

PARENT HANDBOOK

A Quality Enrichment Program

EDCC Parent Handbook
TABLE OF CONTENTS

Welcome	5
History	6
Mission	6
Philosophy	7
EDCC Centers, Location & Phone	8
Admission Policy	9
Hours of Operation	9
Parent Involvement	10
Child Abuse or Neglect	10
Description of Program	10
Daily Schedule	10
Disaster Preparedness	11-13
School Readiness Policy	13
Provisional Enrollment Period Policy	14
Discipline Policy	14

EDCC Parent Handbook
TABLE OF CONTENTS

Absences	15
Drop Off & Pick Up	15
Illness/ Attendance Policy	15-16
Snacks & Lunch	16
Birthdays & Special Occasions	16
Medical Emergencies.....	16
Confidentiality	16
Toy Policy	17
Medication Policy	17
Daily Health Check	18
Enrollment Fee	18
Withdraw from Program	18
Suspension Policy.....	18
Termination Policy	18
Tobacco-Free Facilities	19

EDCC Parent Handbook

TABLE OF CONTENTS

Late Pick-Up Policy.....	19
Tuition	19
Homework Policy	20
Authorized Person Pick-Up Policy.....	20
Harassment Policy	20
Sibling Discount	20
District Discount	20
Technology Policy	21
Afterschool Classes & Activities	21
Parent Communication	21
Parent & Director Meetings	21
TK/Kindergarten Parent Orientation	21
Telephone & Answering Machines	21
Director Emails	22
Extra Clothing	22

EDCC Parent Handbook

TABLE OF CONTENTS

Summer Day Camp	22
Fieldtrips	22
Transportation	22-23
EDCC Summer Camp Shirt	23
Emergency Cards	23
EDCC Staff	23
Executive Director	23
Website information.....	24



Welcome to Extended Day Child Care

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.

Our qualified staff must undergo fingerprint clearance, background checks, health screening assessment, provide proof of immunizations as well as stay current with CPR/First Aid, Mandated Reporter and Integrated Pest Management certifications. Each staff member meets and/or exceeds State and Social Services requirements for working in childcare.

Sincerely,

Dr. Cheryl A. McElhany

President of the Board

Extended Day Child Care's History

Dr. Cheryl McElhany founded EDCC in 1986 when school age child care was limited or missing from most elementary schools at the time. Motivated by a need for a quality program for her own first grade daughter, she was successful in opening the first EDCC center at Walnut Grove Elementary School in Pleasanton. An elementary principal at the time in a neighboring district, Dr. McElhany designed a superior school-age before and after school program, hired excellent staff to run centers, and continued to open 8 additional centers at all the elementary schools in the Dublin school district.

Today Dr. McElhany serves as the President of EDCC. She has been a classroom teacher, school principal at the K-8 level, Assistant Superintendent, and Superintendent in the Bay Area school districts. She continues to work with teachers and instruct at the college level. The EDCC design of service and standards developed by Dr. McElhany are strongly aligned with the National After-School Association (NAA) Standards.

Each center has a highly qualified site director as well as staff to work with the children. As a non-profit company one of our core competencies has been to provide quality services and curriculum that parents can afford. We have been able to maintain that since we opened our doors in 1986.

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, and nurturing.

2. PROFESSIONALISM- means that our staff is well trained, competent, experienced, appropriate, and responsive.

3. STUDENT GROWTH- promotes activities that are stimulating, challenging and well-rounded.

Extended Day Child Care Centers

EDCC Administrative Office
 6400 Village Parkway, Suite #207
 Dublin, CA 94568
www.extendeddaychildcare.org
 Email: vcastillo@extendeddaychildcare.org
 Federal Tax Exempt I.D. #94-3004934
 Phone: (925) 479-0785 Fax: (925) 479-0879

CENTER	ADDRESS	PHONE	EMAIL	LICENSE #
AMADOR	2100 E. Cantara Dublin, CA 94568	(925) 560-8191	tsalgado@ extendeddaychildcare.org	# 013422039
COTTONWOOD CREEK	2400 Central Parkway Dublin, CA 94568	(925) 479-1341	kschaeffer@ extendeddaychildcare.org	# 013423041
DOUGHERTY	5301 Hibernia Dr. Dublin, CA 94568	(925) 803-4154	ncasabar@ extendeddatchildcare.org	# 013415316
DUBLIN EL.	7997 Vomac Rd. Dublin, CA 94568	(925) 551-8170	aferraro@ extendeddaychildcare.org	# 013412413
FREDERIKSEN	7243 Tamarack Dr. Dublin, CA 94568	(925) 833-0127	rochoa@ extendeddaychildcare.org	# 010214801
GREEN	3300 Antone Way Dublin, CA 94568	(925) 829-5538	myarbrough@ extendeddaychildcare.org	# 013418995
KOLB	3150 Palermo Way, Dublin, CA 94568	(925) 828-2666	tbrelland@ extendeddaychildcare.org	# 013420903
MURRAY	8435 Davona Dr. Dublin, CA 94568	(925) 829-4043	nglynn@ extendeddaychildcare.org	# 010211960
WALNUT GROVE	5199 Black Ave. Pleasanton, CA 94566	(925) 846-5519	skashou@ extendeddaychildcare.org	# 010211857

ADMISSION POLICY

EDCC serves the children enrolled in TK 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. EDCC serves ages 4.9 through 12 years of age. 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. Students are admitted to EDCC by a waitlist questionnaire and parent/child conference process with the Site Director when a spot becomes available and the Site Director has met and communicated the requirements, policies and procedures with you. You will need to submit the questionnaire, admission agreement and pay a \$150 non-refundable fee to secure your spot. It is explained upon admission that staff/family communication is expected in order to provide for the child's well being. Each month the Site Director will email the activity calendars, snack menus, newsletters and pictures, so the parents are able to see what activities we are doing with your children daily. 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:

- * Questionnaire- Letter of Intent (To be placed on waitlist)
- * Admission Agreement (Google Document sent via email)
- * Identification and Emergency Information LIC 700 (print and turn in)
- * Emergency Card (Google Document sent via email)
- * Personal Rights LIC 613A (print and turn in)
- * Notification of Parent's Rights LIC 995 (print and turn in)
- * Child's Preadmission Health History-Parents Report LIC 702 (print and turn in)
- * Consent for Medical Treatment LIC 627 (print and turn in)
- * All EDCC Forms– photo/social media waiver, homework agreement, fieldtrip agreement, behavior policy agreement, nap preference (Kindergarten ONLY) , food restrictions/allergies, sunscreen release form (sent via email)

HOURS OF OPERATION

EDCC operates year round 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:

Labor Day, Veteran's Day, Day before Thanksgiving, Thanksgiving Day and Day after, Christmas Eve to New Year's Day, Martin Luther King Day, Presidents' Day , Spring Break for one day , Memorial Day, Juneteenth Independence Day, and a Staff Development Day at beginning and end of summer.

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 sent via email, to keep parents informed of important events and items of interest happening at the center. If you have any skills or talents that you would like to share with us we would love to have you volunteer and participate in our program, please just let us know. In order to volunteer you will have to provide a current TB test, get a fingerprint/background check clearance and provide proof of immunization for measles (MMR) and pertussis (Dtap). This is a licensing requirement for all volunteers.

CHILD ABUSE or NEGLECT

The State of California requires all child care professionals to report any suspected child abuse, or neglect of a child. If a parent or authorized pick-up person appears to be under the influence of alcohol or a controlled substance when picking up a child, EDCC staff will not release the child. We will call everyone that is listed on the Emergency Card to arrange alternative pick-up. If the pick-up person insists on leaving the premises with the child, we will call 911 immediately. All EDCC staff are trained in the recognition and reporting of cases of abuse or neglect. The safety of our students is of extreme importance. Our policy clearly states no child is left alone or unsupervised at any time while in our care. Whenever possible, no employee will be alone with one child and will be in clear view of other employees, parents and children at all times. The Director must be informed immediately of any suspicious incident involving inappropriate conversations or physical contact by an employee, other adult, or student and 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, technology, engineering, mathematics, cooking, music, drama, coding, dance, and much more. 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 field trips, theme days, 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. In 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 an activity for non-nappers and a quiet nap for those that choose to. All students are served an afternoon snack followed by recess and homework time. Children will then participate in one of the activities planned for the day which engages all students. The EDCC teachers complete daily written plans.

DISASTER PREPAREDNESS

In any emergency, the safety and security of the children and employees is of the utmost concern. EDCC requires that all employees act in a professional and calm manner in the face of any emergency. Further, it is expected that all employees will attend to the safety and security of the children throughout an emergency situation 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, and parents will receive a personal email. 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. All centers conduct earthquake, fire, lockdown, and shelter in place drills each month. The center keeps an updated disaster and mass casualty plan which is posted at each site and updated as needed. Due to certain emergency situations, including but not limited to, electrical power failure, lack of water, lack of heat or air conditioning, plumbing issues, hazardous road conditions, or other situations which may endanger the safety or health of the children and employees, may result in EDCC facilities being closed at the discretion of the Executive Director. Employees are required to remain at EDCC as long as there are children present.

EDCC Emergency Procedures

Earthquake procedures:

1. **If the incident happens during normal operating hours of EDCC:** the teachers will calmly tell students to “duck, cover, and hold.” The teacher will direct all students to move away from windows to avoid glass and falling objects. The students will wait for further instructions.
2. **If the incident happens during recess or outside activity:** students will be directed to go to their designated evacuation area on the blacktop, away from any buildings and structures, and wait for further instructions from their teacher.
3. **If the classroom is unsafe and needs to be evacuated:** The teachers will line the students up, take the emergency backpack and supplies along with medication and exit the building when it is safe to do so and go to the designated evacuation area on the blacktop.
 - a. When everyone is on designated evacuation area on the blacktop, the the Lead Teacher will take attendance.
 - a. Once attendance is taken the teachers will indicate a missing and/or injured student be holding up the RED card on the emergency backpack. If a student is missing/injured, the teacher will continue to hold up the RED card and have the class remain calm and quiet.
 - b. If a student needs first aid, one of the teachers will give first aid to the student.
 - c. If all students are accounted for and present then the Lead Teacher will hold up the GREEN card.
 - d. Teachers will stay with students and await further instruction during the emergency situation.

Fire, Hazardous Situation: Evacuation

1. **If the incident happens during normal operating hours of EDCC:** the teachers will calmly tell students to line up single file and exit the room with all emergency backpacks, supplies, and medicine and walk to the designated evacuation area on the blacktop.
2. **If the incident happens during recess or outside activity:** students will be directed to go to their designated evacuation area on the blacktop, away from any buildings and structures, and wait for further instructions from their teacher.
 - a. When everyone is on the designated evacuation area on the blacktop, the Lead Teacher will take attendance.
 - b. Once attendance is taken the teachers will indicate a missing and/or injured student by holding up the RED card on the emergency backpack. If a student is missing/injured, the teacher will continue to hold up the RED card and have the class remain calm and quiet.
 - c. If a student needs first aid, one of the teachers will give first aid to the student.
 - d. If all students are accounted for and present then the Lead Teacher will hold up the GREEN card.
 - e. Teachers will stay with students and await further instruction during the emergency situation.

Shelter in Place: Environmental Hazards, Intruder in the Vicinity (not on campus), etc.

On the intercom of the school, you might hear an announcement saying that the school is under a shelter in place, do not leave the building

Shelter in Place Procedures:

1. Then the teacher locks all doors and continues on with the day until further instructions. Which means lessons will continue, snacks, etc.
2. If students are outside then the teacher will instruct students to line up quickly and walk to the building and then lock the doors and proceed with business as usual until further instructions are given.
3. Parents are allowed to pick up their child at anytime during a shelter in place.

Lockdown: Dangerous Intruder, Active Shooter

On the intercom of the school, you might hear an announcement saying that the school is under lockdown and to secure the building.

DO NOT OPEN THE DOOR FOR ANY REASON. YOU CANNOT OPEN THE DOOR FOR STAFF OR PARENTS.

Lockdown Procedures:

1. All teaching stops.
2. The teacher instructs students to remain silent.

3. The teacher does a quick glance outside of the door and pulls in any student/staff that are nearby.
4. Then the teacher locks all doors, turns off lights, closes blinds, and covers the small portion of the window on the door.
5. You can move furniture in front of the door, like tables, and large shelving units, as an added layer of protection to blockade the door.
6. The door does not open for anyone, even parents, once locked until it is safe and there is no threat.
7. Silence cell phones from ringing. Communicate via text messaging or email if you have to.
8. The teacher will move students to a safe place away from windows and doors. The teacher will move students to the bathroom, staff room, kitchen, or in the middle of the classroom on the floor, away from all windows.
9. If students are outside, the teacher will instruct all students to line up quickly, walk to the nearest safe building, and proceed with all lockdown procedures.
10. If students are outside and the intruder is inside, then find cover away from the intruder, minimize your noise, and go to another location on campus and hide or go to your off-campus evacuation place in the neighborhood, the trail, at the park. (escape route destination plan)
11. If you must evacuate, just grab emergency contact information and have walkie-talkies/cell phones on you. Leave all other belongings.

SCHOOL READINESS POLICY

Upon enrollment into our program, children are expected to have essential school readiness skills and be able to participate safely and successfully within our ratios, guidelines, and boundaries. Some of these social-emotional school readiness skills include, but are not limited to:

- Providing self-care- the ability to independently change their own clothing if needed. Must be able to use the restroom independently and take care of personal items, including packing and unpacking their backpack, tote bag, or lunch box.
- Being toilet trained- school-age childcare centers are not licensed to provide restroom help, diapering or pull ups, or their disposal. Therefore, children who are not toilet trained may not attend our program.
- Ability to express their needs.
- Listen to staff and follow all rules, routines, and directions.
- Ability to transition between activities.
- Treat all staff and other children with respect.
- Keep all hands, feet, and bodies to themselves, not hurting themselves or others.
- Remaining in the program building and within playground boundaries. Children who leave the premises without an authorized adult will not be permitted to return to the program, as elopement is grounds for termination of care due to the extreme safety risk.

PROVISIONAL ENROLLMENT PERIOD POLICY

EDCC enrollment is considered provisional to determine if our program setting meets the needs of the student in a large childcare setting. Although the EDCC staffing ratio is 1:14, most centers have large enrollments and five or more Staff. All students are involved in a variety of activities each day that require regrouping and following procedures and directions upon request by one or more teachers. Students must be able to interact with other students and Staff in a friendly and agreeable manner and follow all directions and center rules cooperatively and consistently. Due to our large group setting and ratio requirements, EDCC cannot offer one-on-one care to students expressing challenging behaviors. Staff will reach out to students and their parents who have difficulties adjusting to a large childcare setting and try their best to help each child when needed; however, ultimately, EDCC may determine that a different childcare setting would be a better fit for the child.

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 introduced and reviewed regularly.

Center Behavior Expectations for All Students:

- *Talk quietly and kindly*
- *Enter & exit quietly*
- * Follow all teachers' directions*
- * Put away materials when finished*
- *Have a good attitude and show cooperation of the teacher's request*
- * Stay with EDCC group of students and teachers at all times*
- *Be respectful of people & property*
- * Tell the truth*
- * Try to settle differences by yourself*
- *Keep hands and feet to yourself*

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, hiding, running away 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.

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, a written a note in the parent communication notebook located on the sign-in counter, mark their child absent in the Kangarootime App or send an email to the Site Director. **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 within 20 minutes, 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. You will need to download the KT Connect App in the App Store or Google Play Store for your mobile device in order to sign in and out your child. This electronic signature is the legal record of the time a child is in the Center's care or leaves our care. Proper sign-in and sign-out procedures must be followed to keep us in compliance with our State licensing agency. No one under the age of 18, including sibling, may sign a child out unless the parent has signed the pick-up waiver and met with the Site Director to discuss the waiver policy. EDCC takes no responsibility for children once signed out of the program.

ILLNESS/ATTENDANCE 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.** **If your child does not attend school for any reason then your child may not attend EDCC for that day.** If your child exhibits any of the symptoms listed below during our care, we will call and ask you to pick up your child. If your child is sick, they must stay home 24 hours without the aid of medication before returning. A sick child must be picked up immediately upon notification from EDCC. For the protection of all children, your child must be kept at home if he/she exhibits any of the following symptoms:

- *Fever 100 degrees or over (stay home at least 24 hours after fever ends without medicine)***
- * Head lice and/or nits, scabies, mites (Once treatment has started, the student may return)***
- *Diarrhea, nausea, vomiting (stay home at least 24 hours after vomiting or diarrhea ends without medicine)***

- *Skin rash unless diagnosed as non-infectious by a physician (must provide dr.'s note), impetigo*
- * Nasal, eye or ear discharge with color*
- * Any contagious ailment * A runny nose when the mucus is thick and green or yellow and accompanied by a fever.*
- * Severe congestion that interferes with breathing or if wheezing.*

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 monthly. 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, ice cream, or cupcakes. The site Director will provide suggestions for alternative healthy and nutritious snack items. Some examples: 100% fruit juice snacks, 100% fruit juice popsicles, etc.

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.

CONFIDENTIALITY

EDCC has adopted a Confidentiality Policy to ensure the confidentiality and protection of individual rights of privacy for children, families, and employees of EDCC. The individual dignity of children, families, and employees shall be respected and protected at all times in accordance with all applicable laws. Internal and external disclosure of information about children, families, or employees will not be divulged to anyone other than persons who are authorized to receive such information. Information and documents considered confidential include, but are not limited to medical records, educational records, special needs records, family records, financial records, and any other private information about the children or their families. Information will only be released to persons outside of EDCC with the express written consent of the child's parent or legal guardian.

TOY POLICY

Children are asked to leave all toys at home except for specified days where they are allowed to bring in one toy from home to play with. We ask that you label the toy so that ensures we can find its owner. Your child may bring in one movie to share with the class for Friday movies if they would like. Please ask your Site Director for specific days your child is allowed to bring a toy from home.

MEDICATION POLICY

Students who require assistance with medication during EDCC, pursuant to a physician's prescription must meet the following requirements:

1. Signed Parent Consent for Administration of Medications Form
2. Action plan for the specific medication whether over-the-counter or prescribed, completed by the health care provider and must be kept on file at EDCC.
3. All forms must be filled out annually or whenever the prescription changes and must be signed by both the parent/guardian and the child's physician before the child can be assisted with the administration of medicine by EDCC personnel.
4. It is the parent/guardian's responsibility to provide EDCC with all necessary information and special instructions in writing related to the administration of medication to their child. The parent/guardian must immediately notify EDCC in writing of any changes in the child's regimen with an authorizing physician.
5. In signing the EDCC Medication Authorization and Consent Form, the parent/guardian agrees to release from liability EDCC, its administrators, and employees for any loss, damage, injury or liability of any kind to any person caused or arising from the acts, omissions, or negligence of EDCC, its administrators, and employees related to the administration of medication to their child.
6. Medication must be in its original prescription labeled container with the child's name and physician's directions clearly labeled.
7. All medications prescribed or over-the-counter must be given directly to staff with all of the signed forms.
8. Over-the-counter medications must be prescribed by a physician with a note indicating the child's name, dosage and time medication is to be given.
9. **Do not send medications with your child** to administer themselves.
10. All medication **MUST** be stored in a locked container and administered by a trained personnel who is at least teacher or administrator qualified.
11. Medication that is expired will be returned to parents because we **DO NOT** keep any medication that is past its "use by date".
12. All medication must be picked up by a parent at the discontinuance of EDCC. No medication will be given to a student to take home.
13. Medication left at EDCC at the discontinuance will be discarded.

*If you have any questions, please contact the Director at your EDCC school site.

DAILY HEALTH CHECK

Each time your child is signed into our program a health check will be completed. A daily health check is a quick way for EDCC (child care provider) to check a child's well-being or a change in the child's health status while at the center. Daily health checks can help reduce the spread of infectious diseases because once completed if the child has been identified as having something that is infectious then we can exclude that child before exposing her/him to other children. A parent/guardian should report any illness or medical condition that has occurred since the child's last day of attendance at EDCC.

ENROLLMENT FEE

There is a \$150 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 \$150 non-refundable enrollment fee must be paid. If your child will not be attending the summer program and you want a space for the following school year, then you would be responsible for paying the hold the spot rate for each month that your child would not be attending. 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 POLICY

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 child care arrangements during the period of suspension. No credit is given for absences due to suspension.

TERMINATION POLICY

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
6. Incomplete program files

TOBACCO-FREE FACILITIES

EDCC recognizes that smoking and other uses of tobacco and nicotine products constitute a serious public health hazard and are inconsistent with our goals to provide a healthy environment for students, staff, and parents. EDCC prohibits smoking and/or the use of tobacco products at any time in EDCC facilities. EDCC follows school district rules which also prohibit smoking on their grounds as well. (Health and Safety Code 104420, 104559)

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. Parents/guardians should list the daytime and evening contact numbers of at least three (3) adults on the emergency card who are authorized to pick up their child from the site. Please make sure your emergency contacts are aware they have been designated as such. 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 even if this is the first time.
2. Payment of the late fee is due when picking up the child
3. Late fee payment is made to EDCC via KT Connect App.
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 1st day of the month, regardless of your child's attendance on that day or not. You will be billed on the 26th of the prior month and have until the 1st of each month to pay it. Payments will be considered late and subject to a late fee of \$45.00 after the 1st calendar day of the month. If tuition is unpaid by the 7th 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. Payment may be made on your Kangarootime Parent App/Portal. Tuition subsidies are available for income eligible families through Hively. 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.

HOMEWORK POLICY

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.

AUTHORIZED PERSON PICK-UP POLICY

If the parent or guardian would like another person to pick up their child, the parent or guardian must let EDCC staff know the name and phone number of the person so they can put them in the Kangarootime system and create a pin for them to use for pickup. You can also list the designated person on their child's Emergency Card prior to pickup. The authorized person must bring a valid form of photo identification, i.e. driver's license. This will help EDCC staff validate that this is the correct person authorized to pick up the child. If the authorized person does not have identification then they will not be allowed to pick up the child. EDCC staff cannot deny access to a biological parent without a valid court-signed order. Once EDCC has a valid court-signed order we must follow that order.

HARASSMENT POLICY

EDCC provides a child care center and workplace free of discrimination. Actions, words, jokes, or comments based on an individual's gender, sexual orientation, race, age, ethnicity, religion, or any legally protected characteristic are not tolerated. EDCC is committed to providing a safe and respectful environment for everyone who works or visits here. To that end, we have a zero tolerance for acts of threats of violence or harassment. Actions by anyone that are designed to threaten, intimidate or bully another person will not be tolerated. Overt and subtle harassment creates an offensive, hostile, and uncomfortable environment and is strictly prohibited. EDCC prohibits sexual harassment. EDCC employees, volunteers, clients, and applicants have a right to be in a harassment -free environment, including freedom from sexual harassment. Sexual harassment is strictly prohibited and will not be tolerated.

SIBLING DISCOUNT

Families who have two or more children enrolled in EDCC will be entitled to a \$50 tuition discount per month. Both children must be enrolled in the program for a full month before any discount is given.

DISTRICT DISCOUNT

Parents who work for Dublin Unified School District or Pleasanton Unified School District are entitled to a \$100 tuition discount per month with proof of employment. The discount only applies to tuition. Children must be enrolled in the program for a full month before any discount is given. If you are no longer employed by the district you will need to let your Site Director know so we can take the discount off of your account.

TECHNOLOGY POLICY

Children are not allowed to bring their own cell phones, iPads, computers, smart watches, or smart devices of any kind while at EDCC. The only type of technology that is allowed while at EDCC is the use of EDCC's computers, Chromebooks, and iPads with permission from the teacher.

AFTER-SCHOOL CLASSES & ACTIVITIES

Parents should be aware that EDCC is an enrichment program that offers a variety of different activities every day for no additional cost. If you have signed your child up for any other type of after-school class or activity you must fill out a Parent Consent Form for After School Classes & Activities. Your child must always check in with EDCC first before attending class and Kindergarten students must be walked over to their class by a teacher. Our staff is not able to leave the center to pick up your child after their class is over due to teacher/child ratio requirements. We ask that you make arrangements for your child to be returned to EDCC when it is over, by a trusted adult or teacher. We will sign the students back into EDCC after they have returned from class.

PARENT COMMUNICATION

EDCC publishes a monthly newsletter that is emailed each month keeping parents informed of what is happening at the site. We also have a Parent Information Board that is located near the sign in/out counter at each site. It provides parents with up to date information about the site, its program activities, and snack menus. Teachers will communicate daily with parents about students' behaviors, accomplishments, and challenges.

PARENT & DIRECTOR MEETINGS

Any parent may request to have a meeting with the Site Director at any time. The Site Director will schedule a meeting time that is convenient for both parties.

TK/KINDERGARTEN PARENT ORIENTATION

Every year sometime in May, the Site Director will host a new parent information meeting for TK/Kindergarten parents. In this meeting the Site Director will discuss all EDCC policies and procedures for the school year as well as for our summer camp. Parents are encouraged to attend the scheduled orientation meeting prior to starting EDCC. If a parent can not attend the meeting then a private meeting with the Site Director can be arranged to ensure that all questions are answered.

TELEPHONE & ANSWERING MACHINE

Each EDCC site has a telephone with an answering machine in the event that you need to leave a message for the staff. The answering machine routinely gets checked throughout the day for any calls that may have come in while we were outside or away from the site.

DIRECTOR EMAILS

Each Site Director has their own email address. If you have any questions, concerns, or information that you want your Director to know you may email him/her. If a Director is out of the office for any prolonged time there will be a courtesy email that responds to let you know he/she is out of the office. Please be advised that Site Directors are not on-site at all hours and a response may be delayed until their return back to the site.

EXTRA CLOTHING

We encourage parents of TK/Kindergarteners to provide their child with an extra change of clothing including socks, underwear, pants, shirt and shoes to be kept at the site for emergencies. Please label all clothing with your child's full name.



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 EDCC contracted tuition remains the same regardless of the number of days the child is in attendance. ***Vacation credits cannot be granted.*** The summer program includes weekly theme activities, field trips and interactive shows. Additional information concerning the summer program will be provided by the Site Director.

FIELD TRIPS

All field trips, 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. Children who do not have the necessary forms signed will not be allowed to participate in the scheduled trip and other childcare arrangements will need to be made by the parent. Advance notice of scheduled trips and activities will be given. If you would like to attend any field trip please just let the Site Director know you will need to get fingerprinted, provide a current TB test and proof of immunization from Measles and Pertussis.

TRANSPORTATION

Students are transported either by leased buses or public transportation. Our staff always supervises the children while on the bus. We maintain a 1:14, adult-to-child ratio or less while on field trips. We always

welcome parents to join us. Please just coordinate with your site director to ensure there is space on the bus if not you may have to drive yourself to the field trip. Sorry, no siblings may attend a field trip

EDCC SUMMER CAMP SHIRT

Students must wear their EDCC summer camp shirt to ALL field trips. It is for the safety of the children that they wear their EDCC shirts. If the student comes to EDCC without their shirt, the parent will be asked to go and get the shirt. If the parent cannot get the shirt the student may not be able to attend the field trip that day. EDCC provides one summer camp shirt per student. If you would like to purchase more shirts please let your Site Director know when you re-register in February.

EMERGENCY CARDS

The Site Director and teachers bring the emergency cards with them on all field trips. It is the parent's and/or legal guardian's responsibility to have an up to date emergency card on file at EDCC at all times.

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 services from our staff as they are not considered "babysitters".

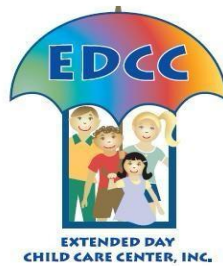
For a more detailed description of each Director and childcare center, please visit our web site at:

www.extendeddaychildcare.org

EXECUTIVE DIRECTOR

Mrs. Vanessa Castillo began her career in education working as an English Language Development Teacher in National City, CA for Kindergarten through sixth grade. She also taught second grade ESL students English, Math, and Science in Abu Dhabi which is located in the United Arab Emirates. Before being promoted to the Executive Director position she was a Director at Dublin Elementary for five years as well as continuing to be EDCC's Curriculum Specialist. Throughout her professional career she has always believed in being a lifelong learner and obtained her Masters of Education with emphasis in Educational Leadership. Her quest is to continue to create high-quality before and after school enrichment programs that meet the needs of all students and enhance their social, physical, and educational growth.

Please check out our website for further information about all our centers at:



www.extendeddaychildcare.org

