

~Moreland Extended Day Program~
Parent Handbook
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~ Philosophy ~

The Moreland Extended Day Program was created to provide an extension of the students' academic day while working within the framework of developmental standards. Our goal is to enhance each child's sense of self by offering age-appropriate experiences. We provide opportunities for independent decision-making and social interaction with peers, while challenging both physical and cognitive skills.

~ Hours of Operation ~

The Moreland Extended Day Program operates in accordance with the school-year calendar. Each site opens at 7:00 a.m. and closes at 6:00 p.m., Monday – Friday. During school holiday and vacation periods, a *camp experience* will be offered on most dates for those families who choose to participate. Non-participation in a camp experience will not affect the child's enrollment in the extended day program.

Hours of operation are determined by enrollment. A minimum enrollment must be met in order to have the program operational at each site. **Hours are subject to change with a 30 day written notice from the Site Director.**

~ Enrollment Requirements ~

- Kindergarten through 5th grade at Baker, Country Lane & Payne
* 6th grade with special arrangements
- Kindergarten through 7th grade at EDS
*8th grade with special arrangements
- Must be a student in the Moreland School District
- \$100 non-refundable registration fee
- Completed registration form
- Signed talent release and parent handbook agreement
- Emergency information and consent form
- Tuition Payment

****Please Note**** All forms must be filled out completely and returned to the site director before your first day of attendance or your child will not be accepted after school and will be walked over to the office.

~ Supervised Homework Period ~

A quiet time and place is provided for students to begin and (time-allowing) complete homework. Please note: depending on the number of assignments, not all children will be able to complete their homework within the allotted time. Trained staff will be on-hand to answer questions, provide guidance and offer academic support.

~ Curriculum and Activities ~

The staff of Moreland Extended Day provides fun, engaging and enriching activities, which will keep your child interested and actively participating throughout the school year. The daily schedule includes afternoon snack, homework period, free play, organized games and other creative activities.

~ Staff ~

The Moreland Extended Day Program operates with a professional staff. Each school site has a site-director (under the guidance of the school principal) who is responsible for the effective operation of the site program. Each school site also has activity leaders whose primary responsibility (under the guidance of the site directors) is to guide and support the children, as well as ensure the safety of all children in the program.

Parents are encouraged to discuss their child's progress with the staff on an on-going basis. Specific concerns should be addressed directly to the site-director. Parents may also schedule an individual parent conference. Through regular communication, meetings and other activities, parents help maintain and develop both our facility and program.

~ Mandated Reporting ~

According to the laws of the State of California, all members of childcare institutions are mandated reporters of suspected or obvious child abuse/neglect. All Moreland Extended Day and Camp staff is trained regarding the mandated reporting laws.

The Department of Social Services personnel and/or law enforcement officers have the right to speak with children and/or interview staff without prior consent. The Department also has the right to inspect or audit child care records and to observe the physical condition of children, including conditions that may indicate abuse and/or neglect, without prior consent. The Department of Social Services and law enforcement officer take the responsibility of notifying parents in some cases.

~ Sign In & Sign Out and Notification of Procedures ~

All parents must sign their child IN and OUT, with their full legal signature and the actual time, on the posted record sheet, each time their child arrives or leaves. This is a requirement of our programs and it is a safety matter, as this is the only documented record we have that the child is present at school. We use this to take roll periodically, especially during fire and emergency drills. Children are released only to their parent or guardian unless the parent or guardian authorizes someone else, (in writing) over the age of 18, to pick up their child by completing the appropriate Moreland Extended Day and/or Camp emergency form ahead of time.

Never drop your child off and allow him/her to walk in alone. See that he/she arrives safely in the appropriate classroom by leaving him or her with the site-director or the activity leader. A child should never be left alone in an empty classroom.

In the event that a parent or designated adult arrives to pick up a child, while under the influence of drugs or alcohol, the child will not be released to the parent or designated adult. Other arrangements will be made for the child's safe transport. If necessary, the police will be contacted.

~ Absences ~

If your child will be absent from school, please notify the Extended Day Site Director by 7:00 a.m. of that day. If your child was sent home early from school due to an illness, please notify the site director immediately. For the health and safety of the other children and staff your child may not attend extended day until he/she is well. If your child is sent home due to an illness that occurred during their stay at extended day, the site director will inform the school office.

~ Emergency Medical and Dental Procedures ~

In case of an emergency we will always try to contact the parents or the emergency contact in the child's files. In an emergency, we will call 911 and notify parents as soon as we are able. It is critically important to keep all emergency numbers, contact names and addresses current. *We cannot contact you if we do not have the correct phone number.* We ask that you provide at least two alternative names and phone numbers of people capable of picking up your child in case the parent or guardian can not be reached. If a court order exists prohibiting one of the parents from picking up or visiting the child, a copy of the original court order must be provided to the site director for compliance.

~ Medication and Illness ~

Your child should remain home if he/she has a contagious disease or if the following symptoms are present:

- A fever of 100 degrees or higher, or low grade in the last 24 hours
- Vomiting or diarrhea
- Deep/persistent cough or sore throat
- Thick yellow or green nasal discharge
- Ear drainage or soreness
- Pale or flushed skin tone
- Red or watery eyes – conjunctivitis
- Contagious skin rash
- Open sore – as with chicken pox
- Any contagious disease

****Please Note**** If your child stays home from school due to an illness or injury, he/she may not attend Moreland Extended Day on that day.

Please remember that school is a place for healthy children. Children who exhibit any of the symptoms listed above must remain home until they are symptom-free for at least 24 hours without the aid of medication. If a child has been prescribed medication, parents should strongly consider keeping the child home until he/she is healthy.

Many medications are now available in twice-a-day formulations that eliminate the need to administer medication during the limited school hours of the program. Any out of the ordinary medication needs will not be administered without a letter from the child's doctor stipulating, in detail, the appropriate directions. Medications must be in their original containers with doctor's instructions and dosage clearly printed on them.

~ Injuries ~

Moreland Extended Day staff may clean and apply adhesive bandages to minor cuts and scrapes and may apply ice to bumps or bruises. For more severe injuries, staff will contact an authorized person to pick up the injured child and care for him/her and/or the staff may call for emergency response.

~ Immunizations ~

Evidence of the following immunizations and reports must be on record with the front office of the school prior to a child's first day of enrollment.

- DTP – Diphtheria, Tetanus, Pertussis
- MMR – Measles, Mumps, Rubella, Polio
- HIB – Meningitis Vaccine
- TB Test – Tuberculosis
- Hepatitis B
- Varicella
- A signed physician's report form
- Consent for Medical Treatment
- Physician's Report
- Pre-admission Health History

~ Dress Policy ~

Moreland Extended Day staff encourages you to dress your child with the appropriate attire for a variety of activities that your child will participate in during his/her stay at extended day. Children should wear clothing that will keep them warm for the late afternoon recess during the fall and winter and comfortable clothing that will keep them cool during spring and summer. Clothing with inappropriate graphics or language, tank tops with thin straps, and flip flops are not acceptable. Please remember to label all your child's belongings with his/her name. The staff is not responsible for lost or damaged items.

~ Discipline Policy and Guidelines ~

Moreland Extended Day does not allow physical or emotional punishment. Our emphasis is on redirection and helping children develop positive methods of problem solving.

We adhere to three primary rules, which will keep the Moreland Extended Day Program a safe and secure environment for all children.

- *Respect ourselves.*
- *Respect others.*
- *Respect our school.*

Certain behaviors will result in disciplinary action; these include, but are not limited to: behavior that endangers the safety of any child, staff member, or other adult; disrupting the program; refusal to follow acceptable rules of behavior; use of profanity; harassment of another child or adult; hitting; kicking; name calling or other intentional aggressive behavior; theft or intentional damage to the school site or another's personal property; leaving the premises without permission.

Our primary goal is to promote self-esteem and appropriate forms of self-expression by allowing the children to make choices and to learn that actions lead to consequences. Children are encouraged to problem solve and if necessary they can take the time to cool off and calm down. The following steps of action are used to facilitate the discipline process.

1. The staff will work directly with the child(ren) involved and attempt to solve the issue by using problem solving techniques. The child will recommend suggestions that will help them change their behavior.
2. The staff will issue a verbal warning and redefine the rules to the child(ren) involved as well as redirect the behavior (Suggesting and verbally defining positive behavior, recommending alternative activities, requiring a cool off/calm down period, asking the child to be a helper.) At this point, the parent will be notified of their child's behavioral discretion.
3. In the event that the behavior continues, the site director will schedule a parent conference to discuss a plan of action including but not limited to: probationary period, in house suspension, off site suspension.
4. In the event that the behavioral problems continue, and the site director concludes that the child's needs can no longer be met, the parents will receive a 2 week notice of involuntary withdrawal.
5. If the child's behavior is extreme to the point that the site director determines the behavior to be dangerous and potentially harmful to himself, another child, or a staff member; or if the child care environment is disrupted to the point that is considered excessive or extreme immediate involuntary withdrawal may result. Withdrawal in this case will occur without following steps 3 and 4.

****Please Note**** If your child has been suspended from a Moreland School, he or she is also suspended from the Moreland Extended Day during the suspension period.

~ Tuition, Schedules and Services ~

Before and After School

<u>Number of Days per Week</u>	<u>Annual school calendar year /monthly charge</u>
5 days/week	\$5500/\$550 per month for 10 months
4 days/week	\$4800/\$480 per month for 10 months
3 days/week	\$4500/\$450 per month for 10 months
2 days/week	\$4000/\$400 per month for 10 months

After School Only

<u>Number of Days per Week</u>	<u>Annual school calendar year /monthly charge</u>
5 days/week	\$4770/\$477 per month for 10 months
4 days/week	\$4070/\$407 per month for 10 months
3 days/week	\$3630/\$363 per month for 10 months
2 days/week	\$3310/\$331 per month for 10 months

Payment Options

Option #1: Tuition paid in full (due First Day of School) minus a 5% discount
Option #2: Tuition paid in ten (10) equal payments First Day of School and the 15th of each month Sept. 15 through May 15.
Option#3: Tuition paid by a third party.
Holiday breaks have already been subtracted in calculating the annual charge.

Change in Tuition Fees:

Moreland Extended Day fees are subject to change at any time in the school year with a 30 day written notice. Such changes shall supersede any prior written notices.

Registration Fee:

A non-refundable registration fee of \$100 is due upon registration of each school year.

Sibling Discount:

A 15% sibling discount is available for the 2nd child or the lesser of the two tuitions, (whichever is less) as long as both siblings are enrolled in the program.

Late Pick-up Fee:

Our program closes at 6:00 p.m. Parents who arrive after 6:00 p.m. will be charged \$1.00 per minute. Late fees will be due the next business day before the child can return to the program. Repeated late fees will result in an involuntary withdrawal.

Tuition Invoices:

Parents will receive an invoice on the 8th of each month or the subsequent business day. It is the parent's responsibility to share this information with all parties responsible for paying tuition. If a custody arrangement requires both parents to pay separately, a copy of the original court order must be provided to the site director and separate invoices will be provided.

Tuition Payment:

Tuition is due on the first day of enrollment and on the 15th of each month, Sept. 15th – May 15th. A \$50 late fee will be assessed after 5 days and if payment is not made by the 6th day, an involuntary withdrawal will take place. Children may not return to the program until accounts are paid in full. Please make checks (no cash, please) payable to Moreland School District – Extended Day Program. If a check is returned, parent will be charged a \$20 service fee in addition to the \$50 late payment fee and will be asked to make all future payments by money order or cashier's check.

Schedule Changes:

Moreland Extended Day requires a two week advance notice in writing for all schedule changes. The site director will provide you with a prorated tuition amount on your next invoice and all subsequent invoices will reflect our regular installment amounts for your new schedule. The monthly tuition charge will remain constant regardless of individual non-attended days for whatever reason.

Camp Fees:

Camp fees will be determined in accordance with the number of days and/or week(s) offered. Winter, Ski Week, and Spring Break camp fees are due upon registration of each camp session. A \$100 deposit is due at the time of registration for Summer Camp. This amount will be credited to the last session registered for. All other summer camp fees will be due a week before the camp session begins.

Drop In:

The Moreland Extended Day Program is a contracted extension of the school day and therefore, does not offer drop in services.

~ Extended Day Calendar ~

The Extended Day Program operates on the school calendar. Operating on the school calendar, the extended day program will close during holidays, school vacations and summer months. During some of these periods a *camp experience* will be offered and families will have the choice to send (or not send) their child(ren) to camp, knowing it will not effect their placement in the Extended Day Program.

~ Moreland Extended Day is *CLOSED* on the following 2010/2011 dates ~

Date	Holiday
September 6, 2010	Labor Day
November 11, 2010	Veterans' Day
November 22 & 23, 2010	Furlough Days
November 24, 25, & 26, 2010	Thanksgiving Holiday
December 24- December 31, 2010	Christmas Eve, New Year's Holidays and Board Declared Holidays
January 17, 2011	Martin Luther King Jr. Birthday
February 21, 2011	Presidents' Day
May 30, 2011	Memorial Day

~ Special Dates of Operation 2010/2011~

Dates school will be closed and the Extended Day Program will be open:

November 12, 2010	Teacher Work Day
January 21, 2011	Staff Development Day
March 18, 2011	Staff Development Day
May 27, 2011	Teacher Work Day

Depending on projected attendance, sites may combine for maintenance or staffing purposes.

~ 2010/2011 Camp Schedule ~

In order to provide the optimal *camp experience*, whether it is holiday, vacation or summer camp, all camps will be held at one of the four school sites (Baker, Country Lane, EDS, or Payne). Registration for camp will require a \$100 non-refundable deposit for each camp session, which will be credited toward camp fees. Registration forms and rates will be provided prior to the opening of each camp.

December 20-23, 2010

February 22-25, 2010

April 11-15, 2010

Summer: Dates will be released in the spring.

~ Disaster Preparedness ~

Each elementary school site conducts monthly safety drills. The extended day classes will participate with school staff in conducting these regularly scheduled drills.

Moreland Extended Day staff will discuss and practice the drills with the children. To help ensure safety, different types of safety drills are conducted on elementary campuses:

1. *Fire Drill* – In the event of a fire drill, staff will calmly and quietly walk students out of the classroom, in single file, to the evacuation area on the back field. Staff will take roll to ensure that all children are present and safe. Once the all-clear signal has been given by the elementary school administrator, the students and staff will return to their classrooms.
2. *Earthquake Drill* – Earthquake drills are announced over the school’s public announcement system. Children are instructed to quietly and calmly “duck and hold” under desks and tables. The school administrator will make an announcement that the “shaking” has stopped and students and staff are to vacate the buildings. Students and staff walk quietly and calmly out of the classroom, in single file, to the evacuation area on the back field. Staff will take roll to ensure that all children are present and safe. Once the all-clear signal has been given by the elementary school administrator, the students and staff will return to their classrooms.
3. *Intruder on Campus* – Intruder on campus drills are designated as an unsafe situation on the school campus. In the event an intruder alert is made, staff will lock the doors, close the blinds and maintain calm in the classroom until school administration (and/or the police department in an actual occurrence) gives the all-clear for the rooms to be evacuated. Once the all-clear signal has been given, students and staff walk quietly and calmly out of the classroom, in single file, to the evacuation area on the back field. Staff will take roll to ensure that all children are present and safe. Once the all-clear signal has been given by the administrator, the students and staff will return to their classrooms.
4. *Low Level Lock Down* – Low Level Lock Down drills are announced over the school’s public announcement system or with an outdoor microphone. After a series of bells, children are instructed to either drop to the ground, go to the nearest building, go to their classroom, or proceed to their regular drill evacuation area. Once the all-clear signal has been given by the elementary school administrator, the students and staff will return to their regular classrooms.

In the event of a fire, earthquake, or other similar disaster, the Disaster Preparedness Plan of the Moreland School District will be put into effect.

Each Moreland School maintains emergency supplies: food, water, blankets, first aid supplies and a radio. The staff is trained in CPR and First Aid and knows where emergency facilities are located.

~ Withdrawal from Moreland Extended Day Program ~

~ Voluntary ~

Two weeks written notice is required to make changes to the scheduled dates of attendance or to withdraw a child from the Moreland Extended Day Program. If your child is withdrawn during the school year, i.e. for vacation, the parent will forfeit the space and at the request of the parent the child will be placed at the end of the wait list. If a space should become available, the parent will need to re-enroll the child and pay the \$50 non-refundable re-registration fee.

NOTE: It is imperative that parents notify Moreland Extended Day staff of any changes in a child's attendance schedule, i.e. the child is absent due to illness, going to Science Camp, will be away from school, etc. Moreland Extended Day staff will search for any child that does not arrive as expected to the Moreland Extended Day Program. If the child is not found, Moreland Extended Day will assume the child is missing and will contact the parent, the school office and then the police department for immediate assistance.

~ Involuntary ~

Services may be terminated from the program for the following reasons:

1. Any account delinquent after the 6th business day following the tuition due date.
2. Upon three incidences of late tuition payment within a six month period.
3. Termination for late pick-up. Extended Day closes promptly at 6:00 pm. After 3 late incidents in one month, involuntary withdrawal may occur.
4. When a child's behavior continually disrupts the program or the site director decides that the child's needs can not be met.
5. Behavior of the parent/guardian which may include aggressive behavior, harassment, verbal abuse, or physical abuse toward Extended Day staff or any child in the program.

Moreland Extended Day Program reserves the right to terminate services or refuse services for any reason.

In the event a child is involuntarily withdrawn from the program, any unused portion of the current month's tuition will be refunded within 30 school days. Late fees will be assessed as outlined in Tuition, Schedules, and Services.

