

## **Registration Process**

**Registration is required for entrance into our program on an annual basis.** A priority enrollment period will be given to those families currently enrolled whose accounts are in good standing. Siblings of enrolled students will also qualify during the priority enrollment period. A non-refundable deposit of \$35.00 per child will be due along with the first month's program tuition at the time of enrollment. The program packet must be completed at the time of enrollment. This includes the emergency card, and parent contract information. All enrollments are completed at the Norris School District Office located at 6940 Calloway Drive, Bakersfield, CA 93312.

*\*If at any time throughout the school year you need to update your child's emergency card, please do so at the District Office.*

## **Additional Paperwork Required**

If there is custody paperwork, a copy must be provided at the time of enrollment or enrollment will be considered incomplete. If custody paperwork changes at any point during the school year, you must provide the District Office with an updated copy. If there is an allergy or medical issue requiring medication to be administered or housed while under our care, then an authorization form must accompany your paperwork or enrollment will be considered incomplete. Please refer to the section "Medications at School and EDC" for more information.

## **Tuition Payments**

**TUITION IS DUE ON THE 1<sup>st</sup> OF EACH MONTH.** Payments not received by the 5<sup>th</sup> of the month are past due. (If the 5<sup>th</sup> falls on a weekend or holiday, payment is due the Friday prior). Payments received are posted daily. Payments posted after the 5<sup>th</sup> will be assessed a **\$30.00 fee per child**. It is important to note that if your payment including the late fee is not **paid by the 14<sup>th</sup>** of the month, your child(ren) will be removed from the program immediately.

Additionally, your child(ren) will be removed from the program should your account become delinquent 3 times during the school year. For your convenience, there is a secure payment drop box located at each site in the EDC office. The secure drop is open on the 25<sup>th</sup> of each month but closes at the end of business on the 5<sup>th</sup> of each month. Late payments must then be mailed or made at the Norris School District Office located at 6940 Calloway Drive, Bakersfield, CA 93312. You may also pay by credit card, E check, over the phone or set up your card to be debited each month. Please request an authorization form from the District Office.

*\*Cash payments must be paid at the District Office.*

## **Withdrawal From Program**

**To terminate care for any reason, your request must be made in writing. There is a two-week notice required and final payment must accompany the notice.** If the required notice is not received in a timely manner, then the full month of tuition becomes due. This notice must be made to the Norris School District Office located at 6940 Calloway Drive, Bakersfield, CA 93312. For your convenience, a Notice of Withdrawal form is available for download through the Norris School District website at [www.norris.k12.ca.us](http://www.norris.k12.ca.us) and is included in this handbook.

## Hours and Days of Operation

The program is in operation on school days only from 7:00 a.m. until school campus opens and after school until 5:45 p.m. Regular school day EDC hours are 7:00 a.m. to 8:00 a.m. and 1:35p.m. to 5:45 p.m. Minimum day hours are 7:00 a.m. to 8:00 a.m. and 12:35 p.m. to 5:45 p.m. and fog delay\* hours are 7:00 a.m. to 10:00 a.m. and 1:35 p.m. to 5:45 p.m.

The program will also be closed on the following holidays:

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|---------------------------|----------------------|
| • September 3, 2018       | Labor Day            |
| • November 12, 2018       | Veterans Day         |
| • November 19-23, 2018    | Thanksgiving Holiday |
| • December 24-31, 2018    | Winter Break         |
| • January 1-4, 2019       | Winter Break         |
| • January 21, 2019        | Dr. Martin L. King   |
| • February 11, 2019       | Lincoln's Birthday   |
| • February 18, 2019       | President's Birthday |
| • April 15-April 22, 2019 | Spring Break         |
| • May 27, 2019            | Memorial Day         |

\*Should the district close school for the day due to fog, school/community emergency, parents will be asked to pick up their child.

A summer program is planned. Information on registration and tuition for this program will become available in March.

## Arrival/Departure Procedure

Arrival:

The program opens at 7:00 a.m. There is no supervision before this time. If your child arrives prior to 7:00 a.m. more than 3 times, they will be dismissed from the program. ***For the purposes of safety, parents/guardians must accompany children into the facility and sign the attendance log.*** The EDC staff will sign in your child in the afternoon. Only parents or designees as indicated on the emergency card will be allowed to remove your child from program custody. You may be asked for photo identification at anytime. If there are any changes to your emergency card, you must update your information with the Norris School District Office.

Departure:

Five minutes prior to close of business, EDC staff will begin contacting those listed on the Emergency Card for immediate pick up. If you are late picking up your child(ren), charges will apply as stated in the parent contract. **NO EXCEPTIONS WILL BE MADE.** Please note these late fees are per child. You will be given an invoice at the time of late pick up. This must be paid to the District Office within 48 hours or you child will be dropped from the program. If you are late picking up your child(ren) 3 times, your child will be automatically dismissed from the program.

The only exception to this policy falls under a "Special Circumstance." This would allow a middle school or high school sibling to sign your child in or out of the program. A written notice explaining your "Special Circumstance" must be provided along with your written consent.

### **Program Attendance and Illnesses**

**Please notify EDC if your child will be absent for any reason.** If you pick up your child after school and they will not be attending the EDC, please call and let us know so we do not expect your child that day. An absence without prior notification may be mistaken for a missing child and would cause unnecessary concern. If your child becomes ill, you will be called. You must pick up or make arrangements for your child to be picked up within 30 minutes of receiving the phone call. If your child is not picked up in a timely manner on 3 occasions he/she will be dismissed from the program. Children showing any of the following symptoms will be sent home: temperature of 100 or more, vomiting, sore throat, diarrhea, open sores, nasal, eye or ear discharge. If your child has a communicable disease, such as head lice or pink eye, you are expected to pick up your child immediately. If your child has not attended school they may not attend the EDC Program. There are no refunds/credits for missed days due to illness.

### **Personal Care and Hygiene**

Your child must be toilet trained and able to handle his/her bathroom needs independently. EDC staff members will not provide toileting assistance. If an accident occurs, you or one of the emergency contacts will be notified and your child must be picked up within 30 minutes. If your child is not picked up within 30 minutes on 3 occasions, he/she will be removed from the program. An accident may be defined as any amount of urine or fecal matter, which is noticeable by sight or smell, from the child him/herself, other students, or a staff member.

We understand that this can be a sensitive issue and will treat it as such. For the safety and health of all students your child will be asked to sit in a designated area while waiting to be picked up. Toys, games, and/or books will be provided during this time.

### **Medical Emergencies**

In the event of a serious accident or injury your child will be given first aid. Every effort will be made to contact you immediately. Our decisions in all emergencies will be based on the immediate concern for your child's health and safety.

### **Medications at School and EDC**

There are state laws and district policies that govern taking medication by students while at school or EDC. Before EDC personnel can administer any medication (prescription or over the counter) we must have on file a completed "Authorization For Any Medication Taken During School Hours" form signed by the parent and the child's doctor. Please do not send any Tylenol, aspirin, cough drops, etc. with your child, nor ask our staff to administer any medications to your child unless the authorization form is completed and signed. Prescriptions must be in the original container with the pharmacist's label attached. The label must include a description of the kind of medication, dosage, how often the medication is to be taken and the same doctor's name that signed the authorization form. An authorization form is included in this handbook. EDC staff does not have access to medications in the school office at all times, therefore, if your child requires medication, you must provide EDC with the medication. It will be stored in the EDC facility.

## **Discipline**

The safety and well being of your child is essential to our program. Children in the EDC program will be required to follow school rules as well as those developed for our program in order to maintain a positive climate. When the behavior of a child interferes with the safety and/or well being of him/herself or other children, interferes with an aide's ability to adequately supervise and/or perform the functions of his/her job, or disrupts the daily routines or activities of the program intervention will become necessary. Student consequences may include:

- Verbal warning
- Time out or thinking time
- Removal from activity or privilege
- Parent contact for immediate pick up
- Suspension from EDC
- Removal from EDC

If a child is suspended from school he/she is automatically suspended from the EDC program. No refunds/credits are given for missed days due to suspensions. The Norris School District reserves the right to suspend or remove a child from the program for any behavior that we deem warrants this action. Continued discipline issues will result in your child being removed from the program for the remainder of the year.

## **Enrichment/Homework**

Designated time to study, read, and provide homework assistance will be part of the daily program schedule. Your child will be responsible to choose an activity during this time. The following options during this time will be:

- Work on school assignments or homework
- Read for pleasure
- Study time or quiet activity

Our staff will assist your child with homework questions. We suggest strongly that you continue to stay personally involved with your child's homework status and that you review completed homework or assist your child in the evening to review their school work. Please review your expectations are during this time period with your child. If your child has special homework needs, please speak with the Lead Aide so that reasonable support options may be discussed.

## **Nutrition Break**

A snack is included in the program in the afternoon. Items such as carrot sticks, granola bars, chips, muffins and fresh fruit will be offered with juice, water, or milk. A nut free table will be provided for applicable children on days that the snack may contain nuts.

### **Activities**

A combination of indoor and outdoor activities will be provided for the children. There will be free choice as well as organized activities. Physical activity will be encouraged to help develop coordination skills and release tension. Supervised and organized outdoor play and unstructured free play on the playground will be part of their daily routine. Craft projects, music, dance, educational games, and movies will also be enjoyed. All activities will be developmentally appropriate. We will also provide an opportunity to rest for those seeking quiet time.

### **Reinstatement to Program**

Registration is valid for the school year. If you withdraw from the EDC Program and wish to return at a later date, space must be available. If we are able to accommodate your return, the reinstatement fee is \$15.00 per child. Tuition will become due for the month at the time of reinstatement. We require two days to process paperwork, prior to returning.

### **Tax I.D. #**

The number to be used on your income tax form for Norris School District EDC program is: 95-6002214.

### **Program Contact Information**

If you have any questions or concerns regarding the program, you may contact the Norris School District Office and speak to the Director of School Support Services, Lisa Limpas at (661) 387-7000.

Bimat EDC Office 387-7058  
Norris EDC Office 387-7057

Olive Dr. EDC Office 387-7059  
Veterans EDC Office 387-7050

PLAY IS OFTEN TALKED  
ABOUT AS IF IT WERE  
A RELIEF FROM SERIOUS LEARNING.  
BUT FOR CHILDREN PLAY  
IS SERIOUS LEARNING. PLAY IS REALLY  
**THE WORK  
OF CHILDHOOD.**  
**-FRED ROGERS**