

Glendora Unified School District

School Age Child Care Program

Parent Handbook

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GLENDORA UNIFIED SCHOOL DISTRICT SCHOOLAGE CHILDCARE PROGRAM PARENT HANDBOOK

Welcome

Welcome to the Glendora Unified School District Schoolage Childcare Program. We are excited to be able to play an active role in the growth and development of your child's early years. We have planned many enriching experiences to enhance your child's growth in a nurturing and supportive active learning environment. We look forward to working with your child to provide a positive experience.

The purpose of this handbook is to familiarize you with our program and to provide a quick reference for questions that you may have. Please keep it accessible, where you can refer to it throughout the year. The safety and welfare of each child is our highest priority. If you have any questions or concerns about your child or the program, please call the Child Development Office.

Mission and Philosophy

The mission of the Glendora Unified School District Child Care Program is to provide each child with high quality, developmentally appropriate and meaningful learning experiences in a safe and supportive active learning environment.

We believe that the education of young children is based upon the child's individual growth and development. Each child is unique and develops at his/her own pace. The staff at Glendora Unified School District is dedicated to providing an enriching environment that is developmentally appropriate and prepares children for academic success. Children will have the opportunity to develop a positive attitude towards oneself and others in their community.

Office Information/GUSD School-age childcare Location

Hours are from 7:00 a.m. to 4:00 p.m.

The Glendora Unified School District Child Development Office is located at:

Williams Educational Center
301 S. Loraine Avenue
Glendora, CA 91741
626-852-4586

School Age Childcare Staff Program Administration

- Michelle Gallo, Director of Child Development Programs
- Karen Perez, Office Technician
- Marlene Gomez, Early Childhood Education Site Supervisor

School-age childcare rooms: 2, 4, 5, 6, 9, 18, 20, and 26

Room 2: 626-852-4586 Ext. 1502
Room 4: 626-852-4586 Ext. 1504
Room 5: 626-852-4586 Ext. 1505
Room 6: 626-852-4586 Ext. 1506
Room 9: 626-852-4586 Ext. 1509
Room 18: 626-852-4586 Ext. 1518
Room 20: 626-852-4586 Ext. 1520
Room 26: 626-852-4586 Ext. 1526

Teaching Staff

Alexis Reyes	Julie Gonzalez
Alicia Meyers	Karen Benson
April Perry	Laura Steimle
Anissa Najera	Margaret Verstynen Shannon Greer
Carol Heisel	Marissa Moreno
Charlee Riley	Michelle Vasquez
Cindy Ramos Martin	Sharon Smith
Christina Paredez	Susana Largaespada
Dawn Armenta	Vivian ZistecatI
Dina Willert	
Elizabeth Atkins	
Francesca Thompson	
Gabriela Miranda	
Jennifer Langoria	

District Administration

- Penelope DeLeon, Ed. D., Superintendent
- Virginia Kelsen, Ed. D., Assistant Superintendent, Educational Services

Board of Education

- Elizabeth Reuter, President
- Zondra Borg, Vice-President
- Robin Merkley, Clerk
- Rukshan Fernando, Ph.D., Member
- Cory Ellenson, Member

Staff The staff at GUSD schoolage childcare is hired for their dedication to the welfare of young children. Prior to employment, applicants are screened by our district and must meet the educational requirements set forth by State Licensing. In addition, they are fingerprinted, trained in abuse reporting procedures (Mandated Reporter), and trained in First Aid and CPR. School-Age Specialists and assistants are encouraged to continue their education by taking additional courses or attending conferences throughout the year.

As required by Penal Code section 11166 teachers, administrators, instructional aides, and health practitioners must report child abuse or suspected child abuse. Failure to report within 36 hours is a misdemeanor. This penalty ensures that those required to do so will report all suspected incidents of a child abuse immediately to a child protective agency. Reports are investigated by that agency. This is for the safety of your child as well as for all of the children in our care.

Our Program

GUSD Schoolage childcare is a licensed (license #198020687), non-profit program operated by the Glendora Unified School District. It is a tuition-based, self-supporting program, not funded by the school district or the state.

We offer a School-age childcare before and after school and on school breaks. We provide care from 7:00 a.m. to 6:00 p.m. Monday through Friday.

Our program is designed to enhance the development of the "Whole Child". The four main areas of growth are social/emotional, cognitive, language, and physical. Our lesson plans are based on key experiences and include weekly goals and activities to develop language, music and movement, math and science concepts, reading readiness skills and creative art.

Positive Discipline Approach

Discipline procedures used by the staff are designed to be fair, consistent and effective. Our goal is to assist children in the development of self-discipline and understanding of appropriate behavior. By setting clear and consistent guidelines in the classroom and playground, children have the opportunity to make more appropriate choices, and are encouraged to assist in the solution of conflicts. Those boundaries are:

- Children and adults need to respect one another.
- Children and adults need to respect our environment.

We believe that logical consequences should take place when we venture from the above guidelines. For example, if a preschool child throws food or a toy (not intended for throwing); the child will be encouraged and assisted in picking up the item. If a child hurts another child, the child will be involved in the assistance of the injured child. We will also encourage the positive resolution of conflicts. We utilize a number of strategies to assist children in becoming self-regulating and respectful of each other.

Use of Positive Language

Children are often confused by the adult habit of speaking in negative language. We need to tell children what we want them to do versus what to stop doing. An example is when children are getting rough with each other; a staff member will move in close and remind the children to "be gentle with our friends." If the behavior continues, then we will assist the children. Another example, "Walk in the hallway" versus "Don't run" (generally young children will only hear the "run".)

Expectations/ Rules

Please review the following rules, expectations, and consequences that will guide the day care program. Children are expected to:

- Respect one another.
- Respect our environment.

We believe that logical consequences should take place when we venture from the above expectations. For example, if a child throws food or a toy (not intended for throwing); the child will be encouraged and assisted in picking up the item. If a child hurts another child, the child will be involved in the assistance of the injured child. We will also encourage positive resolution

of conflicts. We utilize a number of strategies to assist children in becoming self-regulating and respectful of each other.

Positive Reinforcement

Our staff acknowledges children's efforts and accomplishments, reinforcing children's positive behaviors. Positive behaviors are modeled and supported among children of all ages.

Discipline and Communication

Discipline procedures may include the following:

- Encouraging problem solving
- Use of logical consequences as an opportunity to guide the child
- Talking with the teacher or parent, parent conferencing, suspension or dismissal.

Children at our center will not receive physical punishment, verbal abuse, withholding of food or humiliation. The Child Development Program strives to build a positive environment for children where they can feel safe and nurtured. In our discipline plan, we emphasize fairness, consistency, and responsibility. We use positive reinforcement techniques continuously and conflict mediation when necessary. Participation in the Child Development Program and/or specific activities may be denied to a child if there is a reasonable cause. Credits will be approved or processed at the discretion of the Child Development Program. There are no refunds or credits for days missed because of suspension from Child Development Program.

Consequences

The Schoolage Childcare Program will make every effort to communicate with parents when a disciplinary action needs to be taken. Please know that all expectations/rules will be reviewed with children throughout the school year. It is imperative that both children and parents understand the expectations of the Program as well as the potential consequences.

When positive attempts have been made by staff to correct inappropriate behavior, the following steps will be followed:

- Staff will listen to the children involved to clarify the problem and guide the children to make appropriate choices and solutions.
- A warning will be given to the child telling him/her specifically what he/she is doing that needs to stop and the consequences if he/she chooses to continue.
- Parent may be asked to attend program with child for a period of time.
- The Parent/guardian may be called to immediately pick up their child due to the child's inappropriate behavior.
- If inappropriate behavior continues, Parent/guardian will be asked to pick up their child or make arrangements for their child to be picked up as soon as possible. As a result, the child will be **suspended** from the program for a set number of days.

Suspension and/or Termination from Program and Activities

The Child Development Program strives to build a positive environment for children where they can feel safe and nurtured. In our discipline plan, we emphasize fairness, consistency, and responsibility. We use positive reinforcement techniques continuously and conflict mediation when necessary. Participation in the Child Development Program and/or specific activities may be denied to a child if there is a reasonable cause. Credits will be approved or processed at the discretion of the Child Development Program. There are no refunds or credits for days missed because of suspension from Child Development Program.

California Education Code (#48910) allows a child to be suspended from the classroom if the child:

- Is harmful to him/herself or others
- Consistently disrupts the operation of the program; or
- Shows an inability to benefit from the planned activities and instruction.

If a child's behavior leads program staff to believe that our program is unable to meet the needs of a particular child, a minimum of two conferences will be scheduled to develop a plan of action to find a way to meet the needs of all. If after two conferences, the Director determines that the program is unable to meet the needs of a particular child, the parent will be given a notice of termination.

Please become familiar with the following Discipline Letter.

Dear Parent:

It is important for the children in our Schoolage Childcare Program to understand the behavioral guidelines during their time spent in the program. The following expectations are essential for all students' safety and success in the program.

Your child, _____, has been spoken to for engaging in an inappropriate behavior. This letter is to inform you of the behavior and to serve as a notification that the following behavior has occurred:

- Is harmful to him/herself or others
- Consistently disrupts the operation of the program; or
- Shows an inability to benefit from the planned activities and instruction

Description of behavior

As a result, your child has received the following:

- Step 1 Warning
- Step 2 Parent Notification
- Step 3 Suspension from the program
- Step 4 Permanent dismissal from the program

We ask that you discuss the information listed above with your child. We appreciate your efforts and thank you for your continued support in making the Schoolage Childcare Program a safe place for all children.

Extended Day Care Staff

Date

Parent's Signature

Date

Parent Information Center – Please check the “Parent Information Board” in the classroom each day for sign-ups, upcoming events, general information, and reminders.

Newsletter - Please be sure to take a newsletter each month for current information and upcoming events. Lesson plans for your child are posted weekly.

Forms – School lunch menus are located on the sign-in table for your convenience. Please check off on the sign/in sheet by 9:00 a.m. if you wish to purchase lunch.

Cubbies – Each child will receive a cubby to keep his/her change of clothes, artwork and notices. Please check your child’s cubby on a daily basis.

Dress Code – Please be sure that your child is dressed in comfortable clothing that is easy to manipulate for restroom purposes. The children participate in activities that may involve the use of paints, markers and starch. While every effort will be made to avoid stained clothing, please dress children in play clothes that may get dirty.

Shoes – Please be sure your child wears closed-toed shoes to school. For your child’s safety, open-toed **sandals and thongs are not allowed.**

Jacket/Sweater – Please send a jacket or sweater with your child each day, labeled with his/her name. Children are encouraged to wear a jacket or sweater to go outside during cold weather.

Meals and Snacks

Snacks are served twice a day, in the morning and in the afternoon. The children are required to wash their hands before and after all snack and mealtimes.

If your child has any type of a food allergy or cannot eat particular foods for religious reasons, please notify the staff. If your child requires special dietary needs, please send the food or drink alternative labeled with the child’s name.

During lunch time, children are encouraged to eat their nutritious foods before they can eat any snack foods. If you choose to send a lunch from home, please be sure it is nutritious. Please limit snacks and junk foods to no more that one or two items. Please avoid sending soda and candy to school.

Due to limited space in the refrigerator, we cannot refrigerate student food or lunches. We are unable to heat lunches for the children. Please send hot food in a thermos. Our school lunch program is prepared and delivered by the Glendora Unified School District Food Services Department. The cost is \$3.25 per lunch and includes milk. To order a school lunch, please call the GUSD Food Service Department at 626-963-1611 ext. 379 for information on obtaining a PIN number to purchase lunch in advance by credit card, check or cash or order on a daily basis. Checks should be made payable to GUSD Food Services. Please do not include school lunch payments with tuition payments.

Special Days and Events

Field Trips

Field trips, either walking or by bus, may be part of the day-care program. No child-care provisions or refunds will be made for children who, for whatever reason, do not plan to go on a trip. Please know that we will exercise every possible precaution to assure the safety and welfare of your children on these excursions.

The district requires parents to sign and return a general consent form that allows children to participate in these field trips. This form is good for the entire school year.

Parents will be notified well in advance of the dates, locations and times of all field trips.

Birthday and Holiday Celebrations – On special occasions, parents may provide snacks for children to celebrate birthdays or holidays. Please discuss your plans with staff prior to the celebration. Examples of healthy snack items include fresh fruits and vegetables, bagels, cheese and crackers, mini muffins. (For further ideas consult teachers.) We value healthy nutrition and therefore avoid highly processed food with high fat, salt and sugar content.

Share Day – Throughout the school year your child may bring one small item from home that will fit in his/her cubby to share with his/her friends. The teacher will post which days will be Share Days as it relates to our curriculum. Please label all of your child's belongings. Destructive toys, weapon-like, or expensive toys will not be allowed at school. GUSD is not responsible for any lost or broken toys. The schoolage staff reserves the right to determine the admittance of all toys.

General Information

Tuition – All tuition and additional fees must be paid at the Child Development Office. Tuition for the school year program is due on or before the first of each month and is considered late on the 10th of the month. After the 10th, a \$20 late fee will be assessed.

Non-enrolled Children – For safety reasons, when dropping off or picking up your child, please be sure to keep siblings and other children with you at all times. Children that are not enrolled in the program will not be permitted to use the school's equipment.

Label – Please label all belongings, such as blankets, extra clothes, jackets, toys, etc. with a permanent marker in a visible area. This will help us in locating any lost items.

Lost and Found – There is a Lost and Found box located in the classroom. If your child has lost something at school, please notify a teacher immediately. We will do our best to help you locate the missing item. GUSD is not responsible for lost or stolen items.

Release of Children – Children will only be released to persons listed on the emergency form or to persons indicated by a parent and/or legal guardian in writing. Anyone picking up a child from school must be prepared to provide photo identification to a staff member before a child will be released.

Video-Taping/Photographs - Throughout the school year some student events and classes may be videotaped and/or photographed for later broadcast on the local cable channel or to be published in District publications and/or local newspapers. If you choose not to have your child videotaped and/or photographed for this purpose, please notify the school office in writing as soon as possible.

Health and Safety

Absences

Please contact the Child Development office at 626-852-4586 if your child is sick or will not be attending school.

Health Inspection

Teachers will check each child as they enter each day to be sure they are well. Children will be sent home if they have any of the following signs of illness:

- Fever (100 degrees or above)
- Vomiting
- Inability to eat
- Inability to participate in the regular routine
- Diarrhea
- Excessive wheezing
- Head lice or nits
- Undiagnosed rash
- Ongoing cough
- Red or draining eyes
- Mouth sores

Sick Child

Please do not send your child to school if he/she is sick, has contagious illness, or has had a fever in the last 24 hours.

Children will need to be picked up from school if the following conditions are present:

- Fever of 100 degrees or above
- Unexplainable rash
- Vomiting
- Pain or discomfort-unable to participate
- Diarrhea
- Excessive runny nose or cough

If your child becomes sick at school or does not feel well, you may be called at work and asked to pick him/her up from school. Please have alternative arrangements available in case you are unable to leave work or cannot arrive within an hour.

If your child has had a contagious illness, you may be asked to provide a doctor's release stating when the child is able to return to school.

Signing In and Out

Children must be signed in and out each day, indicating the actual time in and time out, by a parent, legal guardian, or an individual listed on the child's emergency form who is **AT LEAST 18 YEARS OF AGE**. A full signature is required. Only those individuals listed on a child's emergency form or who have written permission, signed by a parent and/or legal guardian, will be allowed to sign a child in or out. We reserve the right to not release a child without proper picture identification.

School Injury

When a child is injured at school and has a noticeable scratch or mark, we will send an "Ouch Report" home to notify you of what has happened.

Parking Lot Safety

Parking lot safety is important to us. ***Please drive slowly*** and watch for small children while in our parking lot. Please observe all stop signs and traffic directions.

Emergency Drills

As required by licensing, we perform an earthquake drill or a fire drill each month.

Earthquake Kit – Supply List

Earthquake Kit required for each child. It is important that each child have an earthquake kit on site in case of an emergency. Please put all items in a gallon-size or larger freezer bag clearly labeled with your child's first and last name. Include your child's Emergency Preparedness Information with medical alerts, blood type, physician, and emergency pick up person. The aim of the kit is to include enough items to sustain your child for two days. If siblings are enrolled, please make a separate earthquake kit for each child. The items listed below are suggestions of what may be included in your child's earthquake kit. Feel free to make substitutions and additions at your discretion. (Sample in room 10)

- 1 Emergency Thermal Blanket (can be found in the camping section of stores: Target, Dick's Sporting Goods)
- Fruit cups
- Crackers – plain, cheese, peanut butter, etc.
- Can goods (fruit, Vienna sausage tuna/chicken)
- Antibacterial single wipes
- Small water bottles
- Fruit juice
- Raisins
- Granola/cereal bars
- Applesauce
- Sturdy plastic spoon and fork
- Family picture
- Small comfort item such as a toy, blanket, etc.

Emergency Disaster Procedures

Children will be brought by their teacher to the "big field" where roll will be taken. Children will be released **ONLY** to their parent/guardian or another adult designated by the parent/guardian on their emergency forms.

Parent Involvement

Parents are always welcome at GUSD Schoolage Childcare Program. We believe that parents are the most significant adults in a child's life. We encourage you to get involved as much as possible. We also encourage you to get to know the staff and interact with your child's schoolage childcare teacher as often as possible.

We also encourage parents to get involved by volunteering their time or talents. Here are some examples of what parents can do:

- Share a talent or interest with the children (cooking, hobby, etc.)
- Volunteer on a field trip
- Aide in the classroom
- Cut or prepare materials at home or at school
- Help to organize an event
- Volunteer on party days or special events
- Read a book

*Volunteers must obtain the appropriate volunteer packet from the Child Development Office and return all information and forms before volunteering.

We are always appreciative of any donations we receive. Since we are a non-profit organization, your donation may be tax-deductible. We always need Art Supplies!

Another way parents can contribute to the classroom is by saving the following items:

- Meat Trays
- Cookie cutters
- Paper Towel Rolls
- Plastic Containers with Lids
- Gift Boxes, Shoe Boxes
- Computer Paper, Envelopes
- Coffee Cans, All Sizes
- Egg Cartons
- Sand Toys
- Books
- Fabric or Material
- Buttons
- Dress Up Clothes
- Hats
- Scarves
- Purses
- Shoes (Men/Women)
- Sports Coats, Jackets
- Toy Trucks
- Games

Before you throw, let us know!

POLICIES AND PROCEDURES

Enrollment

Enrollment is accepted on a first-come, first-served basis and must be done in person by a parent and/or legal guardian at the Child Development Office. All previous balances must be paid before any student will be allowed to enroll. Enrollment must be done one week prior to the child's first day of attendance. A non-refundable \$120.00 enrollment fee will secure a spot in our program. **All enrollment fees are non-refundable**

When Is Tuition Due?

Tuition payments are due on the 1st of each month. If payment is not received by the 10th of the month, a \$20 late fee will be assessed. If payment is not received by the 15th of the month, your child will be withdrawn from the program.

Where is Tuition Paid?

Tuition may be mailed to the Child Development Office or paid in person at the Child Development Office located at 301 S. Loraine Avenue, which is open from 7:00 to 4:00. **No payments will be taken at the classrooms.**

Method of Payment

Tuition may be paid in the form of cash, credit card, personal check, cashier's check, or money order. Please make all personal checks, cashier's checks, and money orders payable to G.U.S.D. Cash payments may only be made in person and must be for the exact amount due. **No change is available at the Child Development Office.**

Monthly Period for Tuition

The monthly period is from the first day of the month to the last day of the month (calendar month) with the exception of August, which will be prorated.

Returned Check Fee

All checks returned from the bank unpaid, regardless of the reason, will be assessed a **\$15.00** service charge. All payments for checks returned from the bank must be paid in cash or money order only. After two (2) checks are returned from the bank all future payments must be paid in cash or money order.

Tax Information

Our federal tax identification number is **95-6001476**.

Withdrawals

There are no refunds for withdrawals once the monthly tuition period has begun. Notification from a parent and/or legal guardian must be received in writing prior to a child leaving the program.

Changes in Enrollment

The Child Development Office must approve all enrollment changes. **Requests to change enrollment (i.e. changing from 3 days per week to 5 days per week) must be received from a parent and/or legal guardian five (5) working days prior to the beginning of the month.**

Prolonged Illness

In the case of prolonged illness, please contact the Child Development Office. A doctor's note may also be required.

California Education Code (#48910) allows a child to be suspended from the classroom if the child:

- Is harmful to him/herself or others
- Consistently disrupts the operation of the program; or
- Shows an inability to benefit from the planned activities and instruction.

Discipline Policies

Each child is accorded the following personal rights: To be accorded dignity in his/her personal relationships with staff and other persons. To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs. To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse or other actions of a punitive nature including but not limited to: interference with functions of daily living including eating, sleeping or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.

Late Pick-up Fee

Children **must** be picked up within their enrolled hours. There is a late pickup fee of **\$5.00 for each five minutes** you are late. For example, if your child is picked up between 6 and 10 minutes late, the charge would be \$10.00. Time is based on the Child Development Facility clock. Frequent offenders (late three or more times) may be dismissed from the program.

Absent from Program

If your child will be absent from our program for any period of time, please call the Child Development office at 626-963-8738 to let them know.

Emergencies

The information on the child's emergency form must be current and complete. It is the parent's and/or legal guardian's responsibility to notify the Child Development Office and the Child Development Facility if the information on the emergency form needs to be changed. **All**

changes must be submitted in writing. Individuals to be contacted in case of an emergency should be informed that their names have been included on the form and should agree to provide assistance if necessary.

Immediate Medical Attention

If, in the opinion of the staff, a child needs immediate medical attention, the following steps will be taken:

- Depending on the urgency of the situation, the Child Development staff will either attempt to contact a parent and/or legal guardian or call the emergency Medical System (911).
- If unable to contact a parent and/or legal guardian, an attempt will be made to contact persons listed in case of an emergency on the child's emergency form.

If the child needs to be taken to the hospital by an emergency vehicle, neither the Glendora Unified School District nor the Child Development Program staff will assume any financial responsibility for this action or medical fees.

School Related Injuries/Insurance

The Glendora Unified School District **does not** provide medical insurance coverage for accidents that occur during Child Development services. This means that parents and/or legal guardians are responsible for the medical bill(s) incurred by the injured child. Student accident/health insurance is available for a fee. You may contact the Child Development Office or the Glendora Unified School District Business Office for a brochure which explains this insurance program.

Illness

Should a child become ill at the Child Development Facility, regular District policies will be followed. Parents and/or legal guardians will need to make arrangements to have the child picked up, within one hour, from the Child Development Facility. If parents and/or legal guardians are not available, the Child Development Facility will contact individuals listed on the emergency form.

Medication

The Education Code, Section 49423, allows school and/or Child Development personnel to administer medication only if the following steps are taken:

- The G.U.S.D. Child Development Program Authorization for Medication forms is completed, signed by the child's physician and parent and/or legal guardian, and is on file at the Child Development Office and the Child Development facility. **No medication will be dispensed unless this form is on file.**
- Medication is brought to the Child Development Facility by parent and/or legal guardian. All medication must be in the original container in which it was prescribed. Prescribed medication must have the pharmacy label attached and must be prescribed to the student to whom it will be administered.
- The Child Development staff may not dispense any over the counter medication unless the G.U.S.D. Child Development Program Authorization for Medication form is completed.

Record Information

Request for copies of sign in and out sheets must be submitted in writing and received from a parent/legal guardian. There is a \$.20 charge per page. Please allow at least three weeks per year requested for completion. Requests will be processed in the order in which they are received by the Child Development Office. The Glendora Unified School District reserves the right to request a court order for requests that involve more than 1 year of recorded information.

Personal Property

The Child Development Program will not be responsible for clothing and personal property brought from home. It is considered the responsibility of the child to keep belongings together as the Child Development Program is not responsible for any items that are lost, stolen, damaged, or broken. The Child Development Program reserves the right to not allow certain items to be brought to the Child Development Facility.

Right to Refuse Service

We reserve the right to refuse Child Development services to those who fail or have failed to comply with our Policies and Procedures, which have previously been terminated from the Child Development Program, or that are verbally or physically abusive to staff and/or children.

Care Agreement

Initial each and sign below.

- ____ I will read and follow the procedures in the Parent Handbook.
- ____ I will update the Director at least 24 hours in advance of any change in a drop off and/or pick up time.
- ____ I will update the Director in writing at least 14 days in advance before any major schedule changes will take effect (ex. transitioning from a three days each week to five days).
- ____ I will keep my child's immunizations current and will keep the updated immunization records on file with GUSD Tiny Tartan Preschool
- ____ I will cooperate with the Director and Teacher in the follow up of any medical, dental, and/or developmental needs of my child.
- ____ I will complete all current Licensing Forms, Emergency Information and Immunization Record Card including all individuals authorized to pick up my child.
- ____ I, or an authorized individual, will sign my child in and out daily.
- ____ I will communicate daily with the teacher and review the Parent/Staff Daily Sheet.
- ____ I will notify the staff when my child is ill or any family member has a communicable disease.
- ____ I will complete a Medication Consent form when requesting medication administration.
- ____ I will provide a change of clothing and, diapers and/or pull-ups wipes, necessary for my child's care.
- ____ I will provide emergency contact information and will update this information every 12 months.
- ____ I will discuss any concerns I have with the Director and/or Teacher.

Child's Name _____

Parent Signature _____

Date _____

Director Signature _____

Date _____

Allergy Acknowledgment

Initial each and sign below.

Child's Name: _____

____ My child does not have any known allergies.

Due to the fact that my child has food allergies, I agree to the following: (Please Initial)

____ I will provide my child's own food along with a detailed description of the foods to which my child is allergic and symptoms of a reaction. Parent must complete an Allergy Action Plan form.

____ I will provide a signed letter and current prescription from my child's pediatrician with instructions to follow in the event that my son or daughter experiences an allergic reaction. Parent must complete a Medication Consent form.

____ All medications must be in their original container and must be clearly labeled with my child's name.

____ I understand that my child's medical needs will be posted in the classroom, so that all GUSD employees will be aware of my child's needs.

____ I will label all of my child's foods and beverages brought from home with my child's first and last name and the date provided.

____ I understand and agree to the above and agree that GUSD and its employees will not be held liable in so far as they administer medical care in conformance with the information provided on my child's Medication Consent form and Allergy Action Plan. I understand the GUSD and its employees will use reasonable care in doing so.

Printed Name Legal Guardian

Signature Date Legal Guardian

Date GUSD Representative

Allergy Action Plan

Child's Name: _____

Allergy	Reaction/Signs to Watch For	Treatment**

**A Medication Consent form must be completed prior to administering medications of any type.
Additional Information:

_____ Legal Guardian
Printed Name

_____ Legal Guardian

Signature Date _____ GUSD Representative

**Glendora Unified School District School-Age
Admission Policies Agreement**

The Glendora Unified School District’s Preschool will be offering childcare services to TK children 4 to 15 years of age (School-age childcare), from 7:00 a.m. to 6:00 p.m., Monday through Friday. This program does not provide services during certain holidays and furlough days (see parent handbook).

This will be a fee-based program. Tuition fees will be collected monthly along with a yearly fall and summer registration fee. This information will be given during the enrollment process. In the event that any rate change or change in the parent handbook has occurred, a 30-day advance notice will be given prior to any change.

Refund policy contingent upon Glendora Unified School District.

The rights of the Community Care Licensing:

1. The department has the authority to interview children or staff, and to inspect and audit child or childcare center records, without prior consent.
2. The licensee shall make provisions for private interviews with any child(ren) or staff member; and for the examination of all records relating to the operation of the childcare center.
3. The Department has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect or inappropriate placement.
4. The following LIC forms are required before the first day of attendance.
 - a. Notification of Parents’ Rights form (LIC 995)
 - b. Personal Rights form (LIC 613A)
 - c. Identification & emergency information (LIC 700)
 - d. Consent for Emergency Information (LIC 627)
 - e. Child’s Preadmission Health History-Parents Report (LIC 702)
 - f. Immunization requirements
 - g. Physician’s Report-Child Care Centers (LIC 701)

In the event a child compromises his/her own or other’s health and safety, he/she may be terminated from the program.

I have read, understood, and accept the terms as established by the Glendora Unified School District Childcare Program. I further understand that these policies and procedures may be modified and that all modifications will be distributed.

Child’s Name _____

Parent Signature _____

Date _____

Director Signature _____

Date _____