



PVSD CHILD CARE PARENT HANDBOOK

2026-2027

Pleasant Valley School District – Child Care

PURPOSE AND GOALS

Welcome to the Pleasant Valley School District Child Care program. We hope your experience with us is exciting and rewarding. Our goal is to serve PVSD families with quality on-site before and after school child care.

Our mission is to encourage and support the social, emotional, intellectual and physical development of the children. Our caring and qualified staff is dedicated to providing a safe, nurturing environment that is designed to help all children feel successful, secure and confident.

PROGRAM DESCRIPTION

Our programs are staffed with highly qualified Child Care Leaders and Assistants. We create safe, nurturing, and fun experiences for children so they may develop at their own pace and experience success. The students have a choice of activities and opportunities for individual expression. Students may choose to participate in arts and craft projects, physical development activities, music and movement, technology and science centers and academic support. Our curriculum emphasizes the development of a sense of personal competence and interpersonal skills, such as collaboration and problem solving strategy skills.

Our program supports children in developing skills to make good choices, play safe, build self-esteem and to become independent learners. To enroll in our Child Care program, a student must be enrolled/attending the school in which child care services are requested. Our program does limit enrollment, due to staff availability and room size.

Pleasant Valley School District Child Care Staff

Our Child Care Leaders are required to have 12 units of college level training in Child Development and school-age curriculum and recreation. However, many of our staff members have college degrees and/or are in the process of completing their degrees.

Both Leaders and Assistants are experienced in working with school aged children and have taken training classes. All of the Leaders and many of our Assistants are also CPR and First Aid certified. Staff development and professional growth is continually provided to meet staff needs.

Program Director Contact

Stefanie Lawson slawson@pleasantvalleysd.org 805-389-2100

ENROLLMENT

Non-Discrimination Policy

In accordance with the California Laws relating to minors, no child will be refused admission to the PVSD Child Care Program based on sex, sexual orientation, gender, race, ancestry, ethnic group identification, religion, national origin, or color or mental or physical disability. We welcome children with disabilities and understand the requirements of the Americans with Disabilities Act (ADA).

PARENT INVOLVEMENT AND COMMUNICATION

We encourage parents to communicate with the staff about any special needs, allergies or behavior concerns upon enrollment. It is important to establish a partnership with parents and communication is the key. Staff can be reached via email or in person (during program hours.) Parents are encouraged to share any questions or concerns about the program with the Child Care Leader. If they are unable to resolve their concern at the Child Care location, they may contact the Program Director for assistance.

Parent Information

Notices and information are posted near the parent table at each center. The daily schedule, list of special activities, and snack menu as well as other information of interest. All time sensitive material (re-enrollment, tuition deadlines, etc.) are posted for and emailed to parents.

Parent Responsibilities

Parents are held responsible for all information that is posted and emailed. It is the responsibility of the parent to take time to read flyers and communicate with staff. This includes (but is not limited to) sign-up for special activities, paying tuition, sign-in and sign-out, request or pick up necessary paperwork, request receipts, etc. It is the responsibility of the parents to communicate with Child Care staff about changes in schedules, tuition, etc.

If a child has any special needs we should be aware of, a copy of the student IEP and/or 504 plan is requested upon enrollment. Changes in a child's behavior or environment (including medication, illness, changes in the home, and sleeping patterns) which affect his/her behavior, should be discussed with the staff.

BEHAVIOR

Behavior Standards

PVSD Child Care follows the behavior standards as set forth by each elementary school. The standards include:

- Respond respectfully to staff directions
- Hands to self
- Use an inside voice
- Stay within the boundaries as set forth by the school staff
- Respect others with positive interactions and acceptable language (No hitting, biting, kicking or swearing or profanity will be allowed). Showing respect to others includes respecting other program participants, staff members, parents, program visitors, etc.
- Use the buddy system
- School rules apply both in the Child Care classrooms and on the playground (proper use of indoor/outdoor equipment, bathroom facilities, school property, etc)
- Take pride in how you care for materials and equipment

Positive Reinforcement

Each Child Care program will emphasize positive reinforcement to help students adapt to realistic behavior expectations. Students also participate in establishing rules and the

consequences for breaking the rules. Please see your Child Care Leader for more information on positive reinforcement incentives on your campus.

Students with an Individualized Education Program (IEP)

If your child has an IEP, Child Care staff may collaborate with the IEP team to best meet the needs of your child to the greatest extent possible.

Behavior Slips / Incident Reports

Behavior slips or Incident Reports are often used to communicate with parents and students when behavior improvement is needed. Parents may receive a copy of the documented behavior which will focus on specific behaviors the child is exhibiting. These reports are meant to be used as a positive, constructive approach to help children learn appropriate behaviors. Parents are encouraged to problem solve with staff and children to find ways to correct the behavior(s).

Behavior Slips / Incident Reports are used for less serious behaviors, however, if a child exhibits disruptive behavior on a continuous basis, alternative actions such as a behavior contract, written warnings or suspensions may occur.

Behavior Contracts

A behavior contract is a written agreement focusing on specific changes a child needs to make in his/her behavior. Through discussion with the student, parent and leader, a plan (with rewards) is created to resolve the problem. The contract is agreed upon and signed by the student, parent and staff person. If a behavior contract is established within a child's school day, the child care staff may collaborate with classroom teachers (if appropriate) to assist in keeping the behavior contract consistent. It is up the discretion of each school location if the behavior contract will include child care.

Written Warnings and Termination

Certain extreme behaviors or behaviors that interrupts the operations of the program and/or infringes on the safety of others will result in a written warning. These behaviors may include:

- Stealing
- Fighting
- Using profane language, hate speech or gestures
- Destruction of property
- Blatant disrespect for authority / non-compliance
- Possession of weapons (real or imitation)
- Possessing or using tobacco, alcohol or drugs
- Threatening the safety of others (physically or verbally)

Our Child Care policy allows for only **three** written warnings in one program/school year. Listed below are actions taken with the student and parent at each incident.

1. When the first written warning is given, there will be a conference with the student, parent and Child Care Leader to establish a plan to resolve the problem.
2. The second written warning will result in a follow up from the District Office to discuss different strategies for behaviors and possibly options for alternative care.
3. The third written warning will terminate Child Care services.

Termination of Services/Appeal Process

If a student is terminated from the PVSD Child Care program, the parent/guardian may make a written appeal, within ten (10) days, to the District Office. (If the appeal is granted by the District Office Administration, re-entrance into the program will be for the new school year, following the registration guidelines for enrolling a new student). Re-enrollment is not guaranteed (depends on availability of space.)

Immediate Termination:

If at any time it is deemed by the Child Care staff, site administrator and/or District Office Administration that a child is a threat to the safety of others or himself, the three-warning system will not be utilized and immediate termination of services may result.

School Suspension

Children who are suspended from any part of the school day, may not attend child care.

Child Care Suspension

Suspension from the Child Care program may also occur if the child commits a suspendable offense (see E.C. 48925). Students may be asked to be picked up early if they are not responding to adult direction and distracting from the group or their behavior has been addressed in the past (see “behavior slips”) the child continues to exhibit the disruptive behavior. If a parent is asked to pick up a child, an authorized individual must arrive within 30 minutes of the phone call.

Complaint Process

If a parent has a concern or complaint, PVSD Child Care asks that parent bring the concern to the Child Care Leader immediately. Most concerns can be resolved with an informal conference with the Child Care Leader. If a parent is unsatisfied with the resolution at the school site, the Program Director should be contacted.

In addition, Child Care follows the Uniform Complaint Policy as listed in the district’s Discipline: Policy and Procedures and Annual Notice of Rights and Responsibilities Handbook.

NUTRITION

Snacks

A snack is served during the afternoon program. The snack menu is posted for parents and students to review. We reserve the right to make changes as needed. Parents are welcome to bring snacks for students who may not like what is offered. If a student has food allergies, parents are required to notify staff upon enrollment to discuss food options.

Lunches

For full day care programming, parents may need to provide a lunch for their child. This may vary from school to school, therefore contact your Child Care Leader for more information.

HEALTH CONCERNS

For the health and welfare of your child and others, we will send a child home with symptoms, including indications of:

- Any Covid-19 symptoms related to current PVSD guidance
- Diarrhea (3 or more times in a day)
- Severe coughing (whooping and/or red-blue face)
- Difficult or rapid breathing
- Conjunctivitis (Pink Eye)
- Temperature/Feverish
- Undiagnosed rashes
- Vomiting
- Lice, Scabies, or other parasites
- Green-yellow nasal discharge
- Lethargy – Listless and cannot physically participate in activities

Children who exhibit any of these symptoms cannot remain in Child Care. Parents (or designee) are requested to pick up their child in a timely manner (**within 30 minutes**) from Child Care when these symptoms do occur. In order to return to Child Care, your child needs to be symptom free or have a doctor's note stating approval to return.

On any given day, a child who has not attended school, or has been sent home for any reason, may NOT attend Child Care.

Emergency Care Plans

If your child has a specific on-going medical condition and requires an "Emergency Care Plan" during the school day, Child Care must be notified immediately. Child Care staff work closely with Health Services personnel and school nurses to ensure that our staff are trained to care for your child's health needs.

Covid-19 and Communicable Diseases

Parents are required to inform the school and Child Care of exposure to communicable diseases. Child Care will strictly follow all protocols set forth by PVSD related to Covid-19 or any other pandemic situations.

Allergies

Parents must notify staff, in writing, of any allergies, the remedy and/or action needed to be taken in case of an allergic reaction.

Medication

No medications (prescription or over-the-counter) may be given without signed authorization from you and your physician. Medication Authorization forms are available in the Child Care room and in the school office. Medication must be brought to the site by parents in the original container with directions for dispensing. Children are not allowed to administer their own medication. School health offices and Child Care centers are not able to share medications, therefore each location must have access to their own supply of medications and a signed Medication Authorization form.

Parents are required to replace medication when/if the medication expires. Parents are responsible for disposing of expired medication.

Lice

Head lice are easily spread and must be reported immediately. If a child has lice, it is imperative that parents are diligent about the needed treatment. Children may not return to child care until the child is cleared through the school health office. Information about head lice is available in the Child Care center and the school.

Broken Limbs

Children who have a cast or wear a sling, must have a Doctor's note on file at the school site which states the child's limitations on the playground and involving physical activity. If we do not receive a Doctor's note, children will not be allowed to play on the playground, until we receive the doctor's note and/or the cast or sling is no longer needed.

****DISASTER PLAN**

Coordinated Disaster Plan

In the event of a natural disaster, such as an earthquake, staff will remain on site with the children to ensure their safety. Child Care practices drills and has a Disaster Plan which is coordinated with the School Disaster Plan.

Release Authorization

Parents are required to submit a list of individuals that are authorized to pick up a child in event of an emergency. It is important that children are picked up as soon as possible after an emergency. It is the responsibility of the parent to keep this list updated.

CALENDAR

The Pleasant Valley School District Child Care program begins on the first day of school and ends on the last day of school, annually. Child Care will be closed on legal and some district holidays. A program calendar is posted online and additional copies may be obtained from the staff.

Full Day Sessions

Child Care is open full time on select days. On these non-school days there are a variety of enriching activities planned for your child. Sign ups are required (in advance) via a link emailed to families. An additional fee of \$35 per day per child will apply. See your Child Care Calendar for date details. Parents are responsible for signing up and paying any additional fees prior to attendance. Full day sessions are only available to students enrolled in PVSD Child Care. Location of full day sessions are based on enrollment and funding source.

TUITION-BASED PROGRAMMING INFORMATION

Tuition Amounts

PVSD Child Care charges monthly tuition, September through May (**9 months**). This means that tuition amounts are the same every month, regardless of the number of actual days of the program each month. For enrollees starting in **January or after** of any given school year, a 50% charge will be due for June. Failure to pay June tuition may impact future enrollment. Child Care tuition is based on a yearly fee. For details on Child Care rates please visit www.pvsdchildcare.org -> Child Care Tuition Rates tab.

Tuition Discounts

A sibling discount is available for those enrolled full time.

Tuition Due Dates

Tuition is due on the first of each month. Tuition payments may be made via credit card using Procure. Check payments may be made in the child care site. Checks are payable to **PVSD Child Care. Cash payments for tuition must be made at the District Office.**

Tuition is late, if not paid by the 5th, monthly. (No grace period will be given for weekends or holidays). All payments made on or after the 6th are considered late. A late fee of \$35.00 will be added to all late payments and all late payments must be made before the end of the month.

Late tuition payments are not accepted at the child care site. All payments made after the 6th of the month, must be brought to the Pleasant Valley District Office (600 Temple Ave. Camarillo CA. 93010) or via Procure (if applicable.) Child Care staff may not accept late payments, no exceptions.

Students will be put on “hold” (not allowed to attend) the program if an account becomes more than 30 days delinquent. If payment arrangements have not been agreed upon and payment has not yet been received by the last day of the month, the account will be sent to the District Accounting Office for further collection. PVSD child care accepts payment plans, therefore parents may call the District Office before the end of the month to make arrangements.

Payment Methods

Checks and cashier's checks are accepted at the District Office. Bank draft checks are also accepted. This allows parents the option to go on-line and set up automatic checks (generated from the bank) that are sent directly to PVSD.

Cash payments must be made at the District Office. It is the parents responsibility to ensure that the bank draft is generated and received by the District Office by the designated due dates to avoid any late fees. PVSD also utilizes a payment processing app called Procure to provide for credit card payments.

Flexible Spending/Child Care Payment Documentation

Parents who participate in a flexible spending program through their employer may require that require signed documentation to confirm payment(s). Any forms that require signature must be sent to the District Office for approval. Documentation will only be signed once we are able to verify that your payment has cleared. *This request may take up to two weeks to process.*

All cash payments will receive a written receipt as your proof of payment. Parents requesting a receipt for payments made by check will need to request a receipt from the district business office. These will be generated monthly and sent out via email.

Financial Assistance for Child Care

Families seeking financial assistance for Child Care services may contact:

- Children's Home Society of California at www.chs-ca.org
- Child Development Resources at www.cdrv.org

Families that qualify for state funded spots will be contacted by the PVSD district office via the School Benefits application.

Information for Taxes

The Tax I.D number for PVSD is 95-6002442. A year end summary will be sent to all program participants at the end of January. Parents who require additional documentation will need to submit a request in writing to the District Office. *This request must be made in writing and may take up to 2 weeks to process.*

ATTENDANCE

Attendance in Child Care

It is essential that parents call or notify Child Care staff if a child is going to be absent from child care. Parents who continuously fail to keep us informed about their child's whereabouts may be subject to termination from the program.

Pick Up from School

Students who are picked up from school (for any reason), may NOT be dropped off in the afternoon to attend child care.

After School Activities/Appointments

A "Permission for After-School Activity" form must be on file for students participating in on-campus functions/activities when they would normally be attending the Child Care program (school clubs, Scouts, sports, etc.).

Should a child need to attend an activity/appointment off-campus during program hours, students must be checked out and may not return to the program, unless agreed upon by the Child Care Leader.

****SIGN IN/OUT PROCEDURE**

Pleasant Valley School District operates Child Care programs in accordance with many Title 22-California Health and Welfare Regulations and Title 5-California Education Code. Both titles require that accurate records be kept of children attending the program each day. Full legal signatures must be used on the sign in/out form and/or Procure app daily.

Picture ID

Anyone picking up a child from child care may be asked to show a picture ID. This includes parents and other friends/family who have approval to pick up a child from the program. This procedure may be necessary even after children have been enrolled for a while, especially if there is a new staff person, or a substitute.

Sign-Out Authorization Form

All parents are required to complete a Sign-Out Authorization Form during the enrollment process. This form should list any and all persons who are authorized to sign-out a child from PVSD Child Care. (This includes parents, siblings, other family members and/or friends who may be picking up.) Under no circumstances will a child be released to anyone not listed on this form. A child will not be released to a biological parent (whether or not he/she has custody) if there is a current court order filed at the Child Care office restricting release. Those individuals listed on the Sign-Out Authorization Form are up to the discretion of the enrolling parent, unless outlined in court ordered custody agreements.

LATE PICK-UPS AND CHARGES

Parent Responsibility

It is the parent's responsibility to have a child picked up on time daily. It is also the parent's responsibility to choose dependable designees to pick up their child when needed. If a child is picked up late, there is a late pick-up charge and repeated lateness may result in termination of the child from our program.

School Year Hours of Operation

Our program opens daily at 7:00am and concludes at 6:00pm. Staff are unable to accept students before our 7:00am start time. Some students may be signed up to attend only a small portion of the program due to various dismissal times. Please see the Child Care Leader to confirm program enrollment status. Students that are enrolled for specific portions of the program may also be charged a late fee, should they not be picked up by the designated time. All after-school students must be picked up no later than 6:00pm.

Late Pick-Up Charges

A fee of **\$1.00 per minute per child** is charged when a child is picked up late. It is the parent's responsibility to pay the late fee at pick-up prior to the child's next day of attendance. (If the person you have designated to pick up your child is late, the parent is still responsible for paying the late fee). **Children will be put on "hold" (not allowed to attend) the program until late fees are paid in full.**

Call Child Care

Staff requests that all parents who are running late to contact the Child Care classroom immediately. Late fees still apply, however, the staff can assure the child that the parent is OK. If a parent is late and staff has not heard from them, they will begin to make calls to those listed on the Sign Out Authorization Form.

After Program Closure – Late Pick-Up Policy

Staff will request the Sheriff's Department to pick up a child, if they have been unable to reach the parent or anyone on the Sign-Out Authorization form. Staff will pursue this if, and only if, all other efforts have failed.

PROGRAM WITHDRAWAL AND CHANGES

Student enrollment is on a month-to-month (first to last day) basis.

Notification of Withdrawal

PVSD Child Care requires **written notification two weeks prior** to withdrawal from our program. **This notification will not be accepted verbally and must be submitted to the District Office.** Parents are required to pay for Child Care services during this two week notification even if the child has already stopped attending. No exceptions!

Program Change Request

Parents are required to contact the District Office no later than the 15th of the month when considering changing a program mid-year. *Changes to enrollment will not be granted mid-month.* Families may not alternate program enrollment status from month to month (one change per school term accepted). Parents may elect to "hold" enrollment for 1 month without payment due.

ANNUAL PRIORITY REGISTRATION

Re-Enrollment Month

Pleasant Valley School District requires every family to re-enroll in Child Care, yearly. This enrollment is guaranteed for the next school year in the same school-year program at the same school when all of the following conditions are adhered to:

- Online Registration form and registration fee submitted during the designated time frame
- Remain enrolled in the current Child Care program through June
- Tuition account is current (no outstanding balances at end of school year)
- Terminated from Child Care – must have an appeal applied for and granted.

If any of the above conditions are not met, students enrollment will not be guaranteed. Once all the conditions are met, if space permits, the student will be added to the program or added to the waitlist.

Enrollment Changes – NOT Guaranteed

If a student is adding siblings, changing programs or changing schools, the priority enrollment may not be guaranteed. Enrollment is dependent on available space.

Delinquent Accounts and Drops

Students who have a balance on their account or who drop before the end of the current school year will not be granted priority enrollment for the upcoming school year.

COMPLETING YOUR ENROLLMENT

The enrollment process is completed when the following forms are completed in full and turned in to the child care classroom prior to the first day of attendance:

- Sign-Out Authorization
- Publicity Authorization and Release
- Parent Policy Agreement

HOMEWORK

Assistance with Homework

PVSD Child Care staff will provide a quiet area and a designated time for students to work on homework for approx. 30-45 minutes each day. Staff will provide homework assistance, within reasonable limits. Frequently, staff is able to check students' work in order to be sure they understand their assignment and are doing the work satisfactorily. PVSD Child Care does not provide individual tutoring and cannot always guarantee that students will complete all of their homework assignments. Along with homework, the Child Care program provides a variety of enriching activities that involve interaction with peers, physical activities, drama, creative experiences and individual choices.

Children who do not participate in the designated homework time will be given alternative activities to do. Children who wish to spend more time on homework than the required time may usually do so (pending room space and daily schedule of activities). PVSD Child Care strongly recommends against having children miss all other activities in order to work solely on homework.

Parents and Homework

It is the responsibility of the parent to check homework for completeness and accuracy. Parents who have questions/concerns regarding the homework assistance time that is offered during the program should discuss their concerns with the Child Care Leader.

MATERIALS

Caring for Equipment

Child Care is well equipped with supplies such as craft materials, games, sports and technological equipment. Staff will guide students in the proper use of materials and clean-up responsibilities. Students and their parents will be held responsible for items that are broken or damaged due to improper use or deliberate misuse. This includes damage to school property (bathrooms, lunch tables, etc.) Items must be replaced or replacement fees paid within thirty days of the incident. Additional consequences such as suspension and/or expulsion may also be enforced depending on the severity of the situation.

Toys from Home

We do not encourage bringing toys from home and PVSD Child Care will not be responsible for any damage, theft or replacement.

VIDEOS

There may be days in which the Child Care program may show a movie and/or video. In accordance with School Board policies, PG movies will only be shown with parent permission. (No PG-13 movies will be shown).