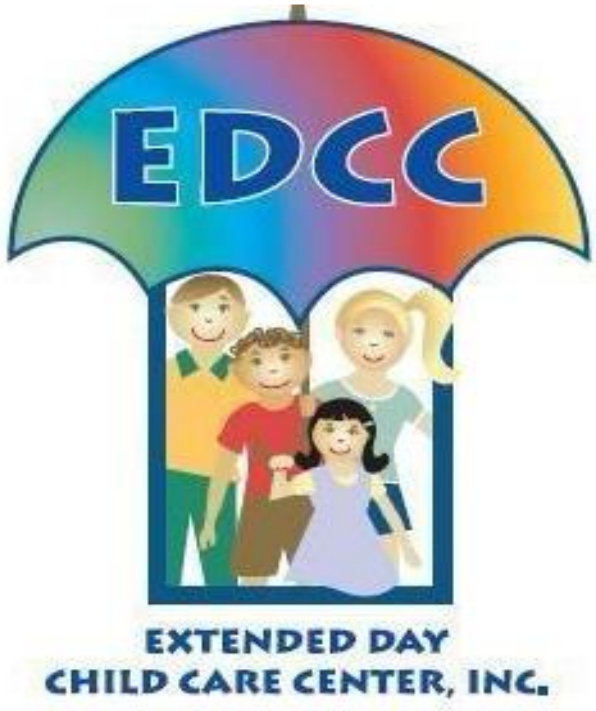


PARENT HANDBOOK

A Quality Enrichment Program

EDCC Parent Handbook
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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, while offering high standards in care and guidance.

Our qualified staff must undergo fingerprint clearance, background checks, health screening assessments, and provide proof of immunizations. Additionally, they must 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,

Marin McElhany

President of the Board

Extended Day Child Care's History

Extended Day Child Care (EDCC) was founded in 1986 by Dr. Cheryl McElhany at a time when school-age child care was either limited or unavailable at many elementary schools. Driven by a desire to provide a high-quality program for her own first-grade daughter, Dr. McElhany successfully launched the first EDCC center at Walnut Grove Elementary School in Pleasanton.

At the time, Dr. McElhany was an elementary school principal in a neighboring district. Drawing from her deep understanding of educational best practices, she designed a robust before- and after-school program that emphasized enrichment, safety, and child development. Her commitment to quality education and care led to the successful expansion of EDCC to all elementary schools within the Dublin Unified School District, ultimately establishing eight centers across the city.

Today, Dr. McElhany continues to serve as President of EDCC. Her extensive background includes roles as a classroom teacher, K–8 principal, Assistant Superintendent, and Superintendent in Bay Area school districts. In addition to leading EDCC, she continues to support educators and instruct at the college level. The foundation and standards of EDCC remain closely aligned with the National After-School Association (NAA) Standards, reflecting Dr. McElhany's dedication to excellence in out-of-school-time programming.

Each EDCC center is staffed with a highly qualified Site Director and a team of caring, well-trained professionals. As a nonprofit organization, EDCC is committed to delivering affordable, high-quality programs and curriculum to meet the needs of working families—a mission that has remained unchanged since 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
6379 Clark Avenue, Suite #230
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	skashou@ extendeddaychildcare.org	# 013423041
DOUGHERTY	5301 Hibernia Dr. Dublin, CA 94568	(925) 803-4154	alicea@ extendeddachildcare.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	tfern@ 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
SHAMROCK HILLS	5500 Horizon Parkway Dublin, CA 94568	(925) 318-5508	ncasabar@ extendeddaychildcare.org	#015701533

ADMISSION POLICY

EDCC serves children enrolled in TK through 5th Grade at schools in the Dublin 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 origin, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. EDCC serves children aged 4 to 12. It does not discriminate on the basis of race, color, nationality, or ethnic origin in the administration of its educational and 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 Parents' 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 (1st-5th grade only), 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. except for the following holidays when we are closed:

Labor Day, Veterans Day, the Day before Thanksgiving, Thanksgiving Day, and the 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 few Staff Development Days at the beginning and end of summer.

PARENT INVOLVEMENT

As a parent, you are welcome to visit at any time during the program day. If you wish to meet with the Site Director to discuss specific ideas or concerns, we kindly request that you schedule an appointment in advance. Parents are encouraged to provide input into EDCC programs by completing 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 you'd like to share with us, we'd love for you to volunteer and participate in our program.

Please just let us know. To volunteer, you will need to provide a current TB test, obtain fingerprint/background check clearance, a copy of your driver's license or photo ID, and proof of immunization for measles (MMR), pertussis (Tdap), and the flu shot. 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 who 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 that 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 with a child.

DESCRIPTION OF THE PROGRAM

EDCC encourages children to explore and learn in a safe and well-supervised environment within 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 daily to foster children's interests in sports, art, science, technology, engineering, mathematics, cooking, music, drama, coding, dance, and many more. The culture and diversity of our population are considerations 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. A summer activity fee of $50 per child is charged to help cover additional costs during the summer.

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 they bring it with them. Our staff does not prepare breakfast or store breakfast food at the Center during the school year. During the school year, students will be dismissed from EDCC ten minutes before the start of school, allowing them time to walk to their classrooms. TK and Kindergarten students are walked to and from class each day. Once they return to the Center after TK or Kindergarten, they will eat lunch, followed by an activity for non-nappers and a quiet nap for those who choose to take one. 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 are of the utmost concern. EDCC requires that all employees act professionally and calmly in the face of any emergency. Furthermore, it is expected that all employees will prioritize the safety and security of the children during an emergency situation until the parent or designated adult arrives to pick up the child. If it's determined that 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 essential that your child's emergency information is 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 in the designated evacuation area on the blacktop, the Lead Teacher will take attendance.
    a. 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 or 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 in 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 or 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 the doors and continues with the day until further instructions. This means that lessons will continue, including snacks, etc.
2. If students are outside, then the teacher will instruct students to line up quickly and walk to the building, lock the doors, and proceed with business as usual until further instructions are given.
3. Parents are allowed to pick up their child at any time during a shelter in place.

Lockdown: Dangerous Intruder, Active Shooter

On the school's intercom, you might hear an announcement stating 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 glances outside the door and pulls in any nearby students or staff.
4. Then the teacher locks all doors, turns off the lights, closes the 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 block the door.
6. The door does not open for anyone, not even parents, until it is safe and there is no threat.
7. Silence cell phones from ringing. Communicate via text messaging or email if necessary.
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, find cover away from the intruder, minimize noise, and go to another location on campus to hide or proceed to your designated off-campus evacuation place in the neighborhood, on the trail, or at the park. (escape route destination plan)
11. If you must evacuate, be sure to grab emergency contact information and have walkie-talkies or cell phones with you. Leave all other belongings.

SCHOOL READINESS POLICY

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

- ➔ Providing self-care- the ability to change their clothing if needed independently. 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.
- ➔ EDCC staff are not able to provide restroom assistance, including diapering, pull-ups, or their disposal. Therefore, children who are not toilet-trained are not eligible to 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 the 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 significant safety risk it poses.

PROVISIONAL ENROLLMENT PERIOD POLICY

EDCC enrollment is considered provisional to determine if our program setting meets the student's needs 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 the ratio requirements, EDCC cannot offer one-on-one care to students who exhibit 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 the center property. The staff uses positive techniques to guide students toward appropriate behaviors. Corporal punishment and/or public criticism are 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 Center's Basic Rules, 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**
***Be respectful of people & property**
*** Tell the truth**
*** Try to settle differences by yourself**
***Keep hands and feet to yourself**
***Have a good attitude and show cooperation with the teacher's request**
*** Stay with the EDCC group of students and teachers at all times**

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 or guardian is required to notify the Center when their child will not be attending EDCC. After school, every child on our attendance roster must be accounted for. The parent must inform the staff by either a phone call to the Center, leaving a voicemail, writing a note in the parent communication notebook located on the sign-in counter, marking their child absent in the Kangarootime App, or sending an email to the Site Director. ***The EDCC staff will initiate a search for any child who has attended***

school but has not reported to the center within 10 minutes of the end of the school day. If the child is not located within 20 minutes, the police will be called.

Please ensure that your emergency contact information is kept up to date 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 from the App Store or Google Play Store for your mobile device to sign in and out of your child's account. 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 a 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 assumes no responsibility for children once they have been signed out of the program.

TRANSITION TO AND FROM SCHOOL

TK and Kindergarten Students:
EDCC staff will escort TK and Kindergarten students from EDCC to their designated classroom or school location in the morning. At school dismissal, EDCC staff will pick up TK and Kindergarten students from their designated dismissal location and escort them back to EDCC.

1st–5th Grade Students:
Students in 1st through 5th grade are responsible for independently transitioning between EDCC and their school classroom.

In the morning, students will be released from EDCC at the appropriate time and are responsible for walking directly to their classroom or designated school location.

After school, students are responsible for walking directly from their classroom or dismissal area to EDCC. **Students must arrive and check in at EDCC within 10 minutes of their school dismissal time.** Students may not remain on campus, play on the playground, visit classrooms, or go to another location before reporting to EDCC.

If a student does not arrive at EDCC within 10 minutes of dismissal, EDCC staff will begin attempting to locate the student and will contact the parent/guardian as necessary.

Parents/guardians are responsible for reviewing these expectations with their child and ensuring that their child understands the requirement to report directly to EDCC following school dismissal.

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 sick from school and will not be attending EDCC, so we are not searching for them 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 contact you to arrange for 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

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

It is the parents' 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 severe 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 that 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 include 100% fruit juice snacks and 100% fruit juice popsicles.

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 listed on your child's emergency contact form cannot 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 parents' contact phone numbers up to date on the Emergency Card.

CONFIDENTIALITY

EDCC has adopted a Confidentiality Policy to ensure the confidentiality and protection of the individual rights and privacy of children, families, and EDCC employees. The personal 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 when 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. An action plan for the specific medication, whether over-the-counter or prescribed, must be completed by the healthcare provider and 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 or guardian must immediately notify EDCC in writing of any changes to 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, whether prescribed or over-the-counter, must be given directly to the staff along with the signed forms.

8. Over-the-counter medications must be prescribed by a physician, accompanied by a note indicating the child's name, dosage, and the time the medication is to be given.
9. **Do not send medications with your child** to administer on their own.
10. All medication must be stored in a locked container and administered by trained personnel who are at least teachers or administrators 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 the EDCC (child care provider) to assess a child's well-being or detect any changes 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 a child is identified as having an infectious condition, we can exclude that child before exposing them 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

A $150 non-refundable registration fee is required at the time of initial enrollment. To reserve a space for your child/children for the next school year, a non-refundable enrollment fee of $150 must be paid. If your child will not be attending the summer program and you want to reserve a spot for the following school year, you will be responsible for paying the hold-the-spot rate for each month that your child will not be attending. We are very sorry, but we cannot guarantee a space for the fall program without paying to hold the space during the summer months.

WITHDRAW FROM PROGRAM

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

SUSPENSION POLICY

If your child is suspended from school, they cannot attend EDCC, as we adhere to the School District's suspension policy. A child will be suspended from EDCC when it is determined that their presence causes injury to others, damage to property, theft, defiance of authority, or disruption to the program. The parents are responsible for making other childcare 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 the parent or child to follow center's rules or policies
3. Delinquent tuition
4. The parent has been late paying the fees or following center's 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. (Health and Safety Code 104420, 104559)

LATE PICK-UP POLICY

All EDCC centers close promptly at 6:00 p.m. We kindly request that parents pick up their child before this closing time. It is the parents' responsibility to arrange for an authorized adult to pick up if they cannot be at the center by 6:00 p.m. Parents or 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 ensure that your emergency contacts are aware that 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 before 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 monthly and is due on the 1st day of each month, regardless of your child's attendance on that day. 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 not paid by the 7th of the month, your child will not be admitted to EDCC until full payment is made or the Executive Director has approved special arrangements. Payment can be made through your Kangarootime Parent App or Portal. Tuition subsidies are available for income-eligible families through Hively. The annual cost of the program is prorated 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 mont,h and therefore, the tuition must also remain consistent.

HOMEWORK POLICY

The homework center is for students in grades 1st-5th and operates Monday through Thursday for 45-60 minutes. We provide a quiet environment and offer homework assistance, while also encouraging positive study habits. We cannot provide individual tutoring, but we will certainly notify a parent if a student appears to need additional help in a specific area or subject. If a child is not finished with homework at the end of the homework session, the work needs to be completed at home. Checking homework for errors and neatness is the parents' responsibility. If a child does not have homework, they 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, they must notify EDCC staff of the name and phone number of the person so that they can add them to 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 before pickup. The authorized person must bring a valid form of photo identification, such as a 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 childcare center and workplace free from 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 all individuals who work or visit here. To that end, we have a zero tolerance for acts 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 create an offensive, hostile, and uncomfortable environment and are strictly prohibited. EDCC prohibits sexual harassment. EDCC employees, volunteers, clients, and applicants have the 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 with two or more children enrolled in EDCC will be eligible for 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 full-time for the Dublin Unified School District are eligible for a $100 tuition discount per month, provided they submit 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, please notify your Site Director so we can remove the discount from your account.

TECHNOLOGY POLICY

Children are not allowed to bring their own cell phones, iPads, computers, smartwatches, or other smart devices while at EDCC. The only type of technology allowed at EDCC is the use of EDCC's computers, Chromebooks, and iPads, provided permission is obtained from the teacher.

AFTER-SCHOOL CLASSES & ACTIVITIES

Parents should be aware that EDCC is an enrichment program that offers a variety of activities every day, all at 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. Additionally, TK and Kindergarten students must be escorted to their class by a teacher. Our staff is unable to leave the center to pick up your child after their class is over due to teacher-to-child ratio requirements. We kindly request that you make arrangements for your child to be returned to EDCC upon completion 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, which is emailed to parents each month, keeping them informed about 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 and Kindergarten parents. During this meeting, the Site Director will review all EDCC policies and procedures for the upcoming school year, as well as those applicable to our summer camp. Parents are encouraged to attend the scheduled orientation meeting before starting at EDCC. If a parent cannot attend the meeting, 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 case 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 would like your Director to be aware of, you may email them. If a Director is out of the office for any prolonged period, a courtesy email will be sent to notify you of their absence. Please be advised that Site Directors are not on-site at all hours, and a response may be delayed until their return 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. The Site Director will provide additional information concerning the summer program. A summer activity fee of $50 per child is charged to help cover extra costs during the summer.

FIELD TRIPS

All field trips, either walking or by bus, require a signed permission slip. For instances where an entire center attends the field trip and the parent chooses not to have their child attend, the parent will need to make alternative childcare 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 notify the Site Director. It is required to provide a fingerprint clearance, current TB test, proof of immunization against Measles (MMR) and Pertussis (Dtap), and the flu shot. If you choose you can waive the flu shot and send an email stating that. You will also need provide a drivers license or photo I.D.

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 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 a student comes to EDCC without their shirt, the parent will be asked to retrieve 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 additional shirts, please notify your Site Director 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 parents' and/or legal guardians' 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, and many also hold teaching credentials. Our Directors have numerous years of 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 that quality teaching and service are a result of properly trained staff; thus, all employees receive many hours of annual training in

meeting the needs of young children. We request that 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 website at: **www.extendeddaychildcare.org**

EXECUTIVE DIRECTOR

Mrs. Vanessa Castillo began her career in education as an English Language Development Teacher in National City, California, working with students in kindergarten through sixth grade. She later expanded her experience internationally, teaching English, Math, and Science to second-grade ESL students in Abu Dhabi, United Arab Emirates.

Before being promoted to Executive Director, Mrs. Castillo served for five years as the Site Director at Dublin Elementary and simultaneously contributed as EDCC’s Curriculum Specialist. A lifelong learner, she earned her Master of Education with an emphasis in Educational Leadership.

Mrs. Castillo is passionate about developing high-quality before- and after-school enrichment programs that support the academic, social, and physical growth of all students.

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

EDCC

EXTENDED DAY
CHILD CARE CENTER, INC.

www.extendeddaychildcare.org