



**EXTENDED DAY  
CHILD CARE CENTER, INC.**

# **PARENT HANDBOOK**

*A Quality Enrichment Program*

## TABLE OF CONTENTS

<b>Welcome . . . . .</b>	<b>3</b>
<b>Mission &amp; Philosophy . . . . .</b>	<b>4</b>
<b>EDCC Centers, Location &amp; Phone . . . . .</b>	<b>5</b>
<b>Admission Policy . . . . .</b>	<b>6</b>
<b>Hours of Operation . . . . .</b>	<b>6</b>
<b>Parent Involvement . . . . .</b>	<b>7</b>
<b>Description of Program . . . . .</b>	<b>7</b>
<b>Daily Schedule . . . . .</b>	<b>7</b>
<b>Disaster Preparedness . . . . .</b>	<b>8</b>
<b>Discipline policy . . . . .</b>	<b>8</b>
<b>Homework . . . . .</b>	<b>8</b>
<b>Absences . . . . .</b>	<b>9</b>
<b>Drop Off &amp; Pick Up . . . . .</b>	<b>9</b>
<b>Illness Policy . . . . .</b>	<b>9</b>
<b>Medications . . . . .</b>	<b>10</b>
<b>Medical Emergencies . . . . .</b>	<b>10</b>
<b>Snacks &amp; Lunch . . . . .</b>	<b>10</b>
<b>Birthdays . . . . .</b>	<b>10</b>
<b>Enrollment Fee . . . . .</b>	<b>11</b>
<b>Withdraw from Program . . . . .</b>	<b>11</b>
<b>Suspension . . . . .</b>	<b>11</b>
<b>Termination . . . . .</b>	<b>11</b>
<b>Late Pick-Up . . . . .</b>	<b>12</b>
<b>Tuition . . . . .</b>	<b>12</b>
<b>Returned Checks . . . . .</b>	<b>12</b>
<b>Summer Day Camp . . . . .</b>	<b>13</b>
<b>Fieldtrips . . . . .</b>	<b>13</b>
<b>Swim Lessons . . . . .</b>	<b>13</b>
<b>Transportation . . . . .</b>	<b>13</b>
<b>EDCC Staff . . . . .</b>	<b>14</b>

A decorative border of colored pencils surrounds the text. At the top, three pencils (brown, green, red) are arranged horizontally. On the left side, four pencils (yellow, blue, red, green) are arranged vertically. On the right side, two pencils (blue, yellow) are arranged vertically. At the bottom, three pencils (brown, yellow, blue) are arranged horizontally. In the bottom right corner, a teal pencil holder contains a cluster of five pencils (red, yellow, blue, green, brown).

## WELCOME

*Dear Parents,*

*Child care can be a stressful and worrisome item for parents. At EDCC our goal is to eliminate that problem for you. We can assure you that we will love and nurture your child as well as guide him/her through stimulating activities during their hours at the center.*

*We understand how important dependable, quality child care is to your family and we will strive to meet your child's needs during the hours he/she is not in school. Learning does not stop when the school dismissal bell rings. EDCC will provide a variety of enrichment activities to enhance your child's social, physical, and educational growth, as well as offer high standards in care and guidance.*

*Sincerely,*

*Cheryl A. McElhany*

Dr. Cheryl A. McElhany

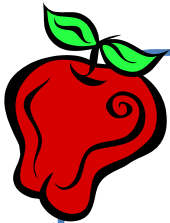
President of the Board

# MISSION STATEMENT



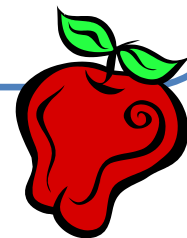
## ***BEST IN THE VALLEY!***

At EDCC, all staff, parents and children will work cooperatively together with mutual respect and support to maintain a thriving, well organized, child care and enrichment learning center, which is highly respected, at full enrollment and valued by all.



### *EDCC 1—2 –3 Philosophy*

1. **Environment** — is loving, caring & nurturing
2. **Professionalism** — staff is well trained & competent, experienced, appropriate and responsive
3. **Student Growth** — activities are stimulating, challenging and rounded



# Extended Day Child Care Centers

EDCC Administrative Office

6400 Village Parkway, Suite #207

Dublin, CA 94568

[www.extendeddaychildcare.com](http://www.extendeddaychildcare.com)

Email: [ddannels@att.net](mailto:ddannels@att.net)

Federal Tax Exempt I.D. #94-3004934

Phone: (925) 479-0785 or 479-0919 Fax: (925) 479-0879

<b><u>CENTER</u></b>	<b><u>ADDRESS</u></b>	<b><u>PHONE</u></b>	<b><u>EMAIL</u></b>	<b><u>LICENSE #</u></b>
<b><i>DOUGHERTY</i></b>	5301 Hibernia Dr. Dublin, CA 94568	(925) 803-4154	<a href="mailto:edccdougherty@sbcglobal.net">edccdougherty@sbcglobal.net</a>	# 013415316
<b><i>DUBLIN EL.</i></b>	7997 Vomac Rd. Dublin, CA 94568	(925) 551-8170	<a href="mailto:edccdublin@sbcglobal.net">edccdublin@sbcglobal.net</a>	# 013412413
<b><i>FREDERIKSEN</i></b>	7243 Tamarack Dr. Dublin, CA 94568	(925) 833-0127	<a href="mailto:edccfred@sbcglobal.net">edccfred@sbcglobal.net</a>	# 010214801
<b><i>GREEN</i></b>	3300 Antone Way Dublin, CA 94568	(925) 829-5538	<a href="mailto:edccgreen@att.net">edccgreen@att.net</a>	# 013418995
<b><i>KOLB</i></b>	3150 Palermo Way, Dublin, CA 94568	(925) 828-2666	<a href="mailto:edcckolb@att.net">edcckolb@att.net</a>	# 013420903
<b><i>MURRAY</i></b>	8435 Davona Dr. Dublin, CA 94568	(925) 829-4043	<a href="mailto:edccmurray@sbcglobal.net">edccmurray@sbcglobal.net</a>	# 010211960
<b><i>WALNUT GROVE</i></b>	5199 Black Ave. Pleasanton, CA 94566	(925) 846-5519	<a href="mailto:edccwg@sbcglobal.net">edccwg@sbcglobal.net</a>	# 010211857

## **ADMISSION POLICY**

***EDCC serves the children enrolled in Kindergarten through Fifth Grade at the schools in the Dublin Unified School District and at the Walnut Grove Elementary in the Pleasanton Unified School District.***

Extended Day Child Care Center, Inc. is fully licensed by the State of California and admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality and ethnic origins in administration of its educational policies, admission policies and school-administered programs. EDCC enrolls students with special needs who attend the school. Students are admitted to EDCC by an application and parent/child conference process with the Site Director. An application and fee schedule are available at each center. It is explained upon admission that staff/family communication is expected in order to provide for the child's well being. EDCC will work with the family and school to offer a program that meets the needs of each child. The following documents must be completed by the parent for the child's file and must be received prior to the child's first day:

- \* Admission Agreement
- \* Identification and Emergency Information
- \* Emergency Card
- \* Personal Rights
- \* Notification of Parent's Rights
- \* Health History
- \* Consent for Medical Treatment

## **HOURS OF OPERATION**

EDCC operates year around Monday through Friday, opening at 7:00 a.m. and closing promptly at 6:00 p.m. with the exception of the following holidays when we are closed:

<b>Labor Day</b>	<b>Veteran's Day</b>	<b>Thanksgiving &amp; day after</b>
<b>Christmas Eve to New Year's Day</b>	<b>Martin Luther King Day</b>	<b>Presidents' Day</b>
<b>Spring Break for one day</b>	<b>Memorial Day</b>	<b>Independence Day</b>
<b>Staff Development Day at end of summer</b>		

## **PARENT INVOLVEMENT**

As a parent, you are welcome to visit at any time during the course of the program day. If you wish to meet with the Site Director to discuss specific ideas or concerns, we ask you to schedule an appointment in advance. Parents are encouraged to provide input into EDCC programs by completion of the annual Parent Surveys and serving on the Parent Advisory Council (PAC). A monthly newsletter with lesson plans and menus is published to keep parents informed of important events and items of interest happening at the center.

## **MANDATED REPORTERS**

The State of California requires all childcare professionals to report any suspected child abuse, or neglect of a child. All EDCC staff are trained in the recognition and reporting of cases of abuse or neglect of a child.

## **DESCRIPTION OF THE PROGRAM**

EDCC encourages children to explore and learn in the safe and well-supervised environment of the on-site child care center. Our program operates year round even on the many days the school is closed. We understand school age children are eager to learn and play with other children from their school classrooms and neighborhoods. The EDCC teachers plan a wide variety of enrichment activities on a daily basis to foster a child's interest in sports, art, science, computers, cooking, music, drama and dance. The culture and diversity of our population is a consideration in all planning of activities and policies at EDCC. During the summer, we offer a fun-filled summer day camp experience with fieldtrips, swimming and special shows.

## **DAILY SCHEDULE**

Upon arrival at EDCC for the morning session, children are encouraged to participate in one of the activities planned for the morning. Children are permitted to eat breakfast if it is brought with them. Our staff does not prepare breakfast or store breakfast food at the Center. During the school year, students will be dismissed from EDCC ten minutes prior to the start of school allowing them time to walk to their classroom. Kindergarten students are walked to and from class each day. Once they return to the center after Kindergarten, they will eat lunch followed by a rest time. All students are served an afternoon snack followed by recess or homework center. Children will then participate in one of the following activities planned for the day: sports program, art, drama, music, cooking, science, and literacy projects. The EDCC teachers complete daily written plans of all activities. Parents and students may follow these plans which are sent home monthly and are posted at the Center. Parents can find the Daily Schedule of Activities posted on the Parent Information Bulletin Board near the sign-in counter.

## DISASTER PREPAREDNESS

All centers conduct earthquake and fire drills each month. In the event of a disaster, the staff will stay with the children until the parent or designated adult has come to pick up your child. If it's determined the children must be evacuated to other areas on the school grounds or area parks, a notice of relocation will be posted on the front door of the center. Parents will be contacted as soon as possible using the information on each child's Emergency Card. It is extremely important for your child's emergency information to be accurate and up to date.

## DISCIPLINE POLICY

At EDCC all children, parents and staff will be treated with respect at all times. Our discipline policy consists of positive reinforcements and logical consequences such as short time out periods or restriction from certain privileges to encourage the children to learn self control, respect for others and caring for center property. The staff uses positive techniques to guide students toward appropriate behaviors. Corporal punishment and/or public criticism is never permitted. Students are treated with fairness and dignity at all times. Talk sessions and awareness building activities are provided to students to help them learn cooperation and teamwork skills. All students must adhere to the Basic Rules of the Center which are posted and reviewed regularly.

### Center Behavior Expectations for All Students:

***\*Talk quietly and kindly***

***\*Be respectful of people & property***

***\*Enter & exit quietly***

***\* Tell the truth***

***\* Follow all teachers' directions***

***\* Try to settle differences by yourself***

***\* Put away materials when finished***

***\*Have a good attitude and show cooperation of the teacher's request***

Parents will be notified whenever a child is having difficulty following the rules or procedures. We will make every effort to work with the student & parents to correct unsatisfactory behavior; however, there are certain behaviors which will not be tolerated at the Center. Hitting, biting, kicking, swearing, bullying or other aggressive or rude behavior, and/or consistent lack of cooperation are violations which may cause suspension or termination from the Center. Group care is not appropriate for all children. In the event a child cannot benefit from our program, we reserve the right to recommend termination of care.

## HOMework

The homework center is for grades 1—5 and operates Monday—Thursday for 45—60 minutes. We provide a quiet environment and homework assistance, as well as encourage positive study habits. We cannot provide individual tutoring but will certainly let a parent know if a student seems to need more help in a certain area or subject. If a child is not finished with homework at the end of homework session, the work needs to be completed at home. Checking homework for errors and neatness is the parents' responsibility. Should a child not have homework, he/she will be encouraged to read quietly.



## ABSENCES Very Important

**The parent/guardian is required to notify the Center when their child will not be attending EDCC.** After school, every child must be accounted for that is on our attendance roster. The parent must notify the staff by either a phone call to the Center leaving a voice mail or write a note in the parent communication notebook located on the sign-in counter. **The EDCC staff will initiate a search for any child who has attended school, but who has not reported to the center within 10 minutes of the end of school. If the child is not located, the police will be called.**

Please make sure your emergency contact information is kept current so you can be reached.

There is nothing more serious than the health and safety of your child and we take our duty very seriously at EDCC. In efforts to eliminate the problems caused when a parent fails to notify the center of their child's absence, the following No-Call Fees will be assessed:

- \*1st occurrence will generate a warning letter to the parents
- \*2nd occurrence will generate a fee of \$10
- \*3rd occurrence will generate a fee of \$20
- \*If there are more occurrences, a termination of services may be rendered.

***Your child's safety is our highest priority!***

## DROP OFF AND PICK UP

Parents/guardians must come into the Center in the morning to sign their child in to our care and also in the evening to sign the child out. The Sign-in/Sign-out sheet is the legal record of the time a child is in the Center's care and must be signed using full name clearly written or printed. Proper sign-in and sign-out procedures must be followed to keep us in compliance with our state licensing agency. If someone other than the parent is picking up, a note must be presented to EDCC or a phone call to the Director. Authorized pick-up persons will be required to show identification. No one under the age of 18, including sibling, may sign a child out.

## ILLNESS POLICY

Should your child become ill at school, you will be called to make immediate arrangements to pick up your child. EDCC cannot by law offer service to a child who is ill. Please contact the Center if your child has been picked up ill from school and will not be coming to EDCC so we are not searching for her/him after school. For the protection of all children, your child must be kept at home if he/she exhibits any of the following symptoms:

- |  |   |
|--|---|
| * <b><i>Fever over 100 degrees</i></b>   | * <b><i>Head lice and/or nits</i></b>       |
| * <b><i>Diarrhea and/or vomiting</i></b> | * <b><i>Any contagious ailment</i></b>      |
| * <b><i>Skin rash, impetigo</i></b>      | * <b><i>Nasal, eye or ear discharge</i></b> |

## MEDICATIONS

All medications (prescribed or over-the-counter) must be given directly to staff with the completed Parent Consent for Administration of Medication form. All medications must be in the original prescription container with the child's name and physician's directions clearly labeled. Over-the-counter medications must be prescribed by a physician with a label indicating the child's name, dosage and time medication is to be given. **Do not send medications with your child** to administer themselves.

## MEDICAL EMERGENCIES

In the event of a medical or dental emergency, the Director will contact the parent first for instructions. If the parent or anyone on your child's emergency form can't be reached, we will contact your child's physician for instructions. If emergency treatment is required, we will call 911 immediately. It is of the utmost importance to keep all parent contact phone numbers current on the Emergency Card.

## SNACKS AND LUNCH

Snack is served daily in accordance with the State Licensing nutritional guidelines. On non-school days, both a morning and an afternoon snack is served. Our snacks will be delicious, filling and very nutritious. Snack menus are posted on the Parent Information Bulletin Board. Lunch is not provided at EDCC even on days when there is no school. Parents must send a nutritious lunch with your child that does not require any preparation or heating of the foods. EDCC is a Junk Food - Free Zone so please do not send candy, soda, sugary drinks, chips, cookies or cakes.

It is the parent's responsibility to notify staff of any food allergies or other dietary needs your child may have. Many of our sites operate as "Peanut-Free Zones" due to children with serious food allergies. Your cooperation is greatly appreciated in abiding by packing nut-free foods for your child.

## BIRTHDAYS AND SPECIAL OCCASIONS

Parents are welcome to send a special snack or gift for the center to honor your child's birthday or special occasion. Contact the Director to arrange the special event. Please remember our centers are Junk Food Free so no birthday cake, cookies, donuts or ice cream. The site Director will provide suggestions for alternative healthy and nutritious snack items.

## ENROLLMENT FEE

There is a \$100 non-refundable registration fee that must be paid at the time of initial enrollment. To hold a space for your child/children for the next school year, a \$100 non-refundable enrollment fee must be paid by March 1st. If your child will not be attending the summer program and you want a space for the following school year, then the June, July and August tuition at the school rate, must be paid. We are very sorry, but we can not guarantee a space for the fall program without paying to hold the space during the summer months.

## WITHDRAW FROM PROGRAM

A two week notice in writing is required to terminate enrollment. If no notice, or less than two-week notice is given, the parent/guardian is subject to paying the contracted fee for the two-week period.

## SUSPENSION

If your child should be suspended from school, he/she cannot attend EDCC as we honor the School District's suspension policy. A child will be suspended from EDCC when it is determined that his/her presence causes injury to others, damage of property, theft, defying authority or disruption to the program. The parents are responsible for making other childcare arrangements during the period of suspension.

## TERMINATION

***EDCC reserves the right to terminate child care for the following:***

1. Student behavior that infringes upon the rights and safety of others
2. Continued failure of parent or child to follow center rules or policies
3. Delinquent tuition
4. Parent has been late paying the fees or following center closing times
5. Other circumstances that may cause business and/or operational problems for EDCC

## LATE PICK-UP POLICY

All EDCC centers close promptly at 6:00 p.m. We ask parents to pick up their child prior to this closing time. It is the parent's responsibility to arrange for an authorized adult to pick up if the parent can not be at the center by 6:00 p.m. If a child has not been picked up by 6:30 p.m. and staff have not been able to contact the parents or emergency designee, then we are legally required to contact the Police Department.

If the parent has not picked up their child prior to closing:

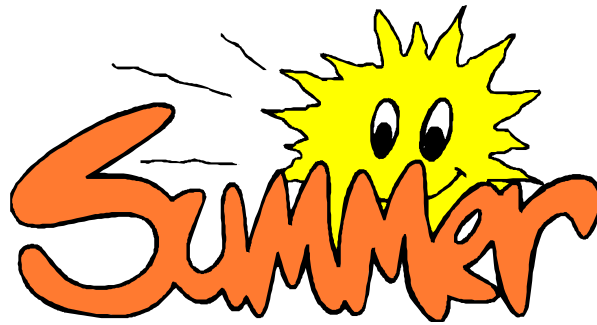
1. A late fee of \$10 plus \$1 for each minute past 6:00 p.m. is assessed
2. Payment of the late fee is due when picking up the child
3. Late fee payment is made to EDCC in an envelope clearly marked with child's name, date and the time of pick up
4. After three occurrences of being late, a conference with the center director and parent will be arranged. Parents will need to bring a plan for picking up the child on time
5. Continual violation of the Late Pick-up Policy will result in loss of child care services

## TUITION

Tuition rates are posted annually in the EDCC Admission Agreement and reflect the local child care market rates. Tuition is paid on a monthly basis and due on the 27th day of the preceding month, regardless of your child's attendance on that day or not. Payments will be considered late and subject to a late fee of \$35.00 after the 1st calendar day of the month. If tuition is unpaid by the 5th of the month, your child will not be admitted to EDCC until full payment is made, or special arrangements have been cleared through the Executive Director. Tuition subsidies are available for income eligible families through Child Care Links. The annual cost of the program is pro-rated over the school year resulting in a flat monthly fee. The EDCC contracted tuition remains the same regardless of the number of days the child is in attendance. ***Vacation credits cannot be granted.*** Please understand that the Center's expenses are the same each month and therefore, the tuition must also remain consistent.

## RETURNED CHECK FEE

Checks that are returned because of insufficient funds are assessed a penalty of \$25.00 Two occurrences of having a check returned will require that all future payments must be paid in cash or Money Order for the entire duration of enrollment.



## **SUMMER DAY CAMP**

EDCC provides a year-round program for our students by operating a fun –filled summer day camp during the summer break from school. The summer program includes weekly theme activities, field-trips and swimming lessons. Additional information concerning the summer program will be provided by the Site Director.

## **FIELDTRIPS**

All fieldtrips, either walking or by bus, require a signed permission slip. For the times an entire center attends the field trip and the parent chooses not to have their child attend, the parent will need to make other child care arrangements for the day.

## **SWIM LESSONS**

We feel an important part of our summer program is for the students to learn to swim. Swimming lessons are a required part of our summer curriculum and all children must be registered by the parent for the lessons. Information and lesson forms will be provided by the Site Director.

## **TRANSPORTATION**

Students are transported either by leased buses or public transportation. Our staff always supervises the children while on the bus. We maintain a 1:12, adult-to-child ratio or less while on field trips. We always welcome parents to join us. Sorry, no siblings may attend a fieldtrip.

## EDCC STAFF

All of our Directors have degrees from colleges and universities in addition to many holding teaching credentials. Our Directors have numerous years experience working with school-age children and bring this expertise to the families at their centers.

EDCC hires quality staff who meet and exceed the California requirements for child care teachers and are carefully selected for their professional skills in working with children. EDCC recognizes quality teaching and service is a result of properly trained staff thus all employees receive many hours of annual training in meeting the needs of young children. We request our parents recognize the professional skills of our staff by not soliciting off-hours child care serves from our staff as they are not considered “babysitters”.

For a more detailed description of each director and childcare center, please visit our web site at: [www.extendeddaychildcare.com](http://www.extendeddaychildcare.com)

## EXECUTIVE DIRECTOR

Mrs. Doris Dannels began her career over 30 years ago directing school-age child care programs in Concord, CA and Vancouver, Washington. Most recently, Doris was nationally recognized as the recipient of the “Quest For Excellence Award” presented by the School-Age Notes Foundation at the National Afterschool Association Conference. Doris was the Site Director at the Fred Center for over 13 years.

## EDCC Inc.

EDCC was founded by Dr. Cheryl McElhany in 1986. Dr. McElhany now serves as President of the Board. She has been a classroom teacher, elementary principal, Director of Curriculum, college instructor, Assistant Superintendent and Superintendent in various school districts. The EDCC design of excellent service and high standards were developed by Dr. McElhany and are directed by the EDCC Board and Executive Director.

*Please check out our web site for further information about all our centers at:*

[www.extendeddaychildcare.com](http://www.extendeddaychildcare.com)

