



# **Program Handbook**

## **Lake Elsinore Unified School District Childcare Program 2019-2020**

**Before and after school Site Based Childcare is available at the following schools:**

- ***Cottonwood Canyon Elementary School (TK-5)***
- ***Earl Warren Elementary School (TK-5)***
- ***Luiseno School (TK-8)***
- ***Rice Canyon Elementary School (TK-5)***
- ***Ronald Reagan Elementary School (TK-6)***
- ***Tuscany Hills Elementary School (TK-5)***

Hours of Operation: 6:30 AM - 6:00 PM

Childcare includes AM and PM Kindergarten and Transitional Kindergarten Sessions

Please Register at Children and Family Services Office:

565 Chaney St. Building E  
Lake Elsinore, CA 92530

RCOE Subsidized Payments Accepted for Qualified Families: 951-826-6626

*Dr. Frieda Brands*  
*Director of Early Childhood*  
*Education*  
*Phone: (951) 253-7091*

*Nori Chandler*  
*Childcare Program Coordinator*  
*Phone: (951) 253-7055*

*Deborah Morris*  
*CFS Clerk III*  
*(951)-253-7077*  
*FAX: (951) 253-7187*

## **Our Mission**

*The mission of the Lake Elsinore Unified School District Childcare Program is to provide safe, affordable, dependable, high quality childcare for children of the Lake Elsinore Unified School District. In doing so, LEUSD Childcare Program will provide childcare services for students in TK/K through Grade 5 at specified sites (K-6 at RRE and K-8 at LS). Children are provided with an environment where they are encouraged to develop awareness of self, others, and community. LEUSD Childcare Program staff are committed to the families served by providing support, care, and encouragement in a positive and productive childcare setting.*



## **Welcome to Lake Elsinore Unified School District Childcare Program**

### **Program Basics**

**Program hours of operation are:** 6:30 AM to 6:00 PM

Enrollment packets are available at Children and Family Services, at your school site and online at: [www.leusd.k12.ca.us](http://www.leusd.k12.ca.us) (click on 'Departments/Services', then "Department Directory' and then 'Child Care Services').

Please submit completed enrollment packet, registration fee and first month's tuition to Children and Family Services:

**565 Chaney Street Bldg. E  
Lake Elsinore, CA 92530**

If you have any questions or concerns, you may contact:

Dr. Frieda Brands: 951-253-7073

Director

[frieda.brands@leusd.k12.ca.us](mailto:frieda.brands@leusd.k12.ca.us)

Nori Chandler: 951-253-7055

Coordinator

[nori.chandler@leusd.k12.ca.us](mailto:nori.chandler@leusd.k12.ca.us)

Debbie Morris: 951-253-7077

Clerk III

[deborah.morris@leusd.k12.ca.us](mailto:deborah.morris@leusd.k12.ca.us)

## ***LEUSD Childcare Program Policies and Procedures***

**Admission:** is based on available space and opened to students within the LEUSD attendance boundaries. Enrollment shall be granted without discrimination on the basis of gender, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, or color. During the school year or upon a trial period of attendance\*, LEUSD Childcare reserves the right to terminate enrollment, immediately if deemed necessary (\*Please see "Reasons for Dismissal of Service").

**Absences:** Please report child's absence to Childcare classroom by 8AM so staff knows whether or not to expect your child for the day.

**Attendance:** Regular attendance is required to maintain enrollment in LEUSD Childcare. If a child is absent for two weeks (unexcused), he or she is subject to being dropped from the childcare program. Re-enrollment will be based on a reinstatement fee of \$25 per child and payment of all outstanding balances. Re-enrollment is subject to availability of space. **Again, please call the Childcare classroom to let staff know when your child will be absent so they know whether or not to expect your child for the day.**

**Communication:** Parents are responsible for communication notices, letters, etc. that are attached to their child's sign in/out record, mailed to address given on contract, and/or posted at child's LEUSD Childcare location.

Each Childcare site keeps a communication log and documents daily attendance, numbers of students per half hour and communicates written and verbally with supervisors if they have specific concerns regarding student attendance or behavior. Concerns are addressed as quickly as possible upon notice as our students' safety is our number one concern.

**Contract/Fee Schedule Changes:** must be submitted in writing to Children and Family Services. Changes will go into effect the following month, not mid-month. A fee of \$25 will be applied per family per schedule change. Fee schedules may not be combined.

**Custody or Restraining Orders:** Legal documents regarding child custody and restraining orders must be kept current and on file at the site childcare center. Children will only be released to people who are named on the program emergency information which must be filled out by the primary physical custodial parent or legal guardian. If the primary custodian is not available and a non-custodial parent attempts or insists on taking the child from childcare premises, the staff member will call 911 and the Director of Children and Family Services.

**Discipline:** LEUSD Childcare Program reserves the right to withdraw enrollment from a child or family due to excessive disruptive or dangerous behavior. If a child or parent/guardian exhibits disruptive or aggressive behavior, child/family may be dismissed from the program.

During the school year or upon a trial period of attendance, LEUSD Childcare reserves the right to terminate enrollment, immediately if deemed to be in the best interest and safety of students and staff if:

- student cannot be safely or effectively be cared for in a large group setting.
- student requires supervision beyond the limitations of Childcare program.
- student poses a risk to the health and safety self or others.

LEUSD Childcare reserves the right to have parent/guardian come to site for immediate pick up.

Discontinuance of enrollment could be immediate if deemed to be in the best interest, safety and well-being of student, staff and/or other students.

Staff shall administer discipline as follows:

- The use of discipline shall not be humiliating, frightening, or physically harmful (no corporal punishment will be permitted).
- Discipline shall be consistent and individualized for each child and appropriate to the child's level of understanding and needs.
- Discipline shall be directed toward teaching the child acceptable behavior.
- Discipline shall not be associated with food, rest, or isolation.

A variety of discipline techniques will be used, as not all techniques work with all children at all times. These will include:

- Redirection
- Behavior Modification
- Natural and Logical Consequences
- Quiet Time (redirected to a quiet activity)

**Discounts:** LEUSD offers a family discount of 10% for a second sibling (equal or lower fee). LEUSD also offers a 10% employee discount, a 10% military discount and a 5% discount for employees of other school districts. Proof of ID shall be presented at time of enrollment. Discount does NOT include: registration, late fees.

**Discounts may not be combined.**

**Emergency Contacts:** Parents are responsible for keeping the child's records up to date. Telephone numbers, emergency information and authorized pick-ups must be current and accurate. Please date and initial each time a change is made.

## **Enrollment:**

All enrollments must take place at Children and Family Services Office:

**Children and Family Services  
565 Chaney St. Bldg. E  
Lake Elsinore 92530**

Items due upon enrollment:

1. Completed packet
2. Registration fees
  - a. \$40 per child for first time enrollment
  - b. \$30 per child for returning students
3. First month's tuition

Payments may be made using one of the following methods: online with School Pay, Cashier's Check, Money Order, or Auto Pay with your personal bank (may be used for all but the first payment). Payments must be made out to LEUSD Childcare, 565 Chaney Street, Building E, and reference your child's name and school. **NO personal checks or cash accepted.**

**Fees:** Please see the Fee Schedule included in this packet.

**Field Trips:** If your child attends a field trip during the school day that could affect attendance or arrival in Childcare, please notify Childcare Assistants directly.

**Holiday/Extended Care:** LEUSD offers childcare in conjunction with the district school year calendar schedule only. Please refer to the Fees and Discounts schedule included in this packet.

**IEP's/Health Risks:** *Students with health risks, IEP's, 504 Plans or Behavior Support Plans are required to submit a copy of the plan prior to admission.* Parents must also meet with the Program Supervisor and Childcare Assistant to create a separate behavior plan with the LEUSD Childcare Program that outlines the program expectations for your child prior to start date. LEUSD Childcare Program must be immediately notified if at any time during the school year it is determined that a child develops a health risk that requires specialized attention that cannot be provided by Childcare staff.

**Illness:** Parent(s) will be called and MUST have their child picked up within (1) hour, when a child is ill or in any significant discomfort.

**Late Payments:** A late fee of \$40.00 will be applied after the 5<sup>th</sup> of month; an additional \$50.00 will be applied after the 15<sup>th</sup> of the month. If the 5<sup>th</sup> or the 15<sup>th</sup> of the month fall on a holiday or weekend, payment is due BEFORE the holiday or weekend.

A family carrying a balance for more than 30 days will be dropped from Childcare. If space is available, child(ren) may be reinstated upon payment of all outstanding fees and a re-registration fee of \$25 per child.

Families may be re-admitted upon verification that the account balance has been paid in full and must pay future payments with cashier's check, money order or use Schoolpay online.

**Late Pick-Up:** Parents are responsible for picking their child(ren) up on time. **Childcare ends at 6:00PM.** If child(ren) is/are picked up late, a fee of \$5.00 per minute, per child will be charged to the family's Childcare account and be due and payable on the next monthly statement.

If child(ren) is/are not picked up by 7:00PM child(ren) will be considered abandoned and the appropriate authorities will be called.

After THREE (3) late pick-ups (cumulative for the current year), family could be dismissed from the program. Please make every effort to communicate with emergency contacts to pick for on time pick up. If an unforeseen situation arises and late pick up is unavoidable, it is imperative that Childcare Assistants are notified. Program supervisor will be notified by Childcare Assistant. Please keep emergency contact information updated in order to have an effective back up plan in place.

**Medication:** If your child needs to have medication administered by Childcare staff, the following steps must be taken:

- Parent/guardian must submit a Medical Release Form to remain on file in the childcare classroom. This must be verified and signed off by personal physician and district nurse.
- Parent/guardian must provide medication in its original container, labeled with the child's name and clear directions.

**Parent Concerns/Questions:** Parents/Guardians are expected to address any concerns or questions to Childcare Assistants in a calm and courteous manner. If a concern arises regarding another child or parent in the program, this must be addressed to the Childcare Assistant or Program Supervisor. Children whose parents/guardians approach other students or parents regarding their actions and/or behavior may be dismissed from the program.

**Payments:** are due the by 1st<sup>th</sup> of each month. A Late Fee is applied after the 5<sup>th</sup> of the month. Monthly payments may be made:

- By Cashier's Check or Money Order (made out to LEUSD Childcare)
- School Pay online system
- Personal banking system

\*Reference your child's name and school site on check. The district's address is:  
565 Chaney St. Lake Elsinore 92530

**Payment Questions:** Please contact CFS for question/concerns about payments or ledgers. Classroom staff does not have access to this information and need to staff focused on supervision of students. Please call Nori Chandler at 951-253-7055 or Debbie Morris at 951-253-7077.

**Personal Belongings/Toys/Candy:** No toys, permanent markers, candy are to be brought to Childcare. The program will not be held liable for any lost, stolen, or damaged items. Cell phones and all electronic devices must be put away and used in keeping with the school site's policy.

**Picking-Up Children:** Only authorized adults who are 18 years or older will be permitted to drop off or pick-up children and must carry proper identification. Children will not be released to anyone without proper picture identification. If you have made arrangements with someone not on your emergency contact list, you MUST NOTIFY Childcare staff in advance and IN WRITING and person picking up MUST have picture ID.

\*\*Parents are responsible for updating emergency contact information. Please date and initial each time an update is entered on your child's emergency contact list. (Staff has your child's enrollment packet in the classroom, please let them know when you need to update).

**Signing In/Out:** *A parent or an adult at least 18 years of age must accompany child(ren) into the LEUSD Child Care classroom and determine that the child is under adult supervision before leaving the premises. Parent or adult is required to sign the child in and/or out of the program each day. No minor children may sign a child in or out. Parent/guardian must sign the bottom of the daily sign in/sign out sheet at the end of each month to verify all entries are accurate.*

**Telephone Calls:** The telephone lines are designed for business and emergency purposes only. Please allow LEUSD Childcare staff to relay any messages to your child to insure the lines are open for emergency purposes.

**Withdrawal From Program:** If you wish to withdraw your child(ren) from the program, a THREE DAY ADVANCE WRITTEN NOTICE IS REQUIRED. A re-instatement fee of \$25.00 per child will be charged each time a family reenters LEUSD Childcare during the current school year. Re-instatement is based on availability of space in childcare.

## LEUSD Childcare Monthly Fee Contract 2019/20

<u>Option</u> (Circle One)	<u>Grade</u>	<u>Program Option</u>	<u>Time Supervised</u>	<u>Monthly Rate:</u> 1 or 2 day/week	<u>Monthly Rate:</u> 3 or 4 day/week	<u>Monthly Rate:</u> 5 day/week
1	TK/K (A.M.)	Before school only	6:30 – 8:00 A.M.	\$120	\$240	\$300
2	TK/K (A.M.)	After School only (includes kindergap care)	11:20 A.M. – 6:00 P.M.	\$190	\$375	\$435
3	TK/K (A.M.)	Before and after school	6:30 – 8:00 A.M. and 11:20 A.M. – 6:00 P.M.	\$215	\$430	\$490
4	TK/K (P.M.)	Before school only (includes kindergap care)	6:30 – 10:15 A.M.	\$130	\$260	\$325
5	TK/K (P.M.)	After School only	1:45 – 6:00 P.M.	\$155	\$310	\$370
6	TK/K (P.M.)	Before and after school	6:30 – 10:15 A.M. and 1:45 – 6:00 P.M.	\$215	\$430	\$490
7	TK/K (A.M. or P.M.) Kindergap	Kindergap <b>only</b> : The period of time TK/K is not in school and the other grades are.	A.M. Kinder: 11:20 A.M. – 1:45 P.M. P.M. Kinder: 8:00 – 10:15 A.M.	\$63	\$125	\$145
8	1-5	Before school only	6:30 – 8:00 A.M.	\$120	\$240	\$300
9	1-5	After school only	1:45 – 6:00 P.M.	\$155	\$310	\$370
10	1-5	Before and after school	1:45 – 6:00 P.M. and 6:30 – 8:00 A.M.	\$170	\$335	\$395

Kinder start and stop times vary at different schools.

RRE has 6<sup>th</sup> Grade and LS has 6/7/8<sup>th</sup> Grade.



## Fees and Discounts

<u>Holiday Discounts and Year End Rate</u>	
Dates	Discount
August 2019	20%
November 25-29, 2019	20%
December 23-31, 2019	20%
January 1-10, 2020	20%
March 16-20, 2020	20%
June 1-4, 2020	75%

<u>Additional Fees</u>	
New Student Registration per child (Non Refundable)	\$40.00
Returning Student Registration per child (Non Refundable)	\$30.00
Late Tuition Payment (After 5 <sup>th</sup> of the month)	\$40.00
Late Tuition Payment (After 15 <sup>th</sup> of the month - in addition to the \$40.00)	\$50.00
Current Year Reinstatement per child	\$25.00
Change in Schedule Change effective the following month	\$25.00
<b>Late Pick Up</b>	<b>\$5 per minute per child</b>

<u>Discounts</u>	
Sibling Discount (Deducted from one lower or equal tuition)	10%
LEUSD Employee Discount (Must present district ID)	10%
Non LEUSD District Employee Discount (Must present district ID)	5%
Military (Must present military ID)	10%

- One discount per family may be applied; no combining of discounts.
- No combining of Fee Schedules
- Drop in care will not be provided.

Option Number: \_\_\_\_\_ Number of days of attendance: \_\_\_\_\_

I understand I must adhere to this contract schedule. If I choose to change my schedule, I will incur a \$25 fee. Changes will not go into effect until the beginning of the following month. Tuition is due whether or not my child(ren) attends LEUSD Childcare. Credit will not be issued for absences or otherwise slated district Holidays (i.e. Presidents' Day).

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## LEUSD Childcare Policies and Procedures Contract

<i>Please read and initial each line.</i>		
Initial	Policy/Procedure	
	1	I have received a LEUSD Childcare Handbook.
	2	I understand and agree to LEUSD Childcare program, tuition, fees, and discounts as outlined in the Childcare Handbook and Application.
	3	The person who signs this contract is responsible to insure monthly tuition for services rendered.
	4	Payments may be made using one of the following methods: online with School Pay, Cashier's Check, Money Order, or Auto Pay with your personal bank. Payments must be made out to LEUSD Childcare, 565 Chaney Street, Building E, and reference your child's name and school. Payments must be made online with School Pay, brought to Children and Family Services, or dropped off in childcare classroom by the 5 <sup>th</sup> of each month. <b><u>NO personal checks or cash accepted.</u></b> The first payment of the year (enrollment fee plus August childcare fees) cannot be made with AutoPay.
	5	Payments are due by the 1 <sup>st</sup> of each month. Payments are deemed late (with a \$40 late fee) after the 5 <sup>th</sup> of each month. Payments made after the 15 <sup>th</sup> of the month will be assessed an additional \$50 late fee. <u>If the 5<sup>th</sup> or the 15<sup>th</sup> of the month fall on a holiday or weekend, payment is due BEFORE the holiday or weekend.</u> Late fees will not be waived.
	6	I agree to the monthly rate that I have chosen. I understand that fees are due at the beginning of the month <u>whether or not my child attends</u> the LEUSD Childcare Program and whether or not I have received a statement. <u>Enrollment fees are non- refundable.</u>
	7	<u>A family carrying a balance for more than 30 days will be dropped from Childcare. If space is available, child(ren) may be reinstated upon payment of all outstanding fees and a re-re-instatement fee of \$25 per child.</u>
	8	A ledger documenting your payment is provided monthly. It is attached to your sign in/out sheet at the site. Save your ledger for your tax purposes. Our tax ID number (TIN) is on the ledger for your convenience. Requests for duplicate ledgers are to be made at the school site.
	9	Program Withdrawal - No refunds will be given unless the family has submitted a written request for withdrawal from program at least three (3) days prior to the last day of the child's attendance. <u>If notice is not given, parent/guardian is responsible for fees accrued until notice is received.</u>
	10	When your child is absent the parent/guardian agrees to notify the Childcare Assistant directly on the day of the absence. We then know not to expect your child that day. (A good

		practice is to call the school office, report the absence, then ask to be put through to the Childcare room to speak to the Childcare Assistant.)
11		Authorized adults <b>only</b> , who are <u>18 years or older</u> will be permitted to drop off or pick-up children and must carry proper picture identification.
12		Parent, guardian, or designee, must accompany their child or children to the childcare classroom to determine their child is under supervised care before leaving school premises.
13		Parent, guardian, or adult designee, must sign in and out daily and must sign and date the bottom of the attendance record upon month's end.
14		Parents must keep student records up to date: phone numbers, addresses, emergency contacts. If information needs to be updated, parent/guardian must make the change(s) and initial and date the change(s).
15		Children will not be released to anyone without proper picture identification. If arrangements have been made with someone who is not on child's emergency contact list, parent/guardian <b>MUST NOTIFY</b> Childcare staff in advance and <b>IN WRITING</b> . Person picking up <b>MUST</b> have picture ID.
16		Parents/guardians will be called and must have child picked up within (1) hour when child is ill, in discomfort or has seriously violated discipline policy.
17		Toys, candy, or permanent markers may not be brought to childcare. <u>Cell phones MUST be kept put away and used in accordance with the school's policy.</u> Program will not be held liable for missing or damaged personal belongings.
18		Prescription or over the counter medications, including sunscreen may be dispensed according to LEUSD medication policies. Medical forms must be completed by doctor, verified by district nurse before being kept on file in program classroom. All expiration dates must be current.
19		Parents are responsible for keeping track of ledgers and other communications that are placed on sign in sheets, mailed, or posted in childcare classroom.
20		If parent/guardian has a question about payment, they must call CFS for inquiry: 951-253-7055 or 951-253-7077 ( <i>Childcare Staff does not have this information and must not be distracted from supervising students with regards to billing questions/concerns</i> ).
21		Parents of children with health risks, IEP's, 504's, or Behavior Support Plans must meet with program supervisor for approval of services. LEUSD Childcare is not an extension of the school day.
22		Parents/guardians may not insult, berate or threaten staff or students or use inappropriate language with staff or near students. If this occurs, a LEUSD Civility Policy will be issued to parent/guardian. <i>Family will be subject to immediate dismissal from program.</i>
23		Childcare <b>ends at 6:00 PM</b> . If child(ren) is/are picked up late, <u>a fee of \$5.00 per minute, per child will be charged</u> to the family's Childcare account and be due and payable on the next monthly statement.
24		Field Trips: If your child attends a field trip during the school day that could affect attendance or arrival in Childcare, <u>please notify Childcare Assistants directly.</u>

## Reasons for Dismissal from Program

Reasons for dismissal from program are subject, but not limited to the following:

1. If, during the school year **or** during a \*trial period of attendance, it is determined that a student cannot be safely or effectively cared for in a large group setting, requires supervision or medical treatment beyond the limitations of our program, or poses a risk to the health and safety of others, LEUSD Childcare reserves the right to discontinue enrollment immediately.

*(\*Trial period of attendance is a time frame agreed upon by program administrators and parent/guardian that may be needed in order to determine if LEUSD Childcare can effectively meet specific needs of students in the childcare setting).*

2. Repeated inability to abide by program guidelines/policies outlined in Program Handbook and Enrollment Packet.
3. Failure to complete enrollment forms or medical forms for medications.
4. Parent or guardian insults, berates, uses inappropriate language, or exhibits threatening behavior towards staff, students or in presence of students.
5. Misuse of contracted days and/or hours.
6. Non-payment of fees.
7. Excessive absences (Two weeks without notification, parent/guardian may be liable for tuition/fees).
8. Recurring late pick up (3 per program year).
9. Failure to:
  - adhere to contracted days or hours.
  - sign child(ren) in or out daily.
  - enter month end signature and date at the bottom of the daily sign in/out record.
10. Parent/guardian voluntary withdrawal (Must give 3 day advance written notice).

## Childcare Classroom and Cell Phone Numbers

<u>Cottonwood Canyon Elementary</u>	<u>951-285-2682 &amp; 951-285-2343</u>	<u>Room 30</u>
<u>Earl Warren Elementary</u>	<u>951-285-3331</u>	<u>Room 601</u>
<u>Luiseno School</u>	<u>951-285-2851 &amp; 951-285-2323</u>	<u>Room 20</u>
<u>Rice Canyon Elementary</u>	<u>951-285-6192</u>	<u>Room 410</u>
<u>Ronald Reagan Elementary</u>	<u>951-285-2691</u>	<u>Room 34</u>
<u>Tuscany Hills Elementary</u>	<u>951-285-3620 &amp; 951-285-2521</u>	<u>Room 28</u>

Please put your childcare's phone number in your cell phone contacts. **YOU MUST CALL CHILDCARE in addition to calling the school office when your child is absent.**

The person who picks up your child must bring ID each time. If we have a worker who is unfamiliar with the person who picks up, ID will need to be presented.