



**NVUSD**  
**Before and After School**  
**Childcare Program**  
**Parent Handbook**

**Napa Valley Unified School District**  
**Napa Valley Adult School**  
**1600 Lincoln Ave. Rm #12**  
**Napa, CA 94558**  
**(707) 253-3959**

Revised September 2022

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# **Welcome Page**

We are pleased that you have chosen our school age program to be an important part of your child's growth and development. Our wish is that we will work together in a partnership with your child's well being as our mutual goal.

This handbook has been developed to answer some questions you may have concerning our policies and program. Please take time to read the handbook. If at any time you have questions, concerns, or suggestions, please feel free to share them with our on-site staff or with the Childcare Program office at (707) 253-3959.

# GENERAL INFORMATION

## Alta Heights Elementary School

15 Montecito Blvd.  
Napa, CA 94559  
(707) 253-3423  
M-F  
7:00 a.m.-8:05a.m.  
12:35p.m.-6:00p.m.

## Bel Aire Elementary School

3589 Beckworth Drive  
Napa, CA 94558  
(707) 253-3579  
M-F  
7:00a.m.-9:05a.m.  
12:35p.m.-6:00 p.m.

## Browns Valley Elementary School

1001 Buhman Ave.  
Napa, CA 94558  
(707) 253-6203  
M-F  
7:00a.m.-9:05a.m  
12:35p.m.-6:00 p.m.

## Northwood Elementary School

2214 Berks St.  
Napa, CA 94558  
(707) 227-3502  
M-F  
7:00a.m.-9:05a.m  
1:10p.m.-6:00p.m.  
W  
12:45p.m.-6:00p.m.

## Pueblo Vista Elementary School

1600 Barbara Rd.  
Napa, CA 94558  
(707) 253-3420  
M-F  
7:00a.m.-8:05a.m.  
12:35p.m.-6:00p.m.

## GENERAL INFORMATION CONTIN.

### Vichy Elementary School

3261 Vichy Ave.  
Napa, CA 94558  
(707) 227-3702  
M/T/TH/F  
7:00a.m.-9:05a.m.  
1:10p.m.-6:00p.m.  
W  
12:45-6:00p.m.

### West Park Elementary School

2315 West Park Ave.  
Napa, CA 94558  
(707) 253-3426  
M/T/TH/F  
7:00a.m.-8:05a.m.  
1:10p.m.-6:00p.m.  
W  
12:45-6:00p.m.

### Willow Elementary School

1480 El Centro Ave.  
Napa, CA 94558  
(707) 253-6254  
M-F  
7:00a.m.-8:05a.m.  
12:35p.m.-6:00p.m.

# **GENERAL INFORMATION CONTIN.**

## **AGES**

We serve children in grades Transitional Kindergarten to 5th grade.

## **HOURS**

Centers are open from 7:00 a.m. to 6:00p.m. on all school days. Actual hours of operation vary from site to site to accommodate the hours that are needed for the children attending each school.

Hours are posted at each site and in this handbook on page 2 and 3.

## **HOLIDAYS**

Fourth of July

Labor Day

Veterans Day observed

Thanksgiving Recess (Wed., Thurs., Fri.)

Winter Recess (Each year some days of childcare will be provided.) Special sign-up arrangements are made for this vacation period.

Dr. Martin Luther King

Lincoln Day

Washington Day

Spring Recess (Special sign up for this period)

Memorial Day

The centers will close for Board Negotiated Holidays, which are included in the Welcome Letter and each site may also provide a notice in their monthly newsletter.

## **NON-DISCRIMINATION AND NON-RELIGIOUS EDUCATION**

Children are served without regard to sex, race, religion, ethnic background, or physical handicap. The center program operates without religious instruction of any kind.

## **STAFF**

Each staff member meets or exceeds all qualifications as required by the State of California. Staff names and qualifications may be obtained from the Child Development Department on request.

# POLICIES

## NOTIFICATION OF CHANGE

It is important that the office maintain current and accurate records on each child so that parents/guardians can be contacted in case of an emergency. You must complete an emergency form prior to enrollment. This form must be kept current at all times. This information includes address, home, cell (if available) and work phone numbers, work location, and names of at least two authorized adults to pick up your child. IT IS YOUR RESPONSIBILITY TO NOTIFY THE PROVIDER OF ANY CHANGES. Failure to do so could result in termination of services. (This also includes dietary restrictions, allergies and any other physical ailment.)

## SIGN IN AND SIGN OUT

It is a State requirement that each child must be signed in and out by a parent/ guardian or authorized adult parent/guardian representative every day on the Sign In and Out sheets located in the centers. **A full signature is required.**

Children will be released only to those authorized persons (at least 18 years old) designated on the child's release form. It is the parent/guardian's responsibility to notify office personnel of any changes in writing.

If your child is to be involved in any after school activities, i.e., soccer, music, dance, Scouts, that are not a function of our program, we will need a letter of permission from you to release your child. Once the child is released from our program, we are no longer responsible until he/she returns from the activity. Your child will be signed in either by the person in charge of the activity or by our staff when they return to our program at the agreed upon time. This policy applies even if the activity is on the school campus.

## SAFETY

Routine fire, lockdown and earthquake drills are completed throughout the school year to ensure a plan is in place if an emergency were to occur.

A Center Disaster Plan is posted in each classroom. A copy of this plan is available to all parents/guardians upon request.

Please do not leave your car running or your child unattended either in the car or outside the center when picking up or dropping off your child. Please refrain from cell phone use when picking up or dropping off your child. It allows the opportunity to actively communicate with the staff and your children.

## DROP IN POLICY

Childcare is available to you on a drop in basis on condition that you call ahead of time to let the provider know your child will be attending the program. We require a one day advance notice to check space availability for the day you are in need of care. All drop in fees are due on the date your child attends. If you are in need of care for more than 5 calendar days a month, you will need to complete a contract.

*All families are expected to sign a drop-in policy agreement included in the registration packet.*

**\*STATE LAW PROHIBITS SMOKING ON ALL SCHOOL SITES**

# ADMISSION AND REGISTRATION

## ADMISSION

Admission into our program is open to children in transitional kindergarten through fifth grades. The staff will do their best to discuss policies and procedures of the center, and answer any questions you may have about the program on a walk-in basis, but it cannot take time away from children currently being served and you may be requested to schedule an appointment in advance to avoid conflict with the program's operation.

The NVUSD Childcare Program is committed to supporting the American with Disabilities Act. This commitment can best be achieved through good communication between parents, childcare providers, and administrative staff. Our pledge to work together to provide reasonable accommodations for children of all abilities, is demonstrated through our ability to partner with parents to support all students whenever possible. Please contact our office program supervisor, Audrey Chubbs, at (707) 253-3959 for assistance.

## FEES FOR CHILD CARE

Our fees are based on the contracted time you arrange and on our fee schedule. The fee schedule is posted at all centers and you may request a copy at any time.

Fees are paid for ALL contracted days regardless of whether or not your child is in the program. The Child Development Program requires that fees be paid with no reduction for absences; excused or unexcused, including vacations or periods that a child is out due to illness. When your child is out, you are paying to reserve that child's space in the program.

The family fee is calculated by: Daily fee x daily schedule (school and vacation days) x number of days in month = Monthly Fee. If you utilize care over your contracted time you will be charged \$ 7.75 per hour or fraction thereof ,for any time used outside of your contracted attendance time.

Please do not jeopardize your slot in our program. Pay your fees on time. Payments are due in advance and by the 5<sup>th</sup> of each month.

If your childcare services are terminated for non-payment of fees, your child is ineligible for reinstatement to the program until the balance is paid in full and all fees for readmission are paid in advance.

## ABSENCES

If for any reason your child will not be attending the Before and After School Child Care Program, please notify the teacher by phone or by email as early as possible regarding your child's absence(s). Please indicate specific reasons for the absence(s) on the sign in and out sheets. Tuition guarantees your child's place at the center; therefore, no tuition credits or makeup days will be given for any reason. Tuition remains the same whether or not the child attends.

Please remember, it is your responsibility to call the center to report your child's absence(s). If your child is absent longer than two weeks, with no contact from you, he/she will be dropped from the program.



# **ADMISSION AND REGISTRATION CONTIN.**

## **LATE PICK-UP**

All students must be picked up according to their contracted hours. If, because of an emergency, you are going to be late, you must contact the center before your regular pick-up time.

For each child picked up after 6:00 p.m., the parent/guardian will be charged \$20.00 for the first 15 minutes or part thereof after 6:00 p.m. and \$5.00 for each additional 15 minute interval or part thereof. Excessive late pick-ups will result in termination of services.

## **RESPONSIBILITY**

The center is not responsible for any toy, book, record, jewelry, money or other personal belongings brought to the center, including clothing items.

All technological gadgets (IE. MP3, CD players, Gameboy, Ipod, tablet, Ipad) are not allowed at school or the Childcare program.

Please inform the staff if your child brings home items that do not belong to them.

# PROGRAM

## GENERAL PHILOSOPHY

Our philosophy is that children develop at their own rate and learn best through experience that encourage active exploration and free choice in a safe and well equipped learning center environment. We strive for a balance between child initiated and teacher initiated activities to promote maximum development.

The following statements outline the basic beliefs that we have about children and what they need for optimal growth and development:

- ❖ Each child grows and develops in a sequential manner at his/her own pace. Each stage of development requires more complex behavior and thought process by the child. Each new stage is built upon the firm establishment of the previous stage. Quality childcare means meeting the needs of the total child--social, emotional, physical, and intellectual.
- ❖ Each child is curious and actively initiates his/her own learning experiences. The child constructs most lasting and meaningful knowledge. Children learn by interacting with, observing and experiencing the world of objects and people around them. By organizing these experiences and observations into meaningful relationships, children learn.
- ❖ A child's self-esteem is based on pride, appreciation of his/her feelings and culture, and celebration of his/her own uniqueness and experiences with success. Each child's individuality is treated with respect and appreciation.
- ❖ The child's family is the primary influence on his/her development. Cooperation between parents/guardians and staff are essential to each child's well being.
- ❖ Staff members are given individual respect, encouragement and professional growth opportunities, in an effort to offer well-trained, caring, cooperative adults to work with your children.
- ❖ Incorporating multicultural materials into the curriculum is a focus. This is done by an appreciation of the environment, field trips, special events, cooking projects, and social activities to promote understanding and appreciation of a child's own and other's culture.
- ❖ Our program does not provide religious training of any kind.

## **BEFORE AND AFTER SCHOOL CHILDCARE PROGRAM**

The Childcare Program has been developed to meet the needs of children in Transitional Kindergarten through the fifth grade. Children in this age group are learning to master skills, growing physically and intellectually, and developing relationships with adults and peers.

The program's goal is to include recreational activities, which allows children to be creative and productive, promote the growth of healthy relationships with peers and adults, and encourage development of positive self-concept and feelings of worth. We work to help each child develop independence by improving self-help skills and strengthening decision-making abilities.

# NUTRITION

## SNACKS

Snacks are provided in the afternoon in order to supplement nutritional needs of growing children. We avoid foods of low nutritional value and those that have excess sugar and fat. Please do not send candy, cupcakes, soda or any other high sugar snacks. Any food that is of low nutritional value will be saved until the end of the day and sent home with the child.

Parents/guardians whose children have severe food allergies or special nutritional needs should see the teacher. This information will be posted on the refrigerator at the center. We will work with you to help provide a snack that meets your child's needs.

Lunch will not be provided on non-school days. However, nutritional morning and afternoon snacks are provided.

# HEALTH

## ILLNESS

If your child is too ill to attend school, he/she is also too ill to attend the Before and After School Childcare Program. The Childcare Program cannot take responsibility for children who become ill during the school day. Your child should be picked up at the school office according to the policies of each school. Please let the teacher know that your child will not be attending the Childcare Program that day.

If your child is absent due to illness, the following guidelines will be useful to you:

- ❖ Call the center and inform the teacher or staff of the absence and the nature of the illness. If your child has a communicable disease, we must notify other families.
- ❖ Seek a physician's help if the symptoms are persistent or serious or if you have any doubts about the symptoms.
- ❖ Children with fevers and other contagious illnesses must be excluded from the center for at least 24 hours after their temperature returns to normal.
- ❖ We reserve the right to request a physician's release for any medical or health condition.

ALL CHILDREN IN ATTENDANCE MUST BE HEALTHY ENOUGH TO PARTICIPATE IN ALL PROGRAM ACTIVITIES.

Staff are instructed to be aware of the health status of each child each day. This will be an informal observation and assessment. However, if your child appears to be showing signs of illness, a more formal evaluation will be completed and you will be notified. If you are notified to pick up your child, please do so as soon as possible. Your child's comfort is a primary concern as well as the exposure of illness to the other children. Please be considerate.

## MEDICATION DISPENSATION

Dispensing medications to children by center personnel should be avoided if possible. However, there are exceptions such as allergy medication, or medications that are required to be taken on a specific time schedule. All medications must be brought to the center by the parent/guardian accompanied by a note from the doctor and a Medication Assistance Authorization form must be signed by the parent/guardian. The medication must be in the original current prescription bottle with administration procedure, dosage of each medication and the doctor's name on the bottle. Children may not bring self-administered medicines to the center, i.e., aspirin, eye drops, cough syrup, etc.

**Please do not send medication of any kind in your child's backpack or lunchbox.**

# COMMUNICATION

Open communication is vital to your child's successful experience at the center. We, the staff of the NVUSD Childcare Program are available and welcome your comments, suggestions, and concerns.

## **PROVIDER**

Staff are available and open to your comments and suggestions. They are there for you and your child, so do not hesitate to communicate with them frequently. Please check with the provider as to the best times for extended conversations.

## **PARENT MESSAGE CENTER**

Each center has a bulletin board near the sign in/out area that has information on field trips, menus, program schedules, announcements and meetings. Be sure to check daily for important notices.

## **NEWSLETTERS**

Our childcare teachers publish monthly newsletters with general classroom news, field trips, snack menu, and announcements. A calendar is included to make it easier for you to follow important events. You should receive a Newsletter each calendar month.

# MANAGEMENT POLICY

## STUDENT BEHAVIOR

The staff and children make the general rules. Discipline is designed to promote the development of self-direction, self-control, and socially acceptable behavior. This is accomplished through sensitivity, consistency, firmness, and follow-through. Any form of discipline involves specific learning processes. Therefore, we must be very certain that the child perceives a positive picture of himself/herself as an acceptable person and that only his/her actions are criticized.

### **The following behaviors are not acceptable:**

- ❖ Disrupting the program so other children cannot enjoy the activities, and guidance provided by our staff.
- ❖ Endangering the health or safety of children or staff in our program. Each child and adult has the right to work and enjoy a safe environment.
- ❖ Continuous refusal to follow acceptable rules of behavior.
- ❖ Habitual use of profanity, vulgarity or obscenity by adults or children.
- ❖ Possession or use of illegal substances or possession of drug paraphernalia.
- ❖ Theft or purposeful damage of any school or private property.
- ❖ Leaving the Childcare Program premises without permission.

**If your child is suspended from school, he/she will also be immediately suspended from the Childcare Program. Parents/guardians will be required to pick up the child from the school and he/she will not be allowed to attend the Childcare Program for the duration of the suspension.**

When a child does not meet the behavioral standards of the program, one or more of the following interventions will take place:

- ❖ Encourage good behavior by continuous positive reinforcement.
- ❖ Discuss alternative appropriate behaviors with the child, stating the reasons for change through teacher – child or group problem solving sessions.
- ❖ Notify parents/guardians of the problem.
- ❖ Staff are required to keep written documentation that includes what provoked the behavior, and what the staff did to modify the behavior.
- ❖ An ongoing progress check will be conducted with follow-up conference.
- ❖ If the problem is not resolved, the parents/guardians and child will be referred to the program supervisor to consider removing the child from the program. At this point, all documentation, conference notes, and subsequent documentation shall be sent to the program supervisor.
- ❖ If the child's behavior threatens the immediate safety of other children, staff, or himself/herself, the parent will be notified and expected to pick up the child immediately.
- ❖ Termination from the program shall be considered only in extreme situations after all reasonable resources have been exhausted.

# ADULT RULES OF CONDUCT

We consider the following adult behaviors to be in conflict with our philosophy of respect for every individual adult and child. Any parent/guardian or representative who displays any of the following behaviors may be prohibited from participating in the program.

1. No child or adult will be physically abused, including shaking, hitting, pushing, etc., at the center or on any center-related activity.
2. No child or adult will be verbally abused or harassed at the center or on any center-related activity.
3. No alcoholic beverages will be allowed on school grounds, at the center, or on any center related activity. **No child will be released to anyone who appears to be intoxicated.**
4. No illegal drugs will be allowed at the center or on any related activity. Any prescribed or over-the-counter medications must be out of the reach of children at all times. **No child will be released to anyone who appears to be under the influence of drugs.**
5. State law prohibits smoking on or near any public school. This applies at the children's centers, even when school is not in session and at any related activity.

If you have any questions, please contact the Childcare Program Supervisor, Audrey Chubbs for clarification at (707) 253-3959.

The Napa Valley School District is committed to equal opportunity for all individuals and does not allow discrimination, intimidation, harassment, including sexual harassment, or bullying based on a person's actual or perceived race, color, ancestry, nationality/national origin, immigration status, ethnic group identification/ethnicity, age, religion, marital status/ pregnancy/ parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, medical information or association with a person or group with one of more of these actual or perceived characteristics. For questions or complaints, contact our District Equity Officer and District Compliance Officer and Title IX Coordinator for Employee Affairs: Dana Page, Assistant Superintendent Human Resources, 2425 Jefferson St., Napa CA 94558, 707-253-3571, [dpage@nvusd.org](mailto:dpage@nvusd.org), [HR@nvusd.org](mailto:HR@nvusd.org); and/or District Compliance Officer and Title IX Coordinator for Student Affairs: District Section 504/ADA Coordinator: Mike Mansuy, Director of Student Services, 2425 Jefferson St., Napa CA 94558, [mmansuy@nvusd.org](mailto:mmansuy@nvusd.org), [studentservices@nvusd.org](mailto:studentservices@nvusd.org), 707-253-3815. Information

Date: \_\_\_\_\_

I have read all policies of the Before and After School  
Childcare Program Parent Handbook and agree to them.  
I understand that failure to follow these policies may  
result in termination of child care services.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Parents/Guardian's Signature

\_\_\_\_\_  
Site Provider's Signature