



**Centers for Afterschool Recreation, Enrichment
& Safety**

PARENT GUIDELINES

Orange Unified School District
CHILD DEVELOPMENT SERVICES
2345 E. Palmyra Ave.
(714) 628-5360
www.orangeusd.org

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PHILOSOPHY

The Orange Unified School District CARES (Centers for Afterschool Recreation, Enrichment and Safety) Program has been in operation since 1984, and provides a safe, stable and stimulating environment for school age children. The CARES Program is based on the principle that CARES exists for the purpose of enriching, promoting, supporting and enhancing school age children's physical, emotional, and cognitive development.

The Orange Unified School District CARES Program provides a well-defined, high quality program, which is educational, recreational, enriching and supplemental to the family, school and the community.

PURPOSE

The Orange Unified School District CARES (Centers for Afterschool Recreation, Enrichment and Safety) Program provides quality out of school time services that strengthen, support, and supplement the family, the school and the community. Children enrolled in the CARES Program attend regular classes at the same school. Parent fees and other non-profit organizations fund the program. These Parent Guidelines will provide you with information about the program and the policies that help to make the program meet the needs of all our families. In addition, all policies and procedures defined in the OUSD Parent Guidelines apply to participation in CARES.

ADMINISTRATION AND STAFF

The Orange Unified School District Board of Education administers the CARES Program. A CARES Leader, Assistant Leader and an Aide contingent on space and enrollment of site, staffs each CARES. All staff meet the necessary District requirements for education and experience in afterschool programming. The CARES Program Director and two Supervisors are responsible for the direct supervision of the program.

Staff works closely with the regular day school staff and administration to ensure alignment of program activities to the schools learning goals and core curriculum. As a measure of the continuous improvement process, we look at many facets of the CARES program from the curriculum, procedures, professional development and staff placement. We also take in to account the school site and community needs as well. We do not take making changes to our program lightly, yet there may be a time that we make administrative changes and/or staff changes. Please know that such changes at sites are always based on the best interests of our overall program as well as the professional growth of staff.

ACTIVITIES

Children are offered extensive opportunities to develop their talents, build bonds with positive role models, further development of social skills and improve their academic performance in an open classroom setting. Both indoor and outdoor learning experiences are provided with time for physical activities, homework, and academic support. The program refrains from religious instruction or worship. All children have the opportunity to learn and grow through experiences such as:

- Access to library and technology resources
- Hands on STEM (*Science, Technology, Engineering & Mathematics*) activities
- Visual and performing arts
- Physical fitness activities
- Service learning, apprenticeships and leadership opportunities

ADMISSION POLICIES

Enrollment will be open to any child, providing:

- a. There will be no adverse effect upon the other children.
- b. The child will benefit from the program and the center is able to meet the individual needs of the child.
- c. The child will not require additional staff time normally given to the group.
- d. The child can independently care for their toileting needs.

The child must attend the school where the program is offered. The program is only open to students in grades Transitional Kindergarten (TK) through sixth grade (through eighth grade at McPherson Magnet contingent on space).

Enrollment will be granted without discrimination in regard to sex, race, color, creed, political belief, religion, physical disabilities, or national origin.

ADMISSION PROCEDURES

1. The CARES **Eleyo** Registration process can be accessed through the CARES website @ www.orangeusd.org/cares.
2. A registration fee will be paid upon enrollment for each new child, and upon the re-enrollment for each new year.
3. When a child enrolls after the school year begins, the completed Eleyo registration process along with a paid registration fee must take place prior to the approved start date.
4. It is the purpose of this program to provide a community service. Once a CARES site is full, a waiting list will be started. As space becomes available, priority will be given as follows: Transitional K/Kindergarten, grades 1st through 3rd, grades 4th through 6th (through 8th at McPherson Magnet), and a.m. only.

REGISTRATION

Orange Unified School District utilizes a convenient, mobile-friendly online registration system called **Eleyo**. All families will be required to create an Eleyo account for the purposes of registering your child(ren) and managing your account/billing. In doing this, you agree to be the **ACCOUNT OWNER**. As the account owner, you are responsible for all childcare fees. All changes to the account can only be authorized by the account owner(s).

An annual non-refundable registration fee is charged per child. Families with three or more children will be charged a maximum of two registration fees.

TAX INFORMATION

Orange Unified School District's Tax I.D. number is **95-6004968**. Your annual childcare YTD tax information can be accessed through your Eleyo account. Families that are not currently enrolled need to contact the CARES Program bookkeeper for this information.

MONTHLY BILLING

1. Monthly invoice notifications will be emailed to parents/guardians via Eleyo. Payment is due at the 1st of each month and is payable through the 10th, whether an invoice has been received or not. Payment may be submitted electronically through Eleyo. Payment auto-withdraw may also be set up through Eleyo. Lastly, parents may submit payment via check or money order directly in the Child Development Services office located at 2345 E. Palmyra Ave., Orange, CA 92869.
2. There is a \$25 late fee for payment received after the 10th of each month. Failure to pay by the 15th may result in dismissal from the program. Failure to pay within 30 days of dismissal will result in the account being assigned to collections.
3. Monthly Tuition is based on a 20-day billing cycle. When childcare fees are pro-rated, the daily rate is based on 1/20th of your regular monthly fee.
4. Holidays are included in ALL monthly tuitions.
5. Minimum Days, Modified Wednesdays and Staff Development Days are included in your monthly **Afterschool** tuition.
6. A.M. ONLY tuition DOES NOT include Minimum Days, Modified Wednesdays and/or Staff Development Days. WEDNESDAY ONLY tuition DOES NOT include A.M. care, Minimum Days and/or Staff Development Days.
7. A 10% discount is available for any older siblings enrolled in the program.
8. **ALL PAYMENTS ARE NON-REFUNDABLE.**
9. Failure to pay tuition even though a child does not attend CARES during the month will automatically result in the child being dropped from the program.
10. Should a check or electronic payment be returned for insufficient funds, there will be a \$25 service fee + a \$25 late fee, and all future payments may require a money order.

WITHDRAWAL/SCHEDULE CHANGE FROM THE PROGRAM

Written notice must be submitted to the CARES Bookkeeping Department **no later than the 10th of the month.** Any withdrawals received after the 10th of the month, will NOT be pro-rated or refunded.

OPERATING PROCEDURES

The CARES Program operates between the hours of 7:00 a.m. and 6:00 p.m., Monday through Friday. **All CARES sites will be closed on holidays observed by the Orange Unified School District. All CARES sites may be closed on mandated furlough days prescribed by the Board of Education and the district bargaining unit.**

CARES will be available on minimum days (when the children are dismissed from school early).

Children enrolled in A.M. Only and/or Wednesday Only may **not** participate in minimum days or full days unless otherwise registered to attend. **Minimum and/or full days are available to full-time families only.**

ARRIVAL AND PICK-UP

An adult must sign/clock each child in and out of CARES each day via Eleyo on the CARES site iPad. Failure to **sign/clock** a child in or out can result in the termination of services.

Parents or other authorized adults must accompany the child to and from the CARES room. CARES cannot accept responsibility for children left at the gate or outside the classroom or who have not been **signed/clocked** in. A parent may be called in the event a child was not **signed/clocked** in or out.

Closing time is **6:00 p.m.** Should a child be picked up after closing time, the parent or guardian is assessed a penalty fee of \$5.00 up to 6:15 p.m. and \$1.00 for each additional minute thereafter, per child. Any child left after 7:00 p.m. will be considered to be abandoned, and appropriate measures may be taken to ensure the child's safety.

After 6:00 p.m., if no contact has been made by a parent, a responsible party from your emergency list will be contacted to come to the center and pick up the child. If no one is available from your emergency list, the local police (Anaheim, Garden Grove, Orange, Santa Ana, or County Sheriff) may be called after 7:00 p.m., and the child may be taken into protective custody until a parent can be located.

Within a school year (the first day of school through the last day of summer), three late pickups may result in the child being dropped from the program. A parent will receive two late departure notices prior to their child being dropped from the program. Upon the third late departure, the child may be dismissed from the program. This is followed by a six-month period of ineligibility to enroll in the Orange Unified School District's CARES program. After two six-month periods of ineligibility, a child may not be eligible to enroll again.

The only persons allowed to pick up a child are those whose names are indicated on the child's records.

No child will be released to any adult during school hours who does not identify himself/herself with valid, proper ID. If someone other than the parent or guardian is to pick up a child, a written note, email or phone call must be received in the childcare room prior to pick up. Staff may request valid, proper identifications of anyone picking up children. **Please keep emergency card information current on your Eleyo account.**

No child will be released to any adult who appears to be under the influence of alcohol or other substances.

LUNCHES

During regular, minimum and full* days children participating in CARES during lunch time will need to bring a packed lunch or purchase one from the school. An afternoon snack will be provided.

**School lunches will not be provided on Full Days.*

Children must bring their own lunch and beverage to day camp sessions.

ABSENTEEISM

1. If a child is absent, a parent must notify the CARES staff that day and each day the child will not be in attendance. **Failure to notify the staff of a child's absence could lead to termination of childcare services.**
2. Because tuition is pro-rated, in order to insure the continued operation of the program, no credit or allowance can be given for absences due to legal holidays when the center is closed or for any reason other than **prolonged illness, specified vacation periods and outdoor education.**
3. Should your child be absent due to an illness or injury for an extended period of two (2) weeks or more, contact the CDS office immediately to make placement and/or billing arrangements on an individual basis.
4. If a child cannot be a part of the natural school routine, then the child is not allowed to attend CARES that day. This includes children who have been ill or suspended from school.

BEHAVIOR MANAGEMENT – BULLYING AND HARASSMENT POLICY

Standards of behavior in CARES parallel those in the school classroom. Children are expected to respect the adults in the program and to follow their directions. All rules are directed toward avoiding injury to persons or property while ensuring fairness.

To ensure a safe, courteous and positive environment, it is necessary to address unacceptable behavior firmly. Discipline in CARES is assertive rather than aggressive. A disruptive child may be removed from a group situation to regain self-control or denied a privilege. Any form of discipline that would impair a student's self-respect is avoided.

In the event a child's behavior endangers another child's welfare, is destructive to property, or disrespectful to authority, they may be given a discipline referral with copies going to the parent or guardian, supervisor, site principal and the child's file. Within a school year (the first day of school through the last day of summer), four discipline referrals may result in the child being suspended from the program. A fifth discipline referral may result in dismissal. This is followed by a six-month period of ineligibility to enroll in Orange Unified School District's CARES program. Two dismissals may result in permanent ineligibility to enroll in the program.

Certain behavior situations are dealt with on an individual basis which could include immediate suspension and, or permanent dismissal from the program.

In the event the staff deems it necessary, a parent may be called to pick up their child immediately. No credits or allowances will be given for students suspended from school or CARES.

To ensure that CARES provides a safe school environment for students, our program aligns with the OUSD Board Policy regarding Bullying and Harassment. BP 5131.2 (a)(b)(c)

BEHAVIOR MANAGEMENT – BULLYING AND HARASSMENT POLICY (cont.)

Student safety is a high priority for CARES, to the fullest extent possible. Our program focus is the prevention of bullying and/or harassment of any kind. It is our desire to implement strategies and best practices to promote a positive, safe and enriching climate for all.

The overall goal of the CARES Program is to provide a safe, fun, educational and nurturing environment for all children & families. There are instances, however, when CARES may NOT meet the needs of the child or family. On the rare occasion that this happens, CARES staff and administration work closely with parent to seek alternatives that may be better matched with the child's specific needs.

HEALTH REQUIREMENTS/MEDICATION FORMS

CARES is sensitive to the physical and emotional well-being of each child daily. For every child's protection the following regulations are in effect:

1. Each child is given a health check by the CARES staff as soon as he or she arrives at the center. The CARES staff has the authority to refuse any child who shows signs of illness. In the A.M, the parent must remain with the child until the child is accepted.
2. It is the parent's responsibility to verify that their child's daily health is adequate for participation in the program before bringing the child to the center. A child who is fatigued or shows signs of illness should be kept at home.
3. If a child becomes overly fatigued, ill, or injured while at the center, the parent will be notified promptly. Comfort and care will be provided to the child while awaiting pick up. A child must be picked up within an hour of notification. Parent/guardians that neglect this policy may be removed from the CARES program for the remainder of the school year.
4. If a child is exposed to a communicable disease, the parent **must** notify the center **immediately** so that incubation dates may be verified, and the health of all children concerned may be protected.
5. If a child needs to receive medication, the Education Code states that CARES must receive: 1) written physician authorization detailing the method, amount, and time schedule for administering medication, 2) written parent/guardian authorization, and 3) medication provided in the original container with the original pharmacy label. (See CARES staff for medication forms required).

SPECIAL HEALTH CARE

Special health services (i.e., medications by breathing machine, care of diabetes, use of EpiPen, etc.) must have (according to the Education Code) a completed Medical/Doctor Authorization form (written procedures) and staff training provided by the school nurse. This is required so that staff can be adequately prepared to safely administer such treatment/health care for students.

EMERGENCIES

In the event of an emergency or natural disaster, such as earthquake or flood, the following procedures will be in effect:

1. During the school day all children will follow the school site disaster plan.
2. Before or after the regular school day or during holiday sessions, all children will be kept at the center until they are picked up by the parent or other authorized person. A person authorized by the parent to pick up a child will be requested to present identification before the child will be released.
3. Should it be necessary to evacuate children from a center, the evacuation site will be posted on the center door and every effort will be made to contact parents and guardians.
4. Staff members will remain with the children until they are released to the parent or authorized person.
5. Each school should be equipped with sufficient supplies to accommodate children in the event of an emergency.
6. In the event of unforeseen circumstances (fires, power outages, etc.), a parent may be called to pick up their child early.
7. Please keep your Eleyo account information current to assist the CARES staff in the event of an emergency.

PERSONAL ARTICLES

Orange Unified School District and its employees are not responsible for the personal property of children (such as books, computers, other electronic devices, sports equipment, toys/games, clothes, or glasses). Children should place their name on all items of value. Parents should review their personal property/homeowner's or renter's insurance policy to determine whether valuable equipment would be covered in the event of theft or loss. Children should never leave purses, backpacks, or wallets unattended and should be sure to keep their valuable personal property with them at all times.

Children should not bring toys, electronics, or sporting equipment, etc. to school unless the CARES staff have given prior permission. Only items for sharing should be brought from home and these should be clearly labeled with the child's name. **Because we cannot be responsible for an item should it be broken, lost, or stolen,** we cannot allow children to play with items from home without permission from the parent or guardian. For the same reason, children are discouraged from bringing large sums of money or valuable items to school such as music systems, electronic games, etc.

The Orange Unified School District and its employees will not be liable or responsible for the loss or damages of any personal belongings that are brought to the CARES program. If personal belongings are brought to CARES and it is deemed necessary to remove from the student, it will be placed in a storage area. The storage area may not always be operated or monitored by staff.

CLOTHING

All children should wear play clothes and sturdy shoes suitable for the types of activities they will be involved in during the day, including painting and other messy activities that could stain clothing. Please check with your specific site regarding school policies pertaining to uniforms. If the child stays until closing time, a sweater might be a good idea as it gets cool in the late afternoon even on warm days. These and all coats, raincoats, jackets, backpacks, etc. should have an easily read label with the child's name securely attached.

DAY CAMP

The Orange Unified School District offers Day Camp Programs during most school breaks. Although a registration fee is not required by those already in our program, **an Eleyo registration does need to be completed prior to each Day Camp for your child to participate.** Locations of each Day Camp may vary depending upon enrollment. The Summer Day Camp Program is open to all children in first through sixth grade.

Each week there will be a variety of camp activities in which a child may participate. These include crafts, games, science experiments, and other enrichment activities based around a central theme. Off campus excursions are included where the children will participate in outings to parks in the community, swimming, and many more fun-filled trips. **Day Camp T-shirts must be worn on all excursions.** Parents should register children only for weeks they will be attending, as there is a cancellation fee for weeks registered for but not attended. Alternative childcare is not provided for students who do not attend excursions.

Weekly Camp fees are due THURSDAY before your child's next week of attendance. Payments received after 11:59pm on Thursday will be assessed a 10% late fee. Child(ren) may not attend if camp fees are overdue. A 50% cancellation fee will apply for any weeks registered for, but not attended. Refunds will not be made for illness, absence, or suspension. Any payment returned for insufficient funds may be charged a \$25.00 service charge and a 10% late fee.

ANNUAL EVALUATION

Students, parents, staff, and other district personnel participate in an annual evaluation plan that determines if the program goals and objectives are being met.

PARENT CUSTODY/COURT ORDERS

We realize that custody situations can be very complex and stressful. However, please be respectful of all staff and children in the CARES program when managing custody matters. **Parents are strongly encouraged to keep all custody disputes away from the school and CARES environment.** CARES staff has been directed to not discuss personal family situations with parents and guardians. **All custody court orders must be authentic (court seals), up-to-date, and a copy on file in the CARES room in order for staff to comply with the mandates listed within the documents.** Staff will only follow orders within the court documents.

Under no circumstances may staff accept any alteration of court orders. For example, a parent with custody writes a note to CARES staff that it is okay for the other parent to pick up the child on a day they are not permitted. Any changes must be court ordered.

PARENT/STAFF COMMUNICATION

Once a month, a newsletter will go out from your site to provide you with program information and other news which may be of interest to you. The parent bulletin board close to the sign-in area will also contain special announcements, including local community events. Please check it often.

Open House and/or special programs will be held in the fall and the spring to allow parents and friends to visit the center and allow for parent conferences. Parents are always welcome to visit the center and are encouraged to participate in special activities.

PARENT INVOLVEMENT

Special interest programs and meetings designed to assist parents may be held throughout the year. Each of you has special talents, hobbies, and careers that could be shared with our children. We welcome you to do so. Just contact your CARES Leader to make arrangements. Parents are encouraged to visit and observe the program at any time. Those who will be staying for an extended period must make prior arrangements with a CARES supervisor.

PARENT CONDUCT

While in the presence of children and staff, parents are expected to maintain a professional demeanor. Other than their own children, parents may not at any time approach children in the program for discipline reasons. All concerns must be directed to the staff.

Please be aware of the following California State Education Code mandate for all OUSD parents:

Civility Code 44811: (a) *Any parent, guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor.*

Any conduct by a parent toward staff or a child, which is deemed unacceptable, may result in permanent termination of CARES services.

COMPLAINT PROCEDURE

The OUSD Child Development Services division staff believes that the quality of CARES can improve when the staff listens to complaints, considers differences of opinion, and resolves disagreements through an established process.

Parents are encouraged to resolve problems early and informally whenever possible. Any concerns should be directed to on site CARES staff. If problems are not resolved, or are regarding staff, they should be directed to a program supervisor. In the event a program supervisor or the director is unable to resolve the problem, you will be advised by the program director of the district's uniform complaint procedures.

Orange Unified School District's Child Development Services Office

2345 E. Palmyra Ave., Orange 92869

(all phone numbers are 714 area code)

Anaheim Hills 6450 E. Serrano Anaheim 92807	628-5496	McPherson 333 S. Prospect Orange 92869	628-5387	<u>PRESCHOOL</u>	
Canyon Rim 1090 The Highlands Drive Anaheim 92808	628-5379	Nohl Canyon 4100 Nohl Ranch Road Anaheim 92807	628-5502	Child Development Center	628-5570 250 S. Yorba Orange 92869
Chapman Hills 170 N. Aspen Street Orange 92869	628-5498	Olive 3038 N. Magnolia St. Orange 92865	628-5388	www.orangeusd.org/cares	
Crescent 5001 Gerda Drive Anaheim 92807	628-5380	Palmyra 1325 E. Palmyra Orange 92869	628-5503		
Fletcher 515 W. Fletcher Orange 92865	628-5499	Panorama 10512 Crawford Canyon Rd. Santa Ana 92705	628-5504		
Imperial 400 S. Imperial Anaheim 92807	628-5382	Running Springs 8670 E. Running Springs Dr. Anaheim 92808	628-5392		
La Veta 2800 E. La Veta Orange 92869	628-5501	Serrano 17741 Serrano Villa Park 92861	628-5393		
Lampson 13321 Lampson Ave. Garden Grove 92840 <i>(Lampson currently provides A.M. care only.)</i>	628-5500	Villa Park 10551 Center Drive Villa Park 92861	628-5396		
Linda Vista 1200 N. Cannon Orange 92869	628-5386	West Orange 243 S. Bush Orange 92868 <i>(West Orange currently provides A.M. care only.)</i>	628-5397		