

EXTENDED CHILD CARE

A Before & After School Child Development Program

Parent Handbook

Family Account Number _____

EXTENDED CHILD CARE

Parent Handbook & Guide

© Extended Child Care
335 College Ave Santa Rosa CA 95401
Phone 707 545-2402 • Fax 707 545-4860

Welcome to Extended Child Care

Welcome to Extended Child Care; a school-age child development program, serving your child's school.

This is your copy of Extended Child Care's Parent Handbook. It contains the agency's Mission, Philosophy, programs and policies. If you ever have a question that the Parent Handbook does not address, or if you would like some information clarified, please call the main office and someone will be happy to help you.

Extended Child Care is a private non-profit agency that provides childcare management services to school districts in Sonoma County, California. Extended Child Care was started in 1978 to help meet the needs of working parents with children in elementary schools, and to assist schools that want to help parents with their childcare needs.

Our goal is to provide quality childcare services at a reasonable cost to families, with minimum impact on schools, while providing our employees with competitive wages and benefits, and a work environment that respects their professionalism.

Remember that Extended Child Care is a parent service organization. Your questions and input are always welcome.

Sincerely,

Missy Danneberg,
Executive Director

- Mission Statement: Extended Child Care’s mission is to provide quality school-age child care that supports children, families, school districts, employers and the community.
- Childcare Management: Each Extended Child Care Center is managed by a full time Center Director. Center Directors have Children’s Center Supervisor’s Permits and extensive experience working with school-age children. The Center Director is responsible for the day to day management of the center. When the Center Director is not present, a staff member with a Children’s Center Permit will be in charge of the center.

In addition to the Center Director, each site may have an Assistant Center Director and Center Teachers. These are experienced staff with a Children’s Center Permits or its equivalent. Centers may also have Assistant Teachers, a person with at least 6 units in Child Development, and Instructional Aides, someone over 18 years of age. When regular staff are absent a substitute is assigned to replace them.

Before anyone can work in a center, they must pass a fingerprint clearance & reference check.

- Licensing: All Extended Child Care Centers are licensed. We maintain a maximum 14 to 1 adult ratio as allowed by state licensing.
- Administration: Extended Child Care is governed by a non-profit Board of Directors that meets on the last Monday of the month. The board consists of parents using childcare and interested community members. Parents interested in becoming a board member or who have questions about the board should call the agency’s Executive Director. All board meetings are open to the public.

On a daily basis, Extended Child Care is administered from the central office by the Executive Director who is responsible for all programs, policies, personnel, Agency finances, contracts and future planning. The Program Director supervises all centers, the programs and center staff. Both administrators visit centers on a regular basis.

- Policy Determination: Extended Child Care’s policy is determined by State Department of Education guidelines, Community Care Licensing guidelines, school district policy, and Extended Child Care’s Executive Director, with the approval of the Agency’s Board of Directors.

- Program Philosophy: Extended Child Care’s philosophy is to provide quality, age appropriate childcare to school age children based on their needs and interests. We believe that such a program provides a safe and nurturing environment that promotes the positive growth of children while responding to the needs of families, schools and the community. To insure a quality program, we provide a consistent core of well-trained staff. We offer a developmentally appropriate curriculum that meets the individual child’s interests and needs cognitively, socially, emotionally, creatively and physically as well as supporting the whole child in his or her daily environment.

In addition, Extended Child Care provides support to families, management services to school districts and technical assistance to the community.

The programs are operated on a non-discriminatory basis according equal treatment and access to services without regard to race, ethnicity, color, creed, religion, gender, sex, national origin, ancestry, ethnic group identification or sexual orientation.

- Program: Extended Child Care’s programming is based on the identified needs and interests of the children using the center. We strive to meet the individual child’s needs academically, creatively, socially, emotionally, and physically. Children’s interests are regularly determined and form the base of the day-to-day program.

The childcare rooms include a library, computer, and a large variety of games, materials and equipment that support programming goals.

Field trips and guest speakers provide children with a broad range of opportunities and experiences.

Childcare teachers work closely with school staff to reinforce the school program. Supervised homework time is provided everyday.

- Homework Policy: Each center provides a supervised homework time during the afternoon on school days. This time is scheduled after the children have had an opportunity to arrive and relax in the center, but not so late that large numbers of children will be gone before it is homework time. A typical homework time is from half an hour to forty-five minutes in length.

Children are supervised by a staff person during homework time and help is available to them. Children are encouraged to do their homework during this time. If a child chooses to do their homework at another time during the afternoon, their choice is honored.

Childcare staff cooperates with classroom teachers when there are special requests about an individual child and homework. This is true too, when a parent has special requests concerning their child’s homework. Any questions or concerns about homework and homework time in the child care center should be brought to the attention of the Center Director.

- Meals and Snacks: Extended Child Care provides a variety of nutritious meals and snacks each day. On school days, breakfast and an afternoon snack are provided. On non-school days, breakfast, lunch and an afternoon snack are served. Be sure to let staff know about eating problems or food allergies your child may have.

Weekly menus for all meals will be posted on the parent bulletin board.

Extended Child Care receives some funding from the Child Food Program. Each year in the Fall you will be asked to complete a Child Care Food Program form.

- California Childcare Food Program & Income Eligibility: Extended Child Care receives reimbursements from the State of California Food Program. On an annual basis in October, we submit to the State an Eligibility Claim indicating the total number of children who are enrolled in our program along with the income eligibility for each child. Reimbursement amounts are determined by each family's income eligibility. A form needs to be completed for each child. Disclosure of income is voluntary. If you feel you do not qualify for reduced or free meals you may decline to disclose your income.

As part of the Childcare Food Program we have posted at each center on their bulletin board, a description of your Civil Rights along with the procedure for filing a complaint if you feel your civil rights have been violated. Please take the time to examine this documentation.

- Religious Programming: All Extended Child Centers are restricted from providing any type of religious programming for education. This means that center staff will not create lesson plans that include any training in religious doctrine, say prayers or display symbols in the center that would promote any religion.

When children bring up this topic, their comments are treated with respect, but the center staff will not start or continue this type of discussion. When a child asks a question about religion or a religious belief, they are referred to their parents for answers to those questions. Parents who have questions or concerns about this policy, or how it is carried out in the centers, should call the Agency's Executive Director.

- Welcome to Children with Disabilities and other Special Needs: Extended Child Care welcomes the opportunity to enroll and include all children in the program. Center staff assesses the needs of every child, including children with special needs. Attempts are always made to accommodate each child, keeping in mind the safety and well being of all enrolled children. Extended Child Care believes that inclusion is beneficial for all people because it offers opportunities and rewards for children with disabilities and children who are typically developing.
- Telephone Use: Children will not be denied access to a phone when they want to speak to their parents. They may request from Center Staff to coordinate phone calls to their parents for the convenience of the child, parent and the center.
- Cellular Phone Use: All of our centers follow the school's policy about cell phones. Children are not to use cellular phones during our program. Cellular phones are to be kept in backpacks and turned off. It is best that they are left at home, unless a child needs to have it for after care emergencies. Parents are welcome to call their children at the center and we allow children to use the telephone at the center to call parents when needed.

EXTENDED CHILD CARE

335 COLLEGE AVE. SANTA ROSA, CA 95401 (707) 545-2402 (707) 545-4860 FAX

Dear Parents:

In the past we have allowed parents to call the center and have their child sent out to the parking lot, rather than parents coming into the center pick up their child. We are no longer comfortable with this procedure for the following reasons:

- The staff needs to have regular contact with parents to maintain good communication.
- Often this occurs when it is dark and there are other activities taking place at the school, which makes us not feel it is safe to have a child going to the parking lot unsupervised.
- The number of parents using this system has increased and has made it unmanageable for the center.

If you have a situation where you feel the need to occasionally use this procedure, check with your Center Director. We will continue to allow this on an occasional basis if it is not abused.

Sincerely,

Missy Danneberg
Executive Director

Swimming & Water Activity Policy

Field trips to the swimming pool are a fun, learning experience for children and we want all children to be safe. All swimming field trips need to be approved in advance by the Program Director. Two (2) field trips to the swimming pool are allowed in the summer. These trips can be to Finley or Ridgeway swimming pools. There needs to be an adult child ratio of one adult to every six children. Adult volunteers can be used to supplement your staffing but you need to have that arranged before the field trip is arranged. A Swimming Release Form must be signed by each parent.

All water activities at the centers need to be carefully supervised and assessed to see if higher teacher child ratios are needed. If wading pools are used where all the children cannot get out unassisted, you will need to have a 1:6 teacher child ratio and at least one adult must have a water safety training course as required by Title 22.

Effective 3/23/07

EXTENDED CHILD CARE

335 COLLEGE AVE. SANTA ROSA, CA 95401 (707) 545-2402 (707) 545-4860 FAX

Swimming Field Trip Permission Form

Dear Parent,

Date _____

The _____ Center is planning a field trip that involves swimming as follows:

On Date: _____

At Time: _____

Swim Facility: _____

Swimming supervision includes a 1 to 6 ratio of adults to children and a 1 to 14 ratio of teachers to children.

The following ECC Staff will attend:

_____	_____
_____	_____
_____	_____

HOW WELL DOES YOUR SON/DAUGHTER SWIM?

_____ Cannot Swim

_____ Average Swimmer

_____ Weak Swimmer

_____ Strong Swimmer

Permission to swim:

_____ I give my permission for _____ to participate in swimming activities.
(Child's Name)

_____ I DO NOT give my permission for _____ to participate in swimming activities.
(Child's Name)

Parent/Guardian Signature

Date

- Field Trips: All centers go on a variety of field trips in the summer.

Field trips are taken on school buses with licensed school bus drivers. **Upcoming field trips will always be posted in the center. Parents may not always get an individual verbal notice.**

Field trips are almost always limited to locations in Sonoma County. All swimming field trips are to places where there are life-guards. We never go on field trips to the river or ocean beaches.

Sometimes field trips involve an admission or other cost. This cost is part of our programming and parents are not expected to pay these costs.

Not every child goes on every field trip. In general, field trip participation is geared to the interests of the child. At times one half of the group will go on one day during a week and the other half on another day that week.

All field trips are considered a privilege. This privilege can be limited when a child's behavior indicates that leaving the center could be a safety problem for them or the group.

- Donations: Extended Child Care welcomes all donations. Donations can be made to the Agency, to an individual center, or to subsidize a particular activity. All donations are tax deductible.

Extended Child Care can also be your United Way donation recipient. Just place our name in the "donor designation" area on the United Way form.

- Behavior Management: Extended Child Care's goal is for children to successfully manage their own behavior. We use positive and preventive discipline systems, along with needs and interest programming to help achieve this goal.

Positive discipline is the verbal, physical, and emotional support of children before, during, and after they have successfully managed their own behavior. Praise, recognition, and reinforcement of good behavior is the key.

Needs and interest programming supports the Behavior Management System by recognizing that children who are busy doing what they are interested in are more likely to be successful managing their own behavior.

When children have problems managing their behavior, child care teachers use intervention, restriction, verbal cues, and opportunity time "outs" to help the child.

Child care staff work closely with the classroom teachers so a team effort is offered to children who are working to improve their behavior.

When problems continue, Child Behavior Reports to parents and the Child Behavior Policy, which includes a written notice to parents, a parent conference, possible suspension and expulsion are used. Families whose child is suspended from our program are still charged their normal contracted fee for the days of suspension.

- Super Tokens: As part of our policy of positive and preventive discipline, Super Tokens are awarded to children showing exceptional behavior. A super token is a 3 by 4-inch card given to a child by a center teacher for outstanding behavior. The teacher writes the child's name, behavior, and signs it. The child then chooses a prize to take home from the super token box. Of course well maintained behavior is always expected. So, Super Tokens are used to reinforce, good deeds, helpfulness, volunteering, sportsmanship, hard work, and other behavior teachers recognize as outstanding by an individual child.

- **Child Behavior Policy: Purpose** – The purpose of this policy is to help children who continue to have serious behavior problems at child care, stay in care, and to provide clear guidelines for the expulsion of children whose behavior jeopardizes the safety of other children, themselves, teachers, the program or the facility.

Format – This policy is carried out through both a written and verbal communication systems. The written system may involve either a Child Behavior Report or a Level Notice of Child Behavior.

A “*Notice of Child Behavior*” may be given to a parent as information regarding problem behavior. Its purpose is to make the parent aware of a behavior pattern that needs to change in a positive direction in order for the child’s behavior to be considered acceptable at child care. It is a useful tool to bring the behavior pattern to the attention of the parent, have staff make a plan to help the child change the behavior, and allow parents, staff, and children to work together for a beneficial change.

A “*Level Notice of Child Behavior*” should be given to a child breaking a rule covering a serious behavior. This level notice, which includes Levels I, II, and III, is communicated to the parents by the teachers through the *Notice of Child Behavior* form. This form indicates what level of the notice, recaps the incident, action taken by staff, and the center’s plan of action to help the child successfully manage their behavior. A well thought out plan of action may include more communication with the classroom teacher. An agreement that the parent will be ready to pick up the child if called by staff because the child is out of control and presents a threat to others may be appropriate. It is necessary to be creative and individualize the plan so the child has a good chance to succeed. The parent is asked to sign that they have received a copy, and a copy is sent to the agency’s Program Director or Executive Director for review. The Director receiving the Level I notice will be the one to work with center staff and parents until the situation is corrected.

The “Behavior Chart” will be the system used by Center Staff to track the progress of children who receive Level Notices. It will be kept up to date and supervised by the Center Director. Children have a Level I notice removed by completing three (3) consecutive days of well managed behavior.

The “*Behavior Improvement Recognition*” will be used to acknowledge the effort of the child for each level improvement. Parents will be made aware of the child’s success.

Serious behavior rules include but are not limited to:

- Striking a teacher or another child with the purpose of causing harm.
- Running away or hiding with the intention of disrupting the Center.
- Destroying or attempting to destroy the property of the Agency, a teacher or another child.
- Any behavior that would seriously disrupt the organization or sense of order at the Center.
- Any behavior that was intended to break down the system of mutual respect in the Center.

If a Level II Behavior Notice is received before the child completes three days of good behavior, a two-day suspension from care may be required and/or a parent conference that includes the Program Director would be recommended.

Once again, each Level Notice is removed by three days of good behavior. A child receiving a Level Notice III while on Level Notice II can be expelled from the program.

The decision to expel a child will be made by the Executive or Program Director. The Executive or Program Director has the right to immediately drop any child considered a danger to themselves, other children, or staff. (examples of notices is as follows).

• Child Behavior Report:

**Extended
Child
Care**

335 COLLEGE AVE. SANTA ROSA, CALIFORNIA 95401 (707)545-2402 FAX:(707)545-4860

CHILD BEHAVIOR REPORT

Center

Date: _____

Dear Parent(s):

The purpose of this report is to let you know that your child has had a problem maintaining acceptable behavior at day care.

This report is an opportunity for us all - parent, child, and teachers to work toward improved behavior.

The problem behavior and the teacher's plan to help are given below. Please review them with your child. You can also request a parent conference with the teacher at any time. Your support of the child care staff and your willingness to work with us to help your child are greatly appreciated.

Sincerely,

Missy Danneberg
Executive Director

PROBLEM BEHAVIOR: _____

CENTER PLAN OF ACTION: _____

Child's Name

Teacher

- Notice of Child Behavior:

Extended Child Care

NOTICE OF CHILD BEHAVIOR

Level One _____

Level Two _____

Level Three _____

DATE: _____

CHILD'S NAME _____

PARENT'S NAME: _____

CENTER NAME: _____

RECAP OF INCIDENT:

ACTION TAKEN BY STAFF:

CENTER PLAN OF ACTION:

Parent's Signature

Teacher's Signature

Extended Child Care is committed to making our centers a safe and caring place for all children. We all treat each other with respect, and we will refuse to tolerate bullying in any form at our centers.

Our program defines *bullying* as follows: Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening or leaving someone out on purpose.

Examples include: teasing someone in a hurtful way, stealing or damaging another person's things, spreading rumors about someone, ganging up on someone, hurting someone physically, using put-downs such as insulting someone or making fun of them, and leaving someone out on purpose.

Our staff will do the following things to prevent bullying and help children to feel safe at the center:

- Be accepting of each child's individual strengths, personal characteristics, family culture and background.
- Be inclusive of all children in program activities and guide and encourage all children to do the same.
- Closely supervise children in all areas
- Watch for sign of bullying and stop it when it happens
- Respond quickly and sensitively to bullying reports
- Take seriously families' concerns about bullying
- Look into all reported bullying incidents
- Implement the agency's Behavior Management Policy as a consequence to bullying

Children in our program will do the following things to prevent bullying:

- Be accepting and respectful of one another's individual strengths, differences, physical characteristics and family background.
- Treat each other with respect and try to include everyone in play, especially those who are often left out.
- Treat each other respectfully
- Refuse to bully others
- Refuse to let others be bullied
- Refuse to watch, laugh, or join in when someone is being bullied
- Try to include everyone in play, especially those who are often left out
- Report bullying to an adult

Created on 02/13/07 11:21 AM

- Parent Conferences: Parents can request a conference at any time. Conferences can center on children's progress in childcare or other issues of interest of concern to the parent. Conferences can be with center teachers and/or Agency administration. When discussing issues also of concern in the classroom a joint conference with school and childcare can be arranged.
- Parent Education: Extended Child Care's Parent Education program consists of making parenting books and literature available, directing parents to additional family resources in the community, and publicizing parenting and other classes in the community.
- Dressing for Fun and Safety: Children should always come to childcare dressed for fun and for safety. Childcare is not a place to come dressed up.

Fun clothes are ones than can be worn playing outside, sitting on the floor or on a jungle gym and can get a little dirty. Being dressed for safety means, sturdy shoes and clothes that children can run and climb in. Children must always come with closed-toed shoes on and should not wear sandals, "flip flops or jellies".

- School Notification: Once a child is enrolled, parents should send a note to the classroom teacher to let them know that their child will be going to the school's childcare program. Be sure to include their schedule and starting date.

Parents should also notify the classroom teacher each year at the start of school.

- Absences: If your child will be absent from childcare for any reason, on a day they are normally scheduled to attend, please call your childcare center and give them your child's name and day or days they will be absent. **This call is very important; a center staff will be looking for your child if we have not heard from you.**

Calling childcare is not the same as calling the school office and vice versa, when your child is absent from school and child care you need to notify both separately.

- Sign In Sheets All children must be signed in and out of child care each day they are present. When parents bring children to the center or pick them up from the center, they should sign them in or out and indicate the time this is done in the appropriate space. Signatures are required when signing out a child, they must be legible as to easily identify who brought or picked up the child.

Children coming from school, school bus, or arriving or leaving unsupervised will be signed in or out by child care staff. California State Child Care Licensing allows for elementary age children to arrive and leave child care unsupervised. Extended Child Care does not encourage this practice, but allows it with signed parent permission and good behavior on the part of the child.

- On Campus Activities: If your child will be participating in on campus activities during childcare hours please complete the "On Campus Activity Participation Permission Form" and return to your child's childcare center. (example of form follows)

On Campus Activity Participation Permission Form

Extended Child Care:

My child _____ has my permission to participate in the on campus activities as described below during childcare hours. My child will report to the daycare center and be signed in directly after school unless other specific arrangements have been made with the daycare staff. I give my permission for my child to leave the childcare program and return without supervision of the childcare staff. An On Campus Activity Sign-Out/Sign-In Sheet will be used by daycare staff to record the time the child leaves from and returns to the daycare program. I understand that the ECC staff is not responsible for my child while they are signed out on the On Campus Activity Sign-Out/Sign-In Sheet.

I agree to notify the Daycare Staff when I pick up my child directly from the activity program. If my child will not attend daycare at all on a regularly scheduled day, I will notify staff as per the usual procedure.

I understand that if my child attends the ECC program either before or after this activity, I will be expected to pay my regular fee in full. If my child will not be attending at all on particular days, I will call the office and notify them of a regular schedule change. I understand I must pay for a minimum of three days a week for my child to remain in the program.

My child's schedule for on campus activities is as follows:

Signature of Parent or Guardian

Date

- **Authorized Pick-ups:** Extended Child Care will only release a child to those people whose names you have written on the Authorization Form. Please remember that they have the right to pick up your child without prior notice from you. It's your responsibility to keep this list current and to inform friends and relatives their names have been listed. Please make every effort to keep at least two names on your Authorization Form at all times. As a courtesy to center staff, please call if someone other than a parent will be picking up your child. Anyone coming to pick up your child should be ready to show identification.
- **Code Word:** If your child is to be picked up by someone not authorized, you must call the center to let them know who will be picking up your child. You will be asked for the "CODE WORD", which is designated, on the front of the Authorization Form. This identifies you to the child care staff and assures them that they are receiving this request from you. Anyone coming to pick up your child should be ready to show identification.
- **Natural Disaster Policy:** If a school closes due to a natural disaster, childcare will also be closed. If school is open, the childcare program will also be open. If school is open in the morning and a natural disaster happens, the parents should make every effort to pick up their children from school or as soon as possible. Childcare may have become unsafe. If power goes out, childcare facilities can become unsafe. If a natural disaster occurs on a day when school is not open and childcare is open the decision to stay open or to close will be made by the Extended Child Care Executive Director. This policy is based on safety for children first. If the school administration feels it is not safe for children to be on the campus or travel to the campus, Extended Child Care will follow that decision. When weather is bad parents should check local radio stations for information about school and childcare closings. Because of the nature and unpredictability of a natural disaster you will still be charged your contracted rate for this day.
- **Information Update:** Any time there is a change in the information you gave Extended Child Care at the time of enrollment, please call the main office (707-545-2402) to update the information. The office will then inform the center of any changes.
- **Sick Children:** Children who become sick at childcare will be comforted and parents will be called to have them picked up as soon as possible. Extended Child Care has no abilities to care for sick children. It will be the child care staff who will determine when the child is too sick to stay in care.
- **Allergies:** Allergies to some foods and to pollen are common for children living in Sonoma County. If your child has or develops allergies, please let the center staff know. If your child is on a special restricted diet, due to a food allergy, you may need to provide their meals and snacks.

- Head Lice: Head lice infestations can be a problem whenever children are gathered together. Extended Child Care staff are trained to examine the heads of all the children in the center on a regular basis. If a child is found to have head lice they will be isolated from the group and a parent or person on their emergency card will be contacted to pick them up from the center. Once they have been treated for head lice and are completely free of nits they may return to the center. Extended Child Care staff and school staff make every effort to work together on preventing the spread of head lice amongst children.
- Medication: Extended Child Care cannot administer any medication, prescribed or non-prescribed without written permission from your child's doctor. Please complete the "Authorize to Administer Medication" form and turn it in at your child's center before medication is to be administered. We cannot administer prescribed or non-prescribed medication on your request only.

Extended Child Care strongly urges you not to send medication with your child for self-administration. This is for your child's safety as well as the safety for the other children in our program. If you insist on having your child administer his/her own medication, please send us a note advising us that this can happen; and for the safety of your child, please try to pre-measure the medication to avoid overdosing. (example of form on following page).

- Sunscreen: If you want your child to have sunscreen applied for outside play during the summer, please fill out and follow directions on the "Parent Permission/Sunscreen" form. (example of form on following page).
- Student Accident Insurance: All children using Extended Child Care Services are insured under a Youth Group Accident Insurance Policy. The premium provides the following coverage:
 1. The policy covers the first \$100.00 of covered medical expenses. Additional benefits will be paid only when they are in excess of those paid or payable by another plan providing medical expense benefits (health insurance plan).
 2. The injury or loss must occur while taking part in activities scheduled and supervised by Extended Child Care.

This means that should your child sustain an injury or loss while in our care, the first \$100.00 of medical expenses such as treatment by a physician or nurse, ambulance service, services and supplies ordered by the doctor, and confinement in a hospital would be payable by this policy. The expense must be caused solely by the injury, which occurred while your child was in our care, and must also occur within 90 days of the accident, which caused the injury.

The Agency's office has a supply of claim forms for your convenience. Should an injury occur and your child needs medical attention please let us know immediately so we may send a form to you.

A copy of the insurance policy is also available upon request.

Should you have any questions regarding student accident insurance, please call our Secretary, at 545-2402. She would be happy to answer any questions and discuss the coverage with you.

Extended Child Care

335 College Ave. Santa Rosa, CA. 95401 707-545-2402 FAX 707-545-4860

AUTHORIZATION TO ADMINISTER MEDICATION

The California Education Code provides that any child required to take any medication, prescribed or non-prescription while at a school site childcare facility may be assisted by the childcare staff provided childcare first receives:

1. A written, signed statement from the physician detailing the method, amount and time schedule the medication is to be taken, along with any typical side effects. This information should be given in the area provided below.
2. A written, signed statement from the parent/guardian of the child indicating their desire that childcare staff assists the child in the manner set forth in the physician's statement. This information should be given in the area provided below.
3. The medication must be provided to Extended Child Care in the pharmacy-labeled container provided for this medication.

CHILD'S NAME _____

To: Extended Child Care

I have prescribed the following medication for the above named child.

- Name of medication _____
- Dosage _____
- Time to be administered _____
- Child Care should be aware of the following side effects _____

Signature of Physician

Date

REQUEST TO ADMINISTER MEDICATION

As the parent/guardian of _____, I request that **EXTENDED CHILD CARE** staff administers the medication indicated above in the manner prescribed above by the physician.

- I understand that Extended Child Care is not legally obligated to administer medication to my child, but will administer medication when the above Permission is completely filled out and signed by a physician and this request is signed by the parent/guardian.
- I agree that any Extended Child Care employee may administer this medication.
- I agree it is my responsibility to be sure the medication to be administered is available in the childcare center as needed.

Child's name, _____, has my permission to receive the medication, specified above by the physician, from any Extended Child Care employee.

Parent/Guardian signature

Date

Extended Child Care

Sunscreen Policy

Sunscreen must be applied to your child before they arrive at child care. Please fill out the "Parent Permission/Sunscreen" form if you want the staff to help your child reapply sunscreen during the day as necessary. Extended Child Care will provide the type of sunscreen listed on the Permission form.

Parent Permission/Sunscreen form

Child's Name _____ *Date* _____

Child's Name _____

Child's Name _____

*Sunscreen brand and spf#: **Rocky Mountain for Kids #30***

- I will apply sunscreen before my child arrives at Extended Child Care.*
- I am requesting that Extended Child Care Staff assist my child in applying sunscreen as needed during the day.*
- My child has no allergic reaction to the above named sunscreen that I know of.*

Parent Signature _____

Date _____

- Grievance Procedure:

1. If you have a question or problem with something that is happening or has happened in the center, please talk with the center staff about it first.
2. If you feel they have not dealt with it to your satisfaction, please call the Extended Child Care office, 707-545-2402, and speak with the Program Director.
3. If you feel the Program Director has not dealt with the problem to your satisfaction, you may call or write to:

Community Care Licensing

Department of Social Services

101 Golf Course Drive, Suite A-230

Rohnert Park, CA 94928

707-588-5026

Important Telephone Numbers

Extended Child Care Numbers

School Office Phone Numbers

Extended Child Care Office 545-2402 bus 545-4860 fax	Windsor Middle School 837-7737 bus 837-7743 fax
Brooks ECC 838-3540	Brooks School Office 837-7717 bus 837-7722 fax
Cali Calmecac ECC 838-3859	Cali Calmecac School Office 837-7747 bus 837-7752 fax
JX Wilson ECC 575-6988	JX Wilson School Office 525-8350 bus 525-0116 fax
Mark West ECC 526-4066	Mark West School Office 524-2990 bus 524-2999 fax
Mattie Washburn ECC 838-9025	Mattie Washburn School Office 837-7727 bus 837-7732 fax
Riebli ECC 545-2897	Riebli School Office 524-2980 bus 524-2986 fax
RL Stevens ECC 579-6267	RL Stevens School Office 575-8883 bus 573-0317 fax
San Miguel ECC 546-0667	San Miguel School Office 524-2960 bus 524-2968 fax
Windsor Creek ECC 838-6801	Windsor Creek Office 837-7757 bus 837-7760
Wright ECC 527-6724	Wright School Office 542-0556 bus 542-0418 fax

School District Office Phone Numbers

Mark West District 524-2970 bus 524-2976 fax	
Windsor District 837-7700 bus 838-4031 fax	
Wright District 542-0550 bus 577-7962 fax	

- When to Call Office / When to Call Center:

When to Call Office 707-545-2402	When to Call Center
<ul style="list-style-type: none"> • All changes to your child’s schedule temporary or permanent • Any issues concerning your bill • Change of address or phone #s • Vacation Credit Request • Your Child’s Summer /Fall schedule for the upcoming year must be called into office before April 1st each year • Cancellation of Child Care (requires 2 week notice) 	<ul style="list-style-type: none"> • If your child will be absent from care that day • When you would like to speak to your child • When someone on your emergency card will be picking up your child • When someone not on your emergency card will be picking up your child

- Office Hours: We are open Monday – Friday from 8:00am – 5:00pm. After hours leave a message, making sure to include your child’s name, your name and the center your child attends. We also have a slot in our main office door for after hour payments.
- Family Legal Issues: At the time of enrollment the office staff person conducting the enrollment will determine the status of the family in regards to custody issues and/or restraining orders. ECC office staff will complete the information on the Legal Issues form included in the enrollment packet. If there is a legal issue, a copy of current court paperwork will be requested, along with other relevant information.

If, in the future, there is a change in the custody of the child, or if there is a restraining order issued that is relevant to childcare, the parent should alert the Extended Child Care office. We will need a copy of all court orders. In the case of a restraining order, if available, a picture of the person who is to be restrained will be required. Please be assured Extended Child Care takes legal issues very seriously, both to protect your child and our staff, so that we are operating within the law, as we understand it.

Extended Child Care Rate Policy & Fees

- **Determination of Rates:** Rates for childcare are voted on and approved by Extended Child Care's Board of Directors. Rates are based upon per day/per child and determined by the schedule your child holds. There are School Day and Non-School Day rates.
- **Contracted Schedule School Year:** Your bill is based on your enrolled or contracted schedule. Your placement into the program is determined by your placement on our waitlist. You must maintain at minimum your original contract for 1 school year. After which time, the minimum to maintain a spot in the program is a weekly schedule of 3 days per week.
- **Contracted Schedule Summer:** During the summer months the minimum to hold a contract is 3 days per week for full days, and 5 days per week for partial days.
- **Billing:** Your child's contracted schedule will be billed on the first working day of every month for that current month. You are required to pay for these days whether you use them or not. Extra days, vacation credits, payments received, etc...will be reflected on your statement. Payments are due upon receipt and delinquent after the 15th. Reminder notices are sent out if payment has not been received. You must keep current on your bill in order to continue to maintain your spot in our program. The person signing the "Admission Agreement" takes full responsibility for the bill. Failure to remain current will jeopardize your spot in the program. Extended Child Care reserves the right to drop your child from the program at any time for any unpaid fees. Dropped families with unpaid fees will be forwarded to our collection agency.
- **Enrollment of Families with a History of Non-payment Policy:** The following policy covers all families, who have been dropped from the program for non-payment of fees, then paid past balance in full directly to Extended Child Care or to our collection agency.

When a family with this history wishes to return to childcare, or be placed on the waitlist, they will be informed of the following policy.

- Before starting back in childcare they will have to pay in advance for twenty one (21) days of care.
 - They will also have to provide a deposit of one month (21 days) of full days (see full day rate) before they can return to care. This deposit is not a first or last months deposit, it is a deposit to insure we will not be without funds to cover their care if they decide to drop or are not paying again. The deposit may not be used to pay for a month of continuing care. It can only be used to cover a two-week drop notice called in by the family.
 - This family will be watched closely for non- payment. They may get a three-day drop notice at anytime for non-payment.
- **Returned Checks:** All returned checks will be charged \$30.00 processing fee.

- **Late Pick Up:** All centers close promptly at 6:00pm. All late pick-ups will generate a fee. You will be charged a minimum of \$5.00 for the 1st 5 minutes and a \$1.00 for every minute after. For example: If you arrive to pick up your child at 6:08pm, your charge will be \$8.00. This charge will be applied to your next month's bill. Families who continue to pick up late will jeopardize their spot in our program. If you are going to be late, a call to the center is necessary, it helps both the center and your child prepare for your late arrival.
- **Vacation Credit:** Families whose fees are current and up to-date, may take up to 2 weeks of no fee vacation time per child from September 1st through August 31st each year. Your vacation credit must be used in 1 or 2 week blocks of time, single days may not be accumulated. Families will only be credited for the contracted schedule for that week. We request that you call in your vacation credit to the **main office** at least 2 weeks prior to the week(s) you are taking. *Vacation Credit cannot be used in lieu of 2 weeks drop notice. See "Cancellation of Child Care".*
- **School Day:** Applies to before school, after school, before & after school and minimum days. Grades 1-6 are usually the same rate although dismissal times may vary at each school. Kindergartners have a separate rate based on the earlier dismissal times.
- **Full Non-School Day:** Applies to all days school is not in session requiring a full day of care. Our centers are open from 7am-6pm. Typically includes but is not limited to holidays, teacher in-service days, winter break, spring break and summer.
- **Partial Non-School Day:** Applies to all days school is not in session requiring 0-4 consecutive hours of care. Typically includes but is not limited to holidays, teacher in-service days, winter break, spring break and summer.
- **Agency Closed Days:** Extended Child Care remains open for most non-school days. Each school year a list of days we are closed will be posted at the center and will be sent in a newsletter annually with your bill. These days typically include Fourth of July, Labor Day, Thanksgiving & the day after, Christmas Eve & Christmas Day, New Years Eve & New Years Day & Memorial Day. The upcoming school year days closed are listed below. You will not be charged for any days that we are closed.
- **Days of Operation:** Centers are open every school day, all weekdays during the summer, winter and spring breaks, teacher in-service days and some holidays. Families will not be charged for the days we are closed. Extended Child Care will be closed the following days for 2005/2006.
 - 05/28/07 Memorial Day
 - 07/04/07 Independence Day
 - 09/03/07 Labor Day
 - 11/22/07 Thanksgiving
 - 11/23/07 Thanksgiving Holiday (the day after)
 - 12/24/07 Christmas Eve
 - 12/25/07 Christmas Day
 - 01/01/08 New Years Day
 - 02/18/08 Inservice Day
 - 05/26/08 Memorial Day

- **Signing Up For Non-School Days:** In order for us to staff centers properly, plan activities, and prepare meals for our students, we need to know at least one week in advance, how many students will attend care on each non school day. Please sign up for these days as follows:
 1. On non-school days that Extended Child Care is open, there will be a sign-up sheet at each center. This sheet will list your child’s name in alphabetical order. These sheets are available, at the center, 3-4 weeks before the non-school day. You are required to indicate your need for care on this sign-up sheet. Please indicate “yes” or “no” on the sign up sheets. **If you do not indicate “yes” or “no” and leave a blank space, we will assume care is not needed for that day.**
 2. Check “NO” if your child will not be using care and initial your request. *You are still charged your school day rate for that day.*
 3. Check “YES” if your child will be using care and initial your request. You must indicate your hours of care needed because of the scheduling of staff and preparation of meals. You will be charged either a “Partial Day” or a “Full Day” rate based on your indication. If you do not indicate specific hours needed, you will be charged the “Full Day” rate.
 4. Cancellation for non-school day care must be given 24 hours in advance. Message machines are kept on after hours at each center and at the main office. If you do not call within 24 hours you will be charged either a “Partial Day” or a “Full Day” rate based on your indication.
 5. If “NO” was indicated on the sign in sheet, and, if you did not indicate that you needed care and left the space blank on the sign up sheet, and you now find you need care, please call the main office to see if there is room available for your child. All attempts will be made to accommodate your child care needs. However, it will have to be looked at on an individual basis as to whether care can be provided. We do have the right to deny care, if we are at our licensed capacity. *Do not* drop your child off at the center before a decision is made. You will be immediately contacted to come and pick up your child.
- **Cancellation of Childcare:** Families are required to give Extended Child Care a 2-week notice when canceling your child’s care. Notification **must** be called into the **main office** 2 weeks or 10 business days prior to your child’s last day of care.

ADMISSION AGREEMENT

Parents using Extended Child Care services agree to the following:

1. I have received the Parent Handbook and understand it contains program policies, rules of discipline, description of services, payment expectations, and current center staffing list, complaint procedure, Child and Parent Rights and licensing status. I understand that I am required to pay a one time non-refundable fee of \$50 upon enrollment of my family. I understand that I am required to pay a non-refundable deposit of \$75 towards my family's first month fees.
2. I understand that with morning care my child will be offered breakfast and with afternoon care my child will be offered a snack. On non-school days we will be serving breakfast, lunch and an afternoon snack. These meals are at no additional cost and are included in our daily rate. I also understand that to keep this program in effect Extended Child Care requests that families fill out a state annual application form so Extended Child Care can be partially reimbursed for these meals.
3. I understand all children, with no exceptions, must be able to maintain good behavior to stay in the childcare program. I also understand that I will be expected to work with and cooperate with the childcare staff to help my child maintain good behavior. I further understand that Extended Child Care has the right to immediately drop any child whose behavior endangers themselves, other children and or child care staff.
4. I understand that my childcare fees are based upon my contract, not on days of attendance. I also understand that the minimum fee for a non-school day is the school day fee. I further understand that Extended Child Care reserves the right to drop my child from the program at any time for any unpaid fees. I further understand that childcare fees are not fixed and can be changed with a one-month notice.
5. I understand that my request for a certain number of days of childcare each week prioritized my child in coming off the Wait List, I also agree to maintain this contract for a minimum of ¹1 school year, or until I drop my child from care, which ever comes first.

6. I agree that my contract(s) at the time of enrollment is the following:

1. _____
2. _____
3. _____

7. I understand & agree to give Extended Child Care 2 weeks advance notice upon cancellation of childcare.

1. _____
2. _____
3. _____

Parent Signature

Date

¹ Summer: Your child may drop for the summer and return in the fall without losing their place in care. Summer care does require a minimum schedule of 3 days a week for full days, and 5 days per week for partial days.

CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS:**PARENTS' RIGHTS**

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.

Licensing Office Name: Community Care Licensing

Licensing Office Address: 101 Golf Course Drive, #A-230, Rohnert Park CA 94928

Licensing Office Telephone #: (707) 588-5026

7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form.

NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.

For the Department of Justice "Registered Sex Offender" database, go to www.meganslaw.ca.gov
LIC 995 (12/06)

(Detach Here)

ACKNOWLEDGMENT OF NOTIFICATION OF PARENTS' RIGHTS

(Parent/Authorized Representative Signature Required)

This will acknowledge that I/we, the parent(s) have received a copy of "CHILD CARE CENTER NOTIFICATION OF PARENT'S RIGHTS" and the CAREGIVER BACKGROUND CHECK PROCESS form from the licensee. Name of Facility: Extended Child Care – 335 College Ave, Santa Rosa Ca 95401

Signature of Parent(s)/Guardian(s) _____ Date _____

NOTE: This Acknowledgement must be kept in the child's file and a copy of the Notification given to parent/authorized representative.

For the Department of Justice "Registered Sex Offender" database, go to www.meganslaw.ca.gov

LIC 995 (12/06)

PERSONAL RIGHTS

Child Care Centers

Personal Rights, See Section 101 223 for waiver conditions applicable to Child Care Centers.

(a) Child Care Centers. Each child receiving services from a child care center shall have rights which include, but are not limited to, the following:

- (1) To be accorded dignity in his/her personal relationships with staff and other persons.
- (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
- (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
- (4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
- (5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In child care centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s) or guardian(s) of the child.
- (6) Not to be locked in any room, building, or facility premises by day or night.
- (7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:

NAME	Extended Child Care		
ADDRESS	335 College Ave		
CITY	Santa Rosa, CA 95401	AREA CODE & PHONE NUMBER	707-545-2402

(Detach Here)

PLACE IN CHILD'S FILE

TO: PARENT/GUARDIAN/CHILD OR AUTHORIZED REPRESENTATIVE-

Upon satisfactory and full disclosure of the personal rights as explained, complete the following acknowledgment:

ACKNOWLEDGMENT: I/We have been personally advised of, and have received a copy of the personal rights contained in the California Code of Regulations, Title 22, at the time of admission to:

Extended Child Care
335 College Ave, Santa Rosa CA 95401

Child's Name: _____

(SIGNATURE OF THE REPRESENTATIVE/PARENT/GUARDIAN) _____

(TITLE OF THE REPRESENTATIVE PARENT/GUARDIAN) _____ DATE _____

LIC 613A (6/05)

I MPORTANT INFORMATION FOR PARENTS

CAREGIVER BACKGROUND CHECK PROCESS CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

The California Department of Social Services works to protect the safety of children in child care by licensing child care centers and family child care homes. Our highest priority is to be sure that children are in safe and healthy child care settings. California law requires a background check for any adult who owns, lives in, or works in a licensed child care home or center. Each of these adults must submit fingerprints so that a background check can be done to see if they have any history of crime. If we find that a person has been convicted of a crime other than a minor traffic violation, he/she cannot work or live in the licensed child care home or center unless approved by the Department. This approval is called an exemption.

A person convicted of a crime such as murder, rape, torture, kidnapping, crimes of sexual violence or molestation against children **cannot by law be given an exemption that would allow them to own,**

live in or work in a licensed child care home or center. If the crime was a felony or a serious misdemeanor, the person must leave the facility while the request is being reviewed. If the crime is less serious, he/she may be allowed to remain in the licensed child care home or center while the exemption request is being reviewed.

How the Exemption Request is Reviewed

We request information from police departments, the FBI and the courts about the person's record. We consider the type of crime, how many crimes there were, how long ago the crime happened and whether the person has been honest in what they told us.

The person who needs the exemption must provide information about:

- The crime
- What they have done to change their life and obey the law
- Whether they are working, going to school, or receiving training
- Whether they have successfully completed a counseling or rehabilitation program

The person also gives us reference letters from people who aren't related to them who know about their history and their life now.

We look at all these things very carefully in making our decision on exemptions. By law this information

cannot be shared with the public.

How to Obtain More Information

As a parent or authorized representative of a child in licensed child care, you have the right to ask the licensed child care home or center whether anyone working or living there has an exemption. If you request this information, and there is a person with an exemption, the child care home or center must tell you the person's name and how he or she is involved with the home or center and give you the name, address, and telephone number of the local licensing office. You may also get the person's

name by contacting the local licensing office. You may find the address and phone number on our website. The website address is <http://cclid.ca.gov/docs/maps/state.htm>

INFORMACION IMPORTANTE PARA PADRES

PROCESO PARA LA REVISION DE LOS ANTECEDENTES DE LOS PROVEEDORES DE CUIDADO

DEPARTAMENTO DE SERVICIOS SOCIALES DE CALIFORNIA

El Departamento de Servicios Sociales de California trabaja para proteger la seguridad de los niños bajo cuidado, proporcionando licencias a guarderías infantiles y hogares que proporcionan cuidado de niños. Nuestra mayor prioridad es asegurar que los niños estén en un ambiente de cuidado de niños que sea seguro y saludable. Las leyes de California requieren que se lleve a cabo una revisión de antecedentes para cualquier adulto que sea dueño de o que viva o trabaje en un hogar con licencia que proporciona cuidado de niños o en una guardería infantil con licencia. Cada uno de estos adultos tiene que presentar sus huellas digitales para que se lleve a cabo una revisión de antecedentes para ver si tiene algún historial penal. Si determinamos que una persona ha sido condenada por un delito, que no sea una infracción menor de las reglas de tráfico, esa persona no podrá trabajar ni vivir en un hogar con licencia que proporciona cuidado de niños ni en una guardería infantil con licencia, a menos que lo apruebe el Departamento. A esta aprobación se le llama una exención.

Una persona que ha sido condenada por un delito como asesinato, violación, tortura, secuestro, delito de violencia sexual, o abuso sexual en contra de un niño, **por ley, no podrá recibir una exención que le permita ser dueño de o vivir o trabajar en un hogar con licencia que proporciona cuidado de niños o en una guardería infantil con licencia.** Si el delito fue un delito mayor (*felony*) o un delito menor grave, la persona tendrá que salir del establecimiento mientras que se revise la petición para una exención. Si el delito es menos grave, es posible que se le permita quedarse en el hogar con licencia que proporciona cuidado de niños o en una guardería infantil con licencia mientras que se revise la petición.

Cómo se revisa una petición para una exención

Nosotros solicitamos información sobre los antecedentes de la persona que tengan los departamentos de policía, la Oficina Federal de Investigaciones (FBI), y las cortes. Tomamos en consideración la clase de delito, cuántos delitos se han cometido, cuánto tiempo ha pasado desde que sucedió el delito, y si la persona ha sido honesta en lo que nos ha dicho.

La persona que necesita la exención tiene que proporcionar información sobre lo siguiente:

- el delito
- lo que ha hecho para cambiar su vida y obedecer la ley
- si está trabajando, asistiendo a la escuela, o recibiendo entrenamiento
- si ha completado de una manera satisfactoria algún programa de orientación o rehabilitación.

La persona también nos da cartas de referencia de otras personas que no tienen parentesco con ella y que tienen conocimiento del historial de esa persona y cómo es su vida ahora.

Nosotros revisamos todas estas cosas muy cuidadosamente al tomar una decisión sobre las exenciones. Por ley, no se puede compartir esta información con el público.

Cómo obtener más información

Como padre o representante autorizado de un niño bajo cuidado con licencia, usted tiene el derecho de preguntarle al hogar con licencia que proporciona cuidado de niños o a la guardería infantil con licencia si alguien que esté trabajando o viviendo allí tiene una exención. Si usted pide esta información y hay una persona con una exención, dicho hogar o guardería infantil tiene que decirle el nombre de la persona y la manera en que tal persona está involucrada en el hogar o guardería infantil. Además, tiene que darle el nombre, dirección, y número de teléfono de la oficina local de licenciamiento. Usted también puede obtener el nombre de la persona comunicándose con la oficina local de licenciamiento. Puede encontrar la dirección y el número de teléfono en nuestro sitio web. La dirección del sitio web es <http://cclid.ca.gov/docs/maps/state.htm>