

# Extended Day Class

## PARENT HANDBOOK 2020-21



Rosedale Union School District  
2553 Old Farm Road  
Bakersfield, Ca. 93312  
661-588-6000

**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.**

### **Priority Registration**

Registration for the 2020-2021 school year will begin on March 1, 2020 online via myprocare.com. Priority will be given to those families currently enrolled, whose accounts are in good standing during this time period only and the registration fee is waived. During priority registration, siblings of enrolled students will also qualify for priority registration. Priority registration will close on March 31st.

### **Open Registration**

Open registration for the 2020-2021 school year will begin via myprocare.com on April 1st and continue until sites are full. **All** RUSD students are eligible for registration during this time. A non-refundable deposit of \$50.00 per child is due at the time of registration. Students will be placed in the program on a first come, first serve basis. If the program is full you may be placed on a waiting list. No fee is required to be on the waiting list.

**August tuition is due on or before August 5, 2019, 10 days prior to the first day of school (August 14, 2019). *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 25<sup>th</sup> of each month for the following month. Tuition is due on the 1<sup>st</sup> of each month. Payments not received by the 5<sup>th</sup> 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 14<sup>th</sup> of the month, your child(ren) will be automatically deactivated until payment is received.** Preferred method of payment is online through myprocare.com or at each site check out kiosk. However Checks and or money orders are accepted (payable to Rosedale Union School District) and 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 7:15 a.m. until 5:30 p.m. The days before Thanksgiving, Christmas and Easter Breaks, and the last day of school, the EDC will

close an hour earlier at 4:30 p.m. The program will be closed during Thanksgiving, Christmas and Easter Break. The program will also be closed on the following holidays:

- September 7, 2020 Labor Day
- November 11, 2020 Veterans Day
- November 23-27, 2020 Thanksgiving Holiday
- December 21-January 1, 2021 Christmas Break
- January 18, 2021 Dr. Martin L. King
- February 8, 2021 Lincoln's Birthday
- February 15, 2021 Presidents Day
- March 29-April 5, 2021 Easter Break
- May 31, 2021 Memorial Day

A summer 2020 program may possibly be planned. Information on the tuition and registration dates would become available in April 2020. Participants in the program during the school year will be given priority as long as their account is in good standing.

### **New 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 will be approved for each site as space permits. The annual \$50.00 registration fee is required and a Family Registration Form must be on file at the EDC site. Parents will be billed at the end of the month for the number of days their child attended during the month at the rate of \$18 per day per child. The payment due date is the same as the regular tuition due date. Parents are asked to notify the site in advance when using the Drop-In Program.

### **Arrival/Departure Procedure**

Our facility opens at 7:15 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 5:30 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 \$10.00 charge on delay days. The exemptions are students registered in both before and after school and those students registered in the Drop-In program.

### **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 to pick up the child. 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 fingerprint scanner at the site to check students in or out. An ID will be required at the time of registering your fingerprint.

### **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**

#### **Positive Reinforcement**

Children will have many opportunities to earn rewards for exhibiting good behavior. Verbal praise will be given often. There will also be many opportunities to earn good behavior tickets for weekly prize drawings. In addition to the weekly drawings, there will be a monthly drawing for larger prizes provided by the Director of EDC for children who have exhibited good behavior all month. We are committed to providing a safe, positive atmosphere for all children while offering both structured and unstructured activities.

## Behavior Expectations

While attending the Rosedale Union School District Extended Day Class program (EDC), all children will be expected to comply with the existing school rules, as well as, the EDC program rules. In order to maintain an environment where all children feel safe, the following behaviors will be expected. Consequences will be enforced for children who fail to adhere to the expectations. We ask that you please review them with your child.

1. Be respectful to other students and all staff members
2. Follow directions the first time they are given.
3. Keep hands, feet, objects, inappropriate comments and actions to yourself.
4. Use respectful and appropriate language at all times.
5. Be responsible and respectful of all school property and equipment

## Consequences

In striving to maintain a safe environment for all students and staff, children who fail to comply with the behavior expectations of the EDC program will be given consequences.

1. Verbal Warning
2. Removal from activity or privilege
3. Behavior Slip issued with alternative behavior activity completed
4. Suspension - will be progressive with each suspension resulting in removal from the program **on** the 4th suspension.
  - a. 1 day suspension
  - b. 2 day suspension
  - c. 3 day suspension - parent meeting required with the Director of EDC before the child returns to discuss possible removal from the EDC program.
  - d. Removal from the EDC program

**\*Please understand that some actions warrant immediate suspension.**

Behaviors that can result in an immediate suspension include:

- Fighting
- Any type physical abuse on another student or staff member
- Spitting on another student or staff member
- Biting

The Rosedale Union EDC program reserves the right to warn, suspend or dismiss children from the program if:

- A child requires an inordinate amount of attention from staff thereby causing inadequate levels of supervision for the other children in the group.
- A child's behavior poses a danger or threat to themselves, other children or staff
- A parent verbally abuses or uses inappropriate language with any staff member.

## 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 the Director 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 \$20.00 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 Diana Anderson, Director of Extended Day Class and School Support (661) 588-6000 or email [danderson@ruesd.net](mailto:danderson@ruesd.net)