy. You will receive an invoice at the time of late pick up. The invoiced charges must be paid within 48 hours to the District Office. Our staff will begin to contact those people listed on your emergency card to arrange for immediate pick up if you are more than 5 minutes late. In the event of continued late pick-up, the District reserves the right to remove children from the program.

Fog Days

During the winter months The District may find it necessary to call a fog delay. Any student enrolled in the program may use the facility in the event a fog day is called. There will be an additional \$5.00 charge on delay days. The exemptions are students registered in both before and after school and those students registered in the Drop-In program with a valid pass.

Attendance and Illnesses

If you pick up your child after school and they will not be attending the Extended Day Class, please call and let us know so we do not expect them that day. An absence without prior notification may be mistaken for a missing child and would cause unnecessary concern. If your child becomes ill, you will be called. It is expected that you will pick up your child or arrange to have your child picked up within 30 minutes. Children showing any of the following symptoms will be sent home: temperature of 100 or more, vomiting, sore throat, diarrhea, open sores, nasal, eye or ear discharge. If your child has a communicable disease such as head lice or pink eye you are expected to pick them up immediately. If your child has not attended school due to illness, they may not attend the Extended Day Class. There are no refunds/credits for missed days due to illness.

In order to attend the EDC program, children must be able to handle personal toileting. In the event of an accident, parents will be immediately contacted. If in the course of an academic quarter, repeated accidents occur, parents may be asked to make other arrangements for daycare.

Check In/Check Out

Each person authorized on the emergency contact/pick up form will be required to use a swipe card at the site to check students in or out. Each registered student will be issued 2 cards. Lost, damaged or additional cards will be available for a nominal fee.

Medical Emergencies

In the event of a serious accident or injury your child will be given first aid. Every effort will be made to contact you immediately. Our decisions in all emergencies will be based on the immediate concern for your child's health and safety.

Medications at School and EDC

There are state laws and district policies that govern the taking of medication by students while at school. Before EDC personnel can administer any medication (prescription or over the counter) we must have on file a completed "Authorization For Any Medication Taken During School Hours" form signed by the parent and the child's doctor. Please do not send any Tylenol, Aspirin, cough drops, etc. with your child, nor ask our staff to give any medications to your child unless the authorization form is completed and signed. Prescriptions must be in the original container with the Pharmacist's label attached. The label must include a description of the kind of medication, dosage, how often the medication is to be taken and the same doctor's name that signed the authorization form.

Discipline

The children are required to follow school rules as well as those developed for the EDC program. When the behavior of a child interferes with the well-being of other children, or becomes disruptive, intervention will become necessary. Our discipline procedure and behavioral consequences are as follows:

- Verbal Warning
- Time Out from the group
- Removal from activity or privilege
- Parent Contact/Conference
- Suspension from the EDC

If a child is suspended from school he/she is automatically suspended from the Extended Day Class program. No refunds or credits are given for missed days due to suspensions. The severe clause may be invoked for immediate parent contact and possible suspension from the EDC for any behavior that warrants this action. Continued discipline issues could cause your child to be removed from the program.

Nutrition Break

A snack is included in the program. This snack will be provided during the afternoon.

Enrichment/Homework

A time to study and read as well as homework assistance will be part of the daily program schedule. Your child will be responsible to choose an activity during this time. The following options during this time could include:

- Work on school assignments or homework
- Reading for pleasure
- Study time or quiet activity

Our staff will assist your child with homework questions. We will not correct homework assignments. We suggest strongly that you continue to stay personally involved with your child's homework status and that you review completed assignments or assist your child in the evening with unfinished work. Their choice during this time may have been to read rather than complete their homework. It is important that your child understands what your expectations are during this time period. If your child has special needs, please contact our Coordinator of Day Care Services so that support options may be discussed.

Activities

A combination of activities will be provided for the children. There will be free choice as well as organized activities. Physical activity will be encouraged to help develop coordination skills and release tension. Supervised and organized outdoor play and unstructured free play on the playground will be part of their daily routine. Craft projects, music, dance, educational games and movies may also be enjoyed. All activities will be developmentally appropriate. We will also have periods of quiet time to relax.

Withdrawal from the Program

If you wish to remove your child(ren) from the Extended Day Class Program you must make your request **in writing** at least **2 weeks prior to the date of discontinuance of service**. This notice must be sent to the Rosedale Union School District Office located at 2553 Old Farm Rd., Bakersfield, CA 93312. Payment of tuition will still be due during this time. **If required notice is not received or notice is not made timely, then the full month of tuition will become due.**

* At any time during the school year you wish to re-enroll your child into the program, a \$15.00 reinstatement fee will be assessed.

Tax I.D. #

The number to be used on your income tax form for Child Care is: 95-6002583

Program Contact Information

If you have any questions or concerns, you may contact the Rosedale Union School District Office and speak to the Coordinator of Day Care Services or the Associate Superintendent of Curriculum and Instruction at (661) 588-6000.