

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT
EXTENDED DAY PROGRAM

Parent Handbook

LOCATIONS:

Meadows EDP
1200 Meadows Avenue
Manhattan Beach, CA 90266
Office (310) 546-8033, ext. 5665
Site Lead (310) 318-7345, ext. 5627

Pacific EDP
1200 Pacific Avenue
Manhattan Beach, CA 90266
Office (310) 546-8044, ext. 5765
Site Lead (310) 318-7345, ext. 5757

Robinson EDP
80 Morningside Drive
Manhattan Beach, CA 90266
Office (310) 318-5120, ext. 3265
Site Lead (310) 318-7345, ext. 4201

Grand View EDP
455 24th Street
Manhattan Beach, CA 90266
Office (310) 546-8022, ext. 5465
Site Lead (310) 318-7345, ext. 5453

Pennekamp EDP
110 S. Rowell Avenue
Manhattan Beach, CA 90266
Office (310) 798-6223, ext. 5805
Site Lead (310) 318-7345, ext. 5842

EDP Accounting
325 S. Peck Avenue
Manhattan Beach, CA 90266
(310) 318-7345, ext. 5965

Welcome to EDP!
We are happy that you and your child have joined us!

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Section 1. General Program Information

Mission Statement

The EXTENDED DAY PROGRAM (EDP) of the Manhattan Beach Unified School District (MBUSD) offers before and after-school care for school-age children. In partnership with our parents and community, the EDP staff strives to provide the highest quality child care experience for our children in a fun, safe, healthy, loving, creative, and language-rich environment.

Philosophy

The EDP program is based on an understanding of how children grow - socially, emotionally, cognitively, and physically - and of what they can do at each stage of their development. It recognizes that each child's growth process includes unique strengths, needs, special interests, and life experiences.

Children learn best when they have the freedom to make choices, to develop relationships by sharing with others, and to interact with stimulating materials in developmentally appropriate activities. EDP staff members support the development of the whole child. This helps children build self-esteem and develop a healthy sense of individuality and independence, and provides them with the confidence they need to take risks, overcome challenges, and strengthen values.

No child can be discriminated against because of ethnicity, gender, or national origin.

Program Goals

EDP provides opportunities for each student to:

- Develop a positive self-concept,
- Develop respect for all people and cultures,
- Develop effective communication skills,
- Develop self-control and responsibility in order to make positive choices,
- Develop problem-solving skills,
- Develop positive health and safety habits,
- Develop empathy towards others,
- Achieve maximum potential in physical, emotional, intellectual, and social development, and
- Achieve success in classroom learning with the support of EDP staff.

Days and Hours of Operation, Students Served

The program operates 10 months a year. Child care is available on school days, Monday through Friday from 7:00 a.m. until 5:55 p.m. for children from TK/KDG. – 5th grade. Children enrolled at Grand View, Meadows, Pacific, Pennekamp, and Robinson schools can receive EDP services before and after school at their school sites. Extended day services/camps may be available on some days when school is not in session. The fee for each of these days is not included in your monthly tuition. Payments must be made by the due date. No attendance will be allowed without prior registration and payment. No refunds or credits are available after the due date.

Relationship to the Manhattan Beach Unified School District

EDP operates under the policies and procedures of the MBUSD.

Staff Qualifications

All employees of EDP are hired in accordance with the hiring policies of MBUSD. Each teacher is required to hold a California Children’s Center Permit or a California Teaching Credential. Instructional assistants are closely supervised by the teaching staff and participate in on-going in-service training and/or studies for professional advancement. Many staff members are certified in first aid, CPR, and water safety.

Staff to Student Ratios

Staff to Student ratios is maintained based on the following California Department of Education guidelines:

School-age (TK/Kindergarten to 5th Grade) – 1:14 adult-child ratio

Curriculum

A schedule of daily activities is posted in every classroom. The emotional, social, physical, and intellectual needs of children are interrelated, and all four of these areas are valued and included in EDP planning to promote the growth and development of the whole child.

EDP refrains from any/all religious worship and/or instruction in accordance with MBUSD policies.

Supplemental Activities and Field Trips

On-site presentations or off-site field trips can enhance the child’s EDP experience. Additional fees may be assessed for these activities.

For age-appropriate trips:

- Parent/Guardian consent must be signed prior to the event.
- Adult/child ratio will be maintained according to State Law (see Staff to Student Ratios).
- Parents/Guardians will be notified of any special information pertaining to the activity such as: appropriate clothing, cost, and arrival and pick-up times.
- Please be aware that, if a trip requires transportation, the bus may not have seatbelts. You may discuss options for providing transportation for your own child with the teacher.
- Parent/family volunteers are always welcome. Please discuss this with the teacher.

Meals and Snacks

EDP provides an afternoon snack. If you provide food for your child to eat during the day, please consider choosing items from the four basic food groups in order to make your child’s snack/lunch a nutritious one. We strongly recommend that sweets be limited. It is MBUSD policy that **homemade food items are not allowed to be shared at EDP. The MBUSD Wellness Policy is incorporated in our Food and Nutrition Program.**

Confidentiality

The use or disclosure of information pertaining to a child and his/her family is restricted to the purposes of administering the program.

EDP shall permit the review of the basic data file by the child's parent or by the parent's authorized representative upon request and at reasonable times and places.

Section 2. Admission and Enrollment

Admission Policy

Admission shall be open to any child in TK/Kindergarten through 5th Grade, provided EDP can meet the needs of that child. During the school year, school-age children must be enrolled in a Manhattan Beach Unified School District school that has an Extended Day Program on site. You may choose to enroll your child for a Tues/Thurs, Mon/Wed/Fri, or Monday through Friday program if space is available. **Special and individualize schedules cannot be accommodated.** Enrollment and schedule choices are not guaranteed from one year to the next.

Classroom Placement

Children are placed in classrooms where they will have the greatest likelihood of successfully meeting and mastering developmentally appropriate challenges. Classroom changes may also occur during the school year for a variety of reasons, but are primarily determined by your child's grade level and placement is dependent on space available.

All children are enrolled for the specific hours and days indicated on your admission agreement. The schedule hours determine the tuition fees and are used to establish enrollment levels and staffing requirements.

Schedule Change

You may request to change your child's monthly schedule by submitting your request in writing to the office. A **Request for Change of Status / Schedule** form is available online at "[MBUSD Extended Day Program](#)" or from your school office. Your completed request form will be considered based on space availability and account status. Completed and approved schedule changes made by the 15th of the month will take effect on the 1st of the following billing month. Changes made after the 15th of the month to the end of the month will not take place for two months. There will be no adjustment to tuition for the month prior to the change made. As your child's schedule changes, your two-week tuition deposit may be adjusted accordingly.

Reporting Absences

Parents/guardians are required to notify the school's main office and your child's EDP classroom before 9:00 a.m. on the day of the absence. Please see below for phone listings. No credit in tuition will be given for absences. If you know in advance that your child will be absent for vacation or for another reason, notify the office in writing as far in advance as possible.

Meadows EDP

1200 Meadows Avenue
Manhattan Beach, CA 90266
Office (310) 546-8033, ext. 5665
Classroom (310) 318-7345
Rm. 25 – ext. 5625
Rm. 26 – ext. 5626
Rm. 27 – ext. 5627
Rm. 21 – ext. 5621
Farimah Badamchi
fbadamchi@mbusd.org

Pacific EDP

1200 Pacific Avenue
Manhattan Beach, CA 90266
Office(310) 546-8044, ext. 5765
Classroom (310) 318-7345
Rm. 57 – ext. 5757
Rm. 58 – ext. 5758
Rm. 59 – ext. 5759
Leigh Daltorio
ldaltorio@mbusd.org

Robinson EDP

80 Morningside Drive
Manhattan Beach, CA 90266
Office(310) 318-5120, ext. 3265
Classroom (310) 318-7345 ext. 4201
Anthony Henry
ahenry@mbusd.org

Grandview EDP

455 24th Street
Manhattan Beach, CA 90266
Office (310) 546-8022, ext. 5465
Classroom (310)318-7345
Rm A1 – ext. 5451
Rm A2 - ext.5452
Rm A3 – ext. 5453
Susana Anton
santon@mbusd.org

Pennekamp EDP

110 S. Rowell Avenue
Manhattan Beach, CA 90266
Office (310) 798-6223,ext. 5805
Classroom (310)318-7345
Rm. 40 – ext. 5840
Rm. 41 – ext. 5841
Rm. 42 – ext. 5842
Joan Armstrong
jarmstrong@mbusd.org

Probationary Status

There are several reasons that EDP may deem it necessary to place a child/family on probationary status. Should this occur, the parent/guardian will be required to meet with the Director, Children Services or his/her designee. The meeting will determine the probationary terms and conditions. Child care will be terminated if the contract is not signed in a timely manner or if the terms of the contract are violated.

Situations that may require probationary status include, but are not limited to:

- Behavior of child, parent/guardian or representative
- Repeated delinquent payments or returned checks
- Excessive late pick-ups
- Re-enrolling in the program after termination for any reason

EDP Withdrawal

You may withdraw from the EDP program in two ways: by submitting your request in writing to the school office or by completing a ***Schedule Change Request/Withdrawal Notification*** form. This form is available online at MBUSD.org. Your form must be submitted and date stamped received by the 15th of the month by the school office in order for your request to take effect on the 1st of the following month. After the 15th, you will be liable for the entire following month's fees. There will be no credit adjustments to tuition for partial month enrollment as a result of early withdrawal.

Your two (2) week deposit will be forfeited if you do not provide two (2) weeks written notice prior the 15th of the month before you want to withdraw. If the 15th is not a school day, the form is due on the first school day following the 15th.

Re-Enrollment in EDP

If your child has been withdrawn or terminated from the program, you must submit a new application and fees (if applicable) in order to re-enroll. You will not receive any priority status. All previous balances must be paid in full before your application will be processed. If child care was terminated for excessive late pick-ups, disciplinary action, returned check, or non-payment, you may not re-enroll until the next fiscal year (July 1 – June 30), which must be a minimum of six months after termination. In order to re-enroll, you may be required to meet with the Director, Children Services to sign a probationary contract with appropriate terms and conditions.

Section 3. Health and Safety

Arrival and Signing In/Out

State law requires that all children be signed in and out of EDP daily by a parent or designated adult. No child shall be accepted without contact between the school staff and the person bringing the child to the center. No child will be accepted with obvious symptoms of illness (see Sick Child Policy). Children must be in school that day, to attend EDP.

A **full signature** rather than initials is required when signing students in and out. State regulations also require the recording of the exact time that children are brought to, or taken from, EDP next to the responsible adult's signature. Sign-in sheets are located in the classroom where your child is receiving care.

Once a parent/guardian has signed a child out, EDP is no longer responsible for supervising that child's behavior. The child's parent/guardian is now responsible for the child's supervision and safety. Please observe all indoor and outdoor safety rules when walking your child out of the center. Children must have close parental supervision on the play structure or yard. Only adults may open and close gates, and young children should hold an adult's hand in the parking lot.

Emergency Cards/Authorization to Pick Up Child

All emergency cards (one in the school office **and** one in the child's EDP classroom) are to be kept updated at all times. In the event that one of the parents cannot be reached, the emergency contacts will be called in the order listed. Only the parent/guardian who enrolled the child can correct, update or revise the emergency cards.

Anyone listed on the front or back of your emergency card can pick up your child at any time **with picture ID**. Please list local contacts with daytime phone numbers. If someone will be picking up your child who is not on your emergency card, you must notify your child's EDP teacher of the person's name and he/she must bring picture ID. **EDP will not release a child to anyone without authorization from the child's parent/guardian and without a picture ID.**

Custody Arrangements

EDP will not become involved in any child custody disputes except to comply with court orders. Our records and resources are not available to those without legal custody, unless subpoenaed by the court. Court orders provided to EDP must be current, signed by a judge, and on file at the Manhattan Beach police department.

Dispensing of Medication to Children

Staff cannot legally give medication to a child without a **signed** form from the prescribing doctor. A form is provided at the back of this handbook (Addendum D). Additional forms are available in the office, and must be completed by the doctor and signed by the parent/guardian before the EDP staff will dispense medication to a child. This applies to prescription and **non**-prescription medications. Medications must be brought in their original containers, stating the child's name, amount and time of dosage, and the name of the medication. The date on the prescription bottle must be current! **Please see Addendum A, B, C & D for regulations, waivers and care plans.**

Special Care Plan

A Special Care Plan will be prepared for children requiring special care, in addition to the regular classroom services provided for all children, and placed on file in the school office and EDP classroom. The plan will include an outline of care or services to be received, name and/or title of person delivering care or services, schedule or situation, and other information. Such services may include, but are not limited to: long term medication dispensing, health treatments with special equipment, therapy services of any kind delivered at an EDP site by an outside source. **Please see Addendum B, C & D for Medication Dispensing form, EPI pen & Asthma Care plans.**

Sick Child Policy

If your child shows any sign of illness, including any of the following symptoms, keep him/her home:

- Fever, currently or during the previous 24-hour period.
- Heavy nasal discharge or discharge from the eyes.
- Persistent cough or any breathing difficulties.
- Nausea, vomiting, diarrhea, currently or during the previous 24-hour period.
- Lethargic, fussy, cranky behavior and generally not feeling well.
- Symptoms of a possible communicable disease (for example: sniffles, reddened eyes, sore throat, headache, and abdominal pain, with or without a fever).

Please notify the school office and classroom at once if the child does have a communicable disease (such as chicken pox, measles, strep throat, Fifth Disease, head lice, etc.).

If your child did not attend school due to illness or was sent home ill earlier in the day, he/she may not attend EDP that day.

If your child should become sick or show signs of being sick while at EDP, you will be called to pick up your child immediately. If you cannot be reached, those persons listed on the emergency card will be called to pick up your child. If the child is not picked up promptly when notified, it may be cause for termination of EDP services.

Parents/guardians must provide the EDP staff with written instructions from the child's physician stating limitations and/or instructions for care while at school for the following:

- A child returns to school with:
 - Cast
 - Crutches or other orthopedic appliances
 - Wheelchair
- A child returns after
 - Serious illness for 3 days or more
 - Surgical procedure
 - Overnight hospitalization

Accident/Injury

In case of injury, the staff is trained to act quickly and to make appropriate decisions based on the severity of the injury. Each room is equipped with a telephone that enables the teacher to call 911 if necessary, as well as to notify the child's parent or guardian. First-aid kits are available in each classroom.

The staff will immediately notify parents of any illness or injury more serious than minor cuts and scratches, and will obtain their specific instructions regarding subsequent action.

Emergency medical treatment shall be obtained without specific parental instruction if parents cannot be reached immediately, or if the nature of the illness or injury is such that there should be no delay in providing a child with medical treatment.

Disaster Plan

In the event of a natural disaster such as an earthquake, your child will be well cared for by the EDP staff. Emergency exits/procedures are posted in each classroom, and are practiced routinely. They will be carried out as calmly as possible.

There are emergency supplies such as water, food, and first aid items on all school campuses. Adults picking up children will need to follow routine signing-out procedures so that we can account for each child's whereabouts. Children will only be released to adults whose names appear on the emergency card.

Child Abuse Reporting

EDP employees are mandated by law to report known or suspected child abuse to a child protective agency.

Community Resources

The office staff can provide a list of referrals for counseling and community resources.

Section 4. Discipline

Philosophy of Discipline

EDP staff will use positive guidance, redirection, and clear limits to foster the child's own ability to become self-disciplined. We will encourage children to be fair, to respect other people and property, and to learn to be responsible for their actions.

Children will be shown positive alternatives for inappropriate behavior. EDP staff will not use physical punishment or abusive language. Any form of discipline or punishment that violates the child's rights (see Child's Rights section) shall not be permitted regardless of parent/guardian consent or authorization.

Discipline matters between children shall be resolved by EDP staff. Parents/Guardians should not confront or discipline children other than their own.

Rules

Rules are made with safety in mind and apply to children, their parents or representatives, and EDP staff. EDP incorporates each school's citizenship and behavior expectations into classroom behavior policies.

Children and adults shall treat everyone with respect.

The following are prohibited:

1. Hurtful name-calling, teasing, bad language, and/or abusive talk.
2. Spitting, hitting, or biting.
3. Causing, or attempting to cause, damage to school or private property.
4. Threatening or inflicting physical injury to another person.
5. Dangerous rough housing (tripping, pushing, etc.).
6. Possession, use, or selling of any controlled substance or alcohol or weapons.
7. Danger to self or others.
8. Attempting to leave or leaving the program area.

Consequences

To the greatest extent possible, EDP classroom teachers try to resolve the behavior and relationship problems of children as they arise, where they arise. Depending on the seriousness of the infraction, a child may receive a verbal warning or be separated from the other student(s) activity. However, when a child's behavior becomes so disruptive that it prohibits other children from deriving benefit from classroom activities or puts other children's safety at risk, the teacher may need to use one or more of the following strategies to resolve the situation:

- Conference with child, teacher, and site supervisor;
- Conference with child, teacher, and director;
- Phone call to parents/guardians;
- Conference with teacher and parents/guardians (and perhaps the child);
- Conference with parents/guardians and director;
- Suspension from the program for one or more days;
- Termination from the program.

Suspension from any of the elementary schools will result in a simultaneous suspension from EDP. Likewise, suspension from EDP can result in a simultaneous suspension from your child's school.

Termination Conditions

EDP may terminate enrollment immediately, or with a two (2) week notice, for any of the following reasons:

- If the behavior of the child, parent/guardian, or their representative threatens the physical or mental health, safety or well being of children or staff.
- Payment is seventeen (17) days late (seven late days and ten days after notification).
- Child is left at the center before or after contract hours, without written approval, four (4) times in any ten (10) month period.
- Child is brought to EDP more than three (3) days in any thirty (30) day period with obvious symptoms of illness.
- EDP staff is unable to reach parents/guardians due to out-of-date information on the emergency card (i.e., inaccurate work or home phone numbers).
- Parent/guardian or emergency card contact fails to pick up child promptly when notified by the EDP staff of child's illness, injury, or behavior requiring removal from the center.

Section 5. Children's Issues

Birthday Celebrations

If you wish to celebrate your child's birthday in his/her classroom, please discuss this with your child's teacher in advance. You may bring small store-bought treats such as cupcakes or cookies. ***No home-prepared food is allowed to be shared with children.***

Items Brought From Home

Please check with your child's teacher on the classroom policy for bringing in curriculum enrichment items (for example: books, records, pets, insects, rocks, shells, etc.). If a child's personal item is brought to school, EDP cannot be responsible for it. Each item should be labeled with the child's name, and the child should be prepared to share it. No guns, weapons, or war toys are allowed at EDP. Pretend play involving such items is discouraged (such as making a gun with Legos).

Any personal device brought onto school and EDP premises is the sole responsibility of the student. This includes (but is not limited to) cell phones, tablets/iPads, netbooks, laptops, iPods, MP3 players, etc. The parent/guardian and student shall assume all risk for any personal device that is brought onto campus. MBUSD and EDP will not be held responsible for lost, stolen, or damaged devices. In addition, as a user of the MBUSD computer network, the user of these devices must comply with District's requirements for network use. **If your child brings personal electronics from home, please make sure to label all items, and parents must turn in the Student Waiver for Personal Electronic Property Form at EDP. Please see Addendum F for waiver.**

Clothing

Please label all clothing items that your child wears or brings to EDP. Consider your child's **safety** and comfort in regard to clothing and footwear. No sandals, open-toed, backless, platform, high heeled shoes, UGG boots or slippers, type boots, Crocs, western boots, Heeley's or slippers.

Homework

Homework time is scheduled in all school-age classrooms. Each EDP classroom provides a set time in our program for students to work on their homework independently. Our staff will monitor the room to make sure students are working quietly and are respectful to others who are also working. It is the ultimate responsibility of the parents to make sure your child's homework is complete and correct. With a full classroom of students, the EDP staff cannot correct each student's homework or work with each child individually. The goal of homework is to reinforce what is being taught in the classroom, and assigned homework should be at the independent level for your child. If your child is struggling with certain areas of their homework, we will ask them to take it home and have you, as a parent, review it with them.

Section 6. Parent/Guardian Participation

Family/EDP Communication

It is essential for parent(s)/guardian(s) and EDP staff to have open communication. Your input is vital so that EDP can continue to provide your child the care he/she needs. If you need to discuss any matter with your child's teacher, an appointment can be made directly with that teacher at any time. You are encouraged to inform the teacher or site supervisor of any complaints and concerns and/or to express suggestions or compliments.

Please check your e-mail, child's backpack and classroom postings daily for important information. Please keep your preferred e-mail addresses and cell phone numbers up to date with your EDP Staff and school office.

Volunteers

You may be interested in working as a classroom or office volunteer. Please discuss this with your child's teacher or with the director. Below are some guidelines and procedures that volunteers must follow while at EDP:

- Information learned about children in the course of volunteering is confidential and shall not be disclosed to anyone.
- Submit a current negative TB Mantoux test.
- Sign (full name, no initials) the visitor sign-in sheet in the main office or see the site supervisor to receive a visitor badge. **All non-staff members must wear a visitor badge at all times while on an EDP campus.**
- Arrive at the expected time. The teacher may be depending on you.
- Report to the teacher for instructions.
- Leave the technical job of teaching to the teacher.
- Become familiar with classroom procedures and practices.
- Call each student by name when possible.
- Be fair, be firm, and be friendly.
- Be patient with the children.
- Never leave children unattended.
- The physical safety of children is always the first consideration.
- Questions asked by parents, neighbors, media, or police regarding a student must be referred to the teacher or director. Volunteers should never offer an evaluation of any student.
- Wear comfortable clothing that will not be ruined if it should get soiled.
- Smoking is not permitted on any campus of the MBUSD.
- Please refrain from using your cellphone during volunteer time.

Section 7. Payment Policies

EDP is the only program in the MBUSD that covers all of its own operating costs of salaries, snacks, supplies and maintenance from the tuition payments. All payments must be in the form of a check, cashiers check, or money order. EDP does not accept cash or credit card payments. The full-cost tuition schedule can be found on the EDP web page at www.mbusd.org.

Application and Registration Fees

The total registration fee is \$225 per family for one child. A non-refundable waitlist fee of \$100 per child is submitted with the application. The balance of \$125 is collected when your child is placed in an EDP classroom. This registration fee is applicable as long as your child remains enrolled in the program for the length of each **school** year.

If your child withdraws from the program at any time during the school year and re-enrolls during that same school year, you will not have to pay the registration fee again. Should your child leave the program and re-enroll in the next school year, you will be assessed the registration fee as a new enrollee.

Should space not be available for your child when you apply to the waitlist, the \$100 application fee will be used as a waitlist fee. We will contact you upon space availability and you will have the option to register or decline the space. If you decline an opportunity for your requested schedule, your child's name is removed from the waitlist.

All waitlist and registration fees are non-refundable and no credits given regardless of changes in fees and/or schedules offered from time of payment to enrollment.

Tuition Deposits

A two-week tuition deposit, based on the scheduled days of enrollment, is collected at the pre-enrollment meeting. Tuition deposits will be reviewed and adjusted as necessary. A change of schedule may require an adjustment of the tuition deposit. This deposit will be credited to your account provided you provide us with a two (2) week written notice of withdrawal and upon full payment of your account. The withdrawal/change form is available online at www.mbusd.org on the Extended Day Program web page. Please refer to the section on EDP Withdrawal on page 6 and Refund Conditions on page 16.

While MBUSD EDP does not impose late fees on its monthly statements, we will assess a deposit increase to a full month's fee if the parent/guardian has received two or more delinquency notices for past due payment. You will receive email notification of this increase with your third delinquency notice indicating service termination for non-payment. This deposit increase will be due with your regular tuition. Failure to pay the additional deposit will result in termination.

Monthly Tuition Billing

Tuition is due for every day your child is scheduled to attend EDP, and is to be paid on or before the first calendar day of every month in which care is to be provided. Statement and invoice of your account activity will be provided to you during the 3rd week of each month. Payment is required whether or not you have received your statement. **Please reference your child's full name on all correspondences, faxes, and checks.**

Annual fee increases are based on the changing costs of providing a quality child care program. A thirty (30) day's advance notice will be provided before any rate increase takes effect.

Calculating Tuition

Tuition is calculated based on a 10 month school year of 180 school days in total. The EDP calendar is the same as your child's regular school year calendar. Tuition rates do not include any holidays or days on which the school is fully closed. You are not being charged for these days. Your annual rate is divided into 10 equal payments and billed in 10 equal monthly installments. Monthly tuition represents 18 days of EDP, regardless of when the holidays are. Your bills will be the same each month unless you request a schedule change.

Delinquent Tuition

Tuition is considered past due after the 7th of each month. A past-due notice will be sent by e-mail. Parent/Caregiver should contact the Accounting Office listed on the invoice to resolve problem(s) with the invoice or payment. In fairness to all families and students, partial payment plans will not be accepted.

We will send one (1) delinquent notice to one (1) email address on file requesting payment by the last week of the month. You will have until the end of the month for your payment to reach the business office located at 325 S. Peck Avenue.

While MBUSD EDP does not impose late fees on its monthly statements, we will assess a deposit increase to a full month's fee if the parent/guardian has received two or more delinquency notices for past due payment. You will receive email notification of this increase with your third delinquency notice indicating service termination for non-payment. This deposit increase will be due with your regular tuition. Failure to pay the additional deposit will result in termination.

If fees are outstanding at the end of the month, services will be terminated. Your school will be notified and if your child is scheduled for afterschool care, the teacher will bring the child to the office and you will be contacted to pick up your child. Please note that we do not accept credit or debit cards. The parent will be notified that services will be suspended until payment is received. MBUSD reserves the right to pursue collection of such account by withholding student academic records, charging additional finance fees as permissible under California state statutes, and/or using outside collections/credit agencies.

Late Pick-up Fee Charges

If you are late picking up your child, (after 5:55PM), you will be assessed a late fee of \$1.00 per child for every minute you are late. Three violations in any school year is considered excessive and a probationary meeting will be requested. Four (4) violations in any school year will result in termination of child care services. This is four (4) occasions of lateness and not four (4) total hours of lateness.

Returned Checks

A fee of \$10.00 is charged to the parent/guardian for every check that is returned unpaid. After any returned check, EDP will require subsequent payments in the form of money order or bank issued check. The parent/guardian may be required to meet with school personnel and sign a probationary contract.

Payments

We strongly encourage you to mail your payments directly to the district office at 325 S. Peck Avenue, Manhattan Beach, CA, 90266 to expedite credit to your account. Please do not submit your check to our teachers. They have been instructed not to accept payments. Please do not include cash in your payments. Do include your child's full name and the school which he/she attends.

MBUSD does not accept credit cards or direct electronic fund transfers. On-line banking may be available at your financial institutional so that monthly check payments are issued directly from the bank. Please contact your bank to arrange on-line bill pay for your payments.

Tax ID #

The tax ID # for MBUSD is 95-6002011. If you need a statement for tax purposes or flexible spending account, please contact (310)-318-7345 Ext. 5965 and clearly spell your last name, indicate the period of time for which you require a statement and a number where we can contact you. Allow four (4) to five (5) business days for a reply.

An annual statement will be automatically sent to your address on record in January of each year.

Refund Conditions

If your child withdraws from EDP, and you have provided a two-week (2) written notice prior to the 15th of the month, EDP will refund your two week deposit, if your account is in good standing. The deposit will be forfeited if:

- 4 times of late payments.
- 4 number of late pickups.
- 2 number of bounced checks.

Registration fees are non-refundable. Please allow four (4) to six (6) weeks for the refund to be processed. Your deposit will be forfeited if you do not submit a written notice or a signed Schedule Change Request/Withdrawal Notification form to your school by the 15th of the month during the school year or, during the summer, 2 weeks prior to the first day of school.

Addendum

Addendum A	Regulations on the Administration Of Medication during School Hours
Addendum B	Request for Medication to Be Taken During School Hours
Addendum C	EPI Pen Administration and Care Plan
Addendum D	Symptom Based Asthma Action Plan for School
Addendum E	Child’s and Parent/Guardian Rights
Addendum F	Student Waiver for Personal Electronic Property Form at EDP

Manhattan Beach Unified School District – Extended Day Program
Parent Handbook
Addendum A

OFFICE OF THE LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS
DIVISION OF SPECIAL EDUCATION

**REGULATIONS ON THE ADMINISTRATION OF MEDICATION
DURING SCHOOL HOURS**

School personnel, if authorized by the responsible administrator, may assist pupils who must take prescribed medication during school hours.

A. GENERAL POLICY

1. No pupil shall be given medications during school hours except upon the written request from a licensed physician / surgeon who have the responsibility for the medical management of the pupil. All such requests must be signed by the parent or guardian.
2. *No medications may be brought to school by pupils or on the school bus.*

B. RESPONSIBILITY OF THE PARENT OR GUARDIAN

1. Parents and guardians shall be encouraged to cooperate with the physician to develop a schedule so that the necessity for taking medications at school will be minimized or eliminated.
2. Parents and guardians will assume full responsibility for the supplying of all medications.
3. Parents and guardians shall deliver or cause to be delivered by an adult or an authorized employee of a pharmaceutical supplier, any medication to be administered under the provisions of this policy.

C. RESPONSIBILITY OF THE PHYSICIAN

1. A request form for each prescribed medication must be completed by the pupil's physician, signed by the parent or guardian, and filed with the school administrator or his designated representative.
2. The container must be clearly labeled with the following information:
 - a) Pupil's full name
 - b) Physician's name
 - c) Physician's telephone number
 - d) Name of medication
 - e) Dosage, schedule, and dose form
 - f) Date of expiration of prescription
3. Each medication is to be in a separate container labeled as above.

D. RESPONSIBILITY OF SCHOOL PERSONNEL

1. The school administrator will assume responsibility for placing medications in a locked cabinet which shall be used only for the storage of medication.
2. Pupils will be assisted with taking medications according to the physician's instructions, and the procedure observed by a certificated school staff member.

See reverse side for FORM 301-457
HOURS

"REQUEST FOR MEDICATION TO BE TAKEN DURING SCHOOL

Manhattan Beach Unified School District – Extended Day Program
Parent Handbook

Addendum C
EPI PEN ADMINISTRATION and CARE PLAN
Manhattan Beach Unified School District

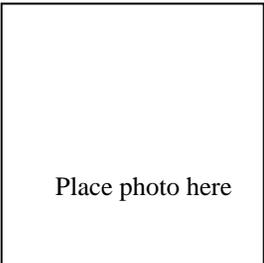
School: _____ School Year: _____ Health Office X: _____ Office X: _____

Student: _____ DOB: _____ Grade/Room: /

Diagnosis (specify):
ALLERGENS (specify)
SEVERE _____

MILD _____

Has Epi Pen been used? NO YES AGE: _____



Medication Orders

Name and form of medication	Dosage prescribed	Indication / schedule
ANTIHISTAMINE/ Benadryl or _____	_____ ml liquid or perfect measure 12.5mg/5ml _____ thin strips 12.5 mg/strip _____ chewable tablets, 12.5mg/tablet _____ 25 mg/capsule/tablet	
EPI PEN	_____ Epi Pen (.3mg) _____ Epi Pen JR (.15mg) _____ Twinject _____ Twinject JR	

Special Instructions: _____

MILD REACTION: hives, itching, sneezing, swelling of the face or extremities or if the allergen has been ingested but no symptoms

What to do:

- Administer **Antihistamine**
 - Call Parent to take home for further observation / Monitor for progression of signs to severe reaction
- SEVERE REACTION: DIFFICULTY BREATHING OR SWALLOWING** severe symptoms may include: itching, tingling or swelling of the lips, tongue, or throat, nausea, abdominal cramps, vomiting, diarrhea, tightening of throat, hoarseness, coughing, wheezing, nasal flaring, shortness of breath

What to do:

- **SUMMON HELP, ADMINISTER EPI PEN**
- **ADMINISTER BENADRYL** and / or **PREDNISONE** (if not already given and student can swallow)
- **CALL 911** Parent, Principal, District Nurse
- **ONE PERSON STAY WITH STUDENT**

PARENT STATEMENT:

I hereby request that a school employee store and administer the medication(s) named above per the physician's order

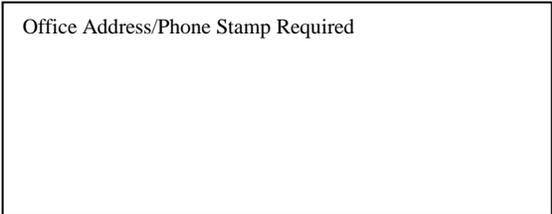
My child (grade 9 and above or under special circumstances agreed upon with district nurse) may carry and is trained to self administer the above medication without adult supervision. I understand and accept that no direct monitoring will be conducted by the school staff. I understand that it is strongly encouraged to have back up medication stored in the school health office.

I agree to provide the medication(s) named above and replacement medication(s) in container(s) labeled by the pharmacy and a change of label if dosage is changed; a new authorization for new medication(s) or changes in the dosage of the medications listed. I understand that it is the Parents' responsibility to immediately notify the school if the child's health status changes, or when a change in physician or medication occurs. I give my consent for the district nurse to communicate with the physician and to counsel with school personnel regarding my child.

Parent Name: _____ Home Phone: _____ Work/Cell: _____
Emergency Contact: _____ Home Phone: _____ Work/Cell: _____

Parent Signature **Date**

Physician Signature **Date**



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Addendum D

Manhattan Beach Unified School District
Symptom Based Asthma Action Plan for School – School Year _____

Student: _____ DOB: _____ Grade: _____ School: _____ Phone/Fax: _____

Parent/Guardian: _____ Home# _____ Cell # _____

SYMPTOM GUIDELINES	ACTION FOR SCHOOL
GREEN ZONE: Good breathing, no shortness of breath during day or night, no cough, no chest tightness, able to exercise and do usual activities.	
YELLOW ZONE: Starting to cough, wheeze, feel short of breath, chest tightness, waking at night due to asthma symptoms, or having some activity restrictions	Give Quick Relief (Albuterol or Xopenex) medications If symptoms are relieved, student may return to class. If symptoms are NOT RELIEVED, repeat Quick Relief medications in 20 min. Notify Parent if symptoms are NOT relieved by medication after 15-20 min. If symptoms are still not improved, proceed to Red Zone Action.
RED ZONE: Repetitive, nonstop cough, trouble walking or talking, chest muscle retractions with breathing, hunched position, blue color, audible wheezing, very short of breath, difficulty doing things you normally do, symptoms not improved following treatment recommended in yellow zone.	Repeat Quick Relief medication now. Call 9-1-1. Seek Emergency Care. Contact parent/guardian and school nurse. Repeat Quick Relief medication(s) every 20 minutes until help arrives or until symptoms improve. Stay with student until paramedics arrive.

PHYSICIAN TO COMPLETE THIS SECTION:

MAINTENANCE MEDICATIONS TO BE USED AT

HOME: _____

MEDICATIONS TO BE USED AT SCHOOL: _____

Name/Form of medication (check off or list)	Dosage	Dosage Schedule (check off and/or fill in guidelines)			
		Frequency Every _____ hrs	15 min before PE or sports	Daily @ what time	As needed (see zone recommendations below)
QUICK RELIEF MEDICATION <input type="checkbox"/> Albuterol HFA Nebulizer solution					
QUICK RELIEF MEDICATION <input type="checkbox"/> Xopenex HFA Nebulizer solution					
<input type="checkbox"/> STEROID: _____					

A Spacer Device (such as an Aerochamber) is recommended for use with metered dose inhalers for ALL students.

Student needs to have assistance with inhaled medication in Health Office.

Student may self-carry and self-administer inhaler medication. (Middle School and High School Students only)

Known Triggers/check off: Exercise Dust Poor Air Quality Smoke Strong Odors Animal dander/birds Pollen Mold Viral Colds Cold Air Foods _____ Other _____

Additional physician instructions/comments: School to contact parent, parent to contact physician if child needs quick relief medication more than twice in one week (unless previously prescribed by physician) _____

Doctor/Healthcare Provider Signature

Date

Office Address/Phone Stamp Required

PARENT/GUARDIAN AUTHORIZATION: I have read and agree to this plan above. I authorize medications to be given as delineated above and agree to follow MBUSD medication policies. I authorize the school staff and my child's physician to share information about my child's health as needed.

Parent/Guardian Signature: _____ Date _____

MBUSD policy requires renewal of the Asthma Action Plan at the beginning of each school year.

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Addendum E

Child's Rights

The information in this section is contained in the enrollment packet as Personal Rights (LIC 613A).

Each child receiving services from a child care facility 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 facilities, 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.
8. To receive or reject medical care, or health-related services, except for minors for whom a guardian, conservator, or other legal authority has been appointed.

Parent/Guardian Rights

The information in this section is contained in the enrollment packet as Notification of Parents' Rights (LIC 995).

1. Parents/guardians, upon presentation of identification, have the right to enter and inspect the child care facility their child attends without advance notice to the provider. This right can only be exercised during the facility's normal operating hours or at any time the child is receiving care in the facility.
2. Parents/guardians have the right to file a complaint against the facility with the licensing agency.
3. Parents/guardians have the right to review, at the facility site, licensing reports of facility visits and substantiated complaints against the facility. The facility is not required to keep this information beyond three years. Only information available in the public file of the local licensing agency is to be made available to parents/guardians at the facility. Public information on inconclusive complaints is only available at the local licensing agency.
4. The law prohibits discrimination or retaliation against any child or parent/guardian should the parent/guardian choose to exercise his or her right to inspect the facility or to file a complaint against the facility.
5. The law requires that parents/guardians be informed of their rights (see Nos. 1, 2 and 3 above).
6. The law requires that this notice be posted in the facility in a location accessible to parents/guardians.
7. The law authorizes the person in charge of the child care facility to deny access to a parent/guardian if:
 - a. The parent/guardian is behaving in a way that poses a risk to children in the facility. OR:
 - b. The adult is a non-custodial parent, and the custodial parent has requested the facility in writing not to permit access to the non-custodial parent.

Addendum F



**Manhattan Beach
Unified School District**

325 South Peck Avenue • Manhattan Beach • California 90266 • (310) 318-7345 • FAX (310) 303-3822

**Student Waiver for Personal Electronic Property
Form at EDP**

This form is mandatory and one copy must be completed for each student who wishes to bring an electronic device to school during EDP hours.

This is an agreement, applicable to students, to be responsible and accountable users of any personal electronic property they wish to bring onto School and EDP premises.

By signing below, the parent and the student recognize that any personal device brought onto school and EDP premises is the sole responsibility of the students. This includes (but not limited to) cell phones, tablets/iPads, netbooks, laptops, iPods, MP3 players, etc. The parents/guardian and student shall assume all risk with any personal device that is brought onto campus.

MBUSD and EDP will not be held responsible for lost, stolen, or damaged devices.

In addition, as a user of the MBUSD computer network, the user of this device must comply with district requirements for network use.

Student Name: _____ Grade: _____

Parent/Legal Guardian
Signature: _____