



## BONSALL ELEMENTARY EXTENDED DAYCARE

31555 Old River Road Bonsall, CA 92003

Phone: 760-631-1384

Kim Stumpf - Daycare Coordinator

[kim.stumpf@bonsallusd.com](mailto:kim.stumpf@bonsallusd.com) or [www.be.bonsallusd.com](http://www.be.bonsallusd.com)

~ WELCOME TO BONSALL ELEMENTARY EXTENDED DAYCARE PROGRAM ~  
2018-2019

### Program Hours and Scheduled openings

- Before school- 6:30-7:55 a.m./After school T-K 11:15-6:00 p.m./ K-5 2:30-6:00 p.m.
- Thursday early release 1:00-6:00 p.m. / Designated early dismissal 12:30-6:00 p.m.
- A waiting list will be generated once capacity has been reached.

### Program Philosophy

Bonsall Extended Daycare is designed to provide a safe, fun and educational environment for BES school-age children. Age-appropriate activities are designed to meet the needs of all the children by promoting creative and social development. Emphasis is placed on building a positive self-image while cooperating with others in a group situation.

### School calendar, Closings, and Early Release Days

The Extended Daycare Program will follow the same schedule as the Bonsall Unified School District, including early release days and in-service days. We are closed during scheduled school holidays.

### Drop-Off and Pick-up

Before school, parents **MUST** escort their child to the before school daycare for sign-in. After-school, each child **MUST** be signed-out daily by an adult listed on the child's registration sheet. **We will not allow your child to leave with an adult not listed on the registration form. ID must be provided.** Children must be picked up no later than 6:00 p.m. Students who are not checked out by 6:00 p.m. will be charged \$1 **per child**, per late minute. If we are unsuccessful in contacting any authorized person(s) to pick-up your child by 6:15 p.m. the Sheriff/Child Protective Service will be called to pick-up your child. After the third late occurrence, your child(ren) may be withdrawn from the program.

### Payment

To enroll a child in the Daycare Program, parents must fill out an enrollment packet; one packet per family. This registration form must be returned to Daycare along with an annual enrollment fee of \$25. A monthly, flat rate fee of \$200 per child, **sibling** discounts of \$175 per child. Fees are due on the 1<sup>st</sup> of each month; a \$25 late fee will be assessed if payment is not received in full by the 5<sup>th</sup> of the month. Your child may be withdrawn from the program if late payment is not received in full by the 10<sup>th</sup> of the month. To be reinstated, the entire bill must be paid in full. A \$25 fee will be charged on NSF/Returned checks. Billing for the month of June is included on May statement. **A waiting list will be generated.** Online payment option available: <https://firstlinemerchant.com/Bonsall/index.htm>



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### Emergencies

In the event of an emergency involving your child, we will follow school emergency procedures. If your child is injured we will apply first aid, contact you, and if serious call 911. Please keep us updated as to changes in phone numbers and emergency contacts.

### Medication/Illness

The school health office is closed after school. Daycare will not administer medication on site without a doctor's release form and medication on file at the daycare office. Daycare staff cannot be a liaison for distribution of medications. I understand that I will be notified should my child become ill, and that I will pick up my child promptly.

### Homework

We will encourage students to work on their homework during our "HOMEWORK CLUB." Daycare staff is trained to reinforce (not to tutor) the standards set by your child's teacher. Your child is responsible for the completion of their homework.

### Discipline/Behavior

Bonsall Daycare follows the *Six Pillars of Character Counts Traits*: Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship. Misconduct will be dealt with immediately with a written behavioral report. After the second behavioral report you will receive a letter placing your child on probationary status for sixty days. If your child is involved in another incident during this time period they may be withdrawn from the Daycare program for 30 days. Continuous disregard for rules will result in withdraw for the remaining school year. No reimbursement of fees will be provided. We follow the same code of conduct/expectations as Bonsall Elementary School.

### Children with Special Needs:

Please contact the Daycare Coordinator to schedule an appointment to discuss any special needs that your child has.



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**Emergency & Registration Form**

Child's Last Name (Print)      First Name      Middle      Birth Date      Teacher      Grade

Mother / Guardian (name)      Employer      Home Phone      Cell Phone      Work Phone

Father / Guardian (name)      Employer      Home Phone      Cell Phone      Work Phone

Mailing Address      Street      City      State      Zip Code

Name of Emergency Contact      Home Phone      Cell Phone      Work Phone

Name of Emergency Contact      Home Phone      Cell Phone      Work Phone

Name of Emergency Contact      Home Phone      Cell Phone      Work Phone

Email Addresses Work and Home (*both Required*)

**(T- K Students Only:    ESCORTED TO PARENT PICK-UP    or    STAYS at DAYCARE)**  
*(Circle One)*

Doctor's Name      Phone      Dentist's Name      Phone

Does your child have any health conditions or limitations?    Yes    No    Asthma?    Yes    No    Please list health conditions or concerns

Does your child take any medication on a daily basis?    Yes    No    If yes, please list medications.

When is the medication administered?      Is medication stored in the Nurses office?    Yes    No

- If you child has Asthma we need an Inhaler for emergency purposes with a Parent/Dr.'s signed form.
- If your child goes into anaphylactic shock from allergies, we need an EPI-PEN with a Parent/Dr.'s signed form.
- If your child has special needs, please notify Mrs. Kim Stumpf.

I HAVE READ AND AGREE TO COMPLY WITH ALL THE ABOVE PROGRAM POLICIES/PROCEDURES. I UNDERSTAND FEES ARE DUE ON THE 1<sup>ST</sup> OF EACH MONTH WITH AN ADDITIONAL \$25 LATE FEE IF PAYMENT IS NOT RECEIVED IN-FULL BY THE 10<sup>TH</sup> OF THE MONTH. YOUR CHILD WILL BE WITHDRAWN FROM THE PROGRAM IF FEES ARE NOT PAID BY THE 10<sup>TH</sup> OF THE MONTH. A \$25 FEE WILL BE CHARGED ON NSF/RETURNED CHECKS. I AM AWARE THAT IF MY CHILD'S BEHAVIOR BECOMES A SIGNIFICANT PROBLEM, I MAY BE ASKED TO WITHDRAW MY CHILD FROM THE PROGRAM. I HAVE DISCUSSED THE RULES AND POLICIES WITH MY CHILD (REN). THE FIRST MONTH'S FEE MUST BE ATTACHED TO THE ENROLLMENT FORM AND RETURNED BEFORE YOUR CHILD ATTENDS THE PROGRAM. Thank you for continued support and cooperation.

PARENT/GUARDIAN SIGNATURE

DATE