



Extended Day

“Where Fun and Learning Go Hand-in-Hand”

Parent Handbook

2019 – 2020

Dr. Ed Manansala, County Superintendent of Schools

David Publicover, Executive Director

MISSION STATEMENT

*The Extended Day program
provides safe, high quality, and
affordable childcare to students in
grades K-8, enrolled in and attending
an El Dorado County public school.*

*We cultivate the creative and intellectual
promise of each child by offering
enhanced educational opportunities in
a structured setting where fun and
learning go hand-in-hand.*

GENERAL INFORMATION

Welcome to Extended Day!

- Extended Day Programs are operated by School District invitation at elementary and middle schools where there is sufficient interest shown by parents, and space is available.
- The types of programs offered are School Year, Winter and Spring Recess, and Summer.
- The Extended Day Program generally operates between the hours of 7:00 a.m. and 6:00 p.m., Monday through Friday. Depending upon client need, sufficient interest, and Instructor availability, the hours of operation at individual sites may vary. Check with your site Instructor for exact program times.
- Extended Day is open to all K – 8th grade students enrolled in and attending a public school operated by an El Dorado County public school district, or a charter school authorized by an El Dorado County public school district or EDCOE. Enrolled Transitional/Pre-Kindergarten students may attend on a trial basis. All children are expected to be toilet trained.
- It has long been the policy of Extended Day that children will not be denied child-care services unless it is clear that their needs cannot be met within the parameters of the established program. Generally, a trial period is provided to determine whether the Extended Day Program can appropriately and safely meet the needs of each child. Unfortunately, it does occur from time to time that the Extended Day Program is not a good fit for a child. In such cases, other available alternatives are reviewed with parents/legal guardians.
- A calendar (one per student) indicating when your child will attend Extended Day must be completed, signed, and turned in at the site your child attends, generally no later than the 20th day of each month. Monthly minimums will apply. There are two options for scheduling, Flex and Scheduled. (See Calendars and Rates/Fees for specific information).
- A drink and/or snack is provided for each child, each day in the P.M. program. You may pack an additional after-school snack for your child if desired. Please inform the site Instructor if a food allergy exists. Depending on the severity of the allergy, adjustments may be made to the snack routine.
- Parents/legal guardians are informed of events pertaining to the Extended Day Program through notices posted in the Parent Corner at each site, via U.S. Mail, email, Parent Square, and on the Extended Day website at eday.edcoe.org.

GENERAL INFORMATION (continued)

- Extended Day personnel caring for your child, fulfill the following requirements:
 - Fingerprint clearance
 - T.B. clearance.
 - C.P.R. certification

EXTENDED DAY PHOTO/VIDEO RELEASE INFORMATION

I/We give permission for my/our student to be photographed and/or filmed by a representative of the El Dorado County Office of Education (EDCOE), including the Charter Extended Day staff.

I/We also give permission for the El Dorado County Office of Education (EDCOE), including the Charter Extended Day staff, to use pictures and other digital media, including video, of my/our student for any lawful purpose – e.g., in print or online, including publications, websites, and advertisements.

EQUAL OPPORTUNITY

The County Board of Education and Superintendent are committed to equal opportunity for all individuals in education. County Office of Education programs and activities shall be free from discrimination based on gender, gender identity of expression, or genetic information, race, color, age, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sex, sexual orientation, or the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

PROGRAM POLICIES

- Closing time is 6:00 p.m. at all Extended Day sites.
 - If the last child in attendance is picked-up prior to the posted closing time, the program will close early.
 - Late fees will apply for children picked up after site closing time (see Late Fees). Excessive late pick-ups will result in dismissal from the program.
 - Please note:
If a child is not picked-up within 15 minutes past site closing time and we have had no communication with a parent/legal guardian, an emergency contact from the Student Enrollment/Emergency Form will be called to pick up your child. If, after Extended Day personnel have exhausted all known means to locate you or an emergency contact to come for your child, and no one can be located after 30 minutes has elapsed since site closure, Sheriff/Police and Child Protective Services will be called for assistance. Please help us avoid this situation by keeping emergency telephone numbers current.
- For your child's safety and protection, you must notify the site Instructor when your child will be absent on each scheduled day. Continual absences without notification to the site may jeopardize your child's continued enrollment in the program.
- The safety of your child is our primary concern. Clocking in and out is mandatory. Your child may only be clocked out by a parent/legal guardian or an emergency contact on your child's Student Enrollment/Emergency Form. Identification may be requested.
- Children will not be released to a person(s) suspected of being under the influence of drugs or alcohol. Sheriff/Police may be contacted.
- If you do not clock your child in/out, you will be charged at the program opening/closing time. The only exception to this is if an Authorization to Admit/Release Waiver is on file at the site your child attends (see Authorization to Admit/Release).
- If your child is not in attendance at one of our Extended Day sites for 60 days, you will be dropped from the program. If re-enrollment is desired contact the site. If the site has been capped, it will be necessary to contact the Extended Day office to be placed on a waiting list at (530) 295-2298.
- Extended Day will recognize the Account Holders, as the persons responsible for all payments, child emergency information, etc.

PROGRAM POLICIES (continued)

- For snow days and/or severe inclement weather, Extended Day will remain open whenever possible.
 - If school closes before Extended Day opens, Extended Day will be closed. Children do not go to Extended Day.
 - In the event of a delayed start of school, the Extended Day morning program will not open until the school opens.
 - If Extended Day is in session after school, parents/guardians and/or emergency contacts will be notified by Extended Day staff to pick up children.
 - School closure announcements are reported on television and radio news programs as well as on many school websites. You may also call the Extended Day office for more information at (530) 295-2298.
- Personal items such as games, toys (including those resembling weapons), trading cards, money, etc., are not allowed at Extended Day. Extended Day is not responsible for any damage to, or theft of, these items and will not investigate or participate in attempts to recover such lost or stolen items.
- All electronic devices, including cell phones, must be turned off and stored in the child's backpack. If the school has approved the use of electronic devices, then students may request permission to use them during homework time. Staff may approve their use on a case by case basis and reserves the right to monitor use. Extended Day is not responsible for any damage to, or theft of, these items and will not investigate or participate in attempts to recover such lost or stolen items.

REGISTRATION

- Enrollment is on a first-come, first-served basis.
 - Only the parent/legal guardian may complete the registration materials.
 - You may register at your Extended Day site, at designated registration times, prior to the start of a school year, or throughout the school year.
 - No registrations will be taken on the first day of school.
 - After the first day of school, you may register at your Extended Day site during regular hours of operation.
 - Site enrollment caps may occur if available space and/or acceptable staffing ratios are maximized. If the site has been capped, it will be necessary to contact the Extended Day office at (530) 295-2298 to be placed on a waiting list.

NEEDED FOR REGISTRATION

- **Student Enrollment/Emergency Form**
 - One per child to be completed/updated at the beginning of each school year.
 - Includes Account Holder's Social Security number and birthdate, and a minimum of two local emergency contacts. If the primary account holder does not provide a Social Security number and/or birthdate, payment in full for that month will be required, in advance, for each month.
 - Changes can only be made by Account Holders.
- **Additional Student Information Form** - if health conditions exist or medications are needed. (see Health and Safety)
- **Calendar** – one per child
- **Payment**
 - \$25.00 Account Activation Fee. One time per account unless there is a lapse in Extended Day use exceeding one year.
 - \$25.00 per child, per account deposit (applied to monthly charges).

RATES/FEES

ACCOUNT ACTIVATION FEE

- \$25.00 per account, non-refundable, due at the time of initial registration. If there has been no usage for 12 or more months, the \$25.00 fee will be required to reactivate the account.

DEPOSIT

- \$25.00 per child, per account - due at registration for each school year.
- \$50.00 per child, per account - due at registration for each Summer program. Deposits are applied to monthly charges.

HOURLY RATES

Billed on a quarter hour basis as follows:

\$3.05 per hour, per child for Scheduled.

\$3.30 per hour, per child for Flex*.

***The Flex program is not available for Transitional Kindergarten or Kindergarten students.**

LATE FEES

All children are expected to be picked up by 6:00 p.m. (site closing time). If a child is picked up after 6:00 p.m., for any reason, a \$5.00 per quarter hour, per child late fee will be billed. There will be no warnings or exceptions. If there are more than three late pick-ups, the late fee will increase to \$10.00 per quarter hour, per child, and will remain at the increased rate indefinitely for all children on the account.

Excessive late pick-ups will result in dismissal from the program.

CALENDARS

- By completing a monthly calendar, you are contracting for childcare services.
- Account Holders only, schedule each month, in advance, for the hours their children will attend. Monthly calendars are available at each site and are to be completed, signed, and turned in at the site your child attends, generally no later than the 20th day of each month. Deadlines for Summer and Winter/Spring Recess programs may differ.
- A signed calendar (one per student) must be on file at the Extended Day site in order for a child to attend, and to accurately plan for site needs, i.e. staffing, project materials, and snacks.
- Billing will be to the closest quarter hour of school start/end times.

FLEX CALENDARS

- Flex calendars are designed for families who do not know their work schedule from week to week, e.g. on-call nurses, firefighters, etc. **It is not available to Transitional Kindergarten or Kindergarten students.**
- Please write “Flex” in the margin of the calendar. Do not write anything in the body of the calendar.
- Minimum hourly requirements:
 - School Year Elementary Programs
 - 1 child – 20 hours per month
 - Each additional child – 10 hours per month
 - School Year Middle School Program (The Hub at Pleasant Grove only)
 - 1 child – 10 hours per month
 - Each additional child – 5 hours per month
 - Winter and Spring Recess, and Summer programs (All Sites)
 - 15 hours per week, per child
 - If a partial week exists within a month, the weekly minimum will be pro-rated accordingly.
 - If no service is needed for an entire week, draw a diagonal line through the entire week to avoid the weekly minimum charge.

*Please note: if multiple children are on an account, and one or more are flex, minimums must be designated by parent for accurate billing.

CALENDARS (continued)

- Staff Development Days (All Sites)
 - 3 hours per day, per child
 - If no service is needed for a Staff Development Day, draw an “X” on that day to avoid the 3 hour minimum charge.

SCHEDULED CALENDARS

- Minimum hourly requirements:
 - School Year Elementary Programs
 - 1 child – 20 hours per month
 - Each additional child – 10 hours per month
 - School Year Middle School Program (The Hub at Pleasant Grove only)
 - 1 child – 10 hours per month
 - Each additional child – 5 hours per month
 - Winter and Spring Recess, and Summer programs (All Sites)
 - 15 hours per week, per child
 - If a partial week exists within a month, the weekly minimum will be pro-rated accordingly.
 - Staff Development Days (All Sites)
 - 3 hours per day, per child
- You must schedule at least 50% of the minimum hours or your calendar will be considered “Flex” and will be billed at the higher Flex rate.
- All hours used in excess of the scheduled hours will be billed at the Flex rate of \$3.30/hour. All additional hours used will be billed the following month.
- Unused hours will not be credited, refunded, or switched to another day/time. The only exception is in the event of an absence due to illness. If the illness exceeds 3 or more consecutive scheduled days, a credit may be given by submitting a doctor’s note.

CALENDARS (continued)

REVISIONS/CANCELLATIONS

- Revisions to:
 - Traditional School Year and Summer calendars may be made at the site your child attends on the first 5 working days of each month. Changes will only apply from the date the revised calendar is received, through the end of the month. No revisions can be made to days prior to that date.
 - Winter/Spring Recess calendars may be made at the Winter/Spring Recess site your child attends on the first day of the Winter/Spring Recess Program only. Revisions will not be taken in the Extended Day office or through the Parent Portal.
 - Staff Development Day may be made at the site your child attends on the first five working days of the month the Staff Development Day occurs.
- Cancellations of:
 - Traditional School Year service must be made by notifying the Instructor at the Extended Day site your child attends. Credits may only be given, with the Program Managers permission, if the child is dropping the program, and the site has been notified on or before the child's last day of service.
 - Winter/Spring Recess or Summer service must be made at least 24 hours prior to the start of the program (regardless of when your child is scheduled to begin service) by
 - calling the Extended Day office at: 530-295-2298
 - via the Parent Portal at: eday.edcoe.org
- Staff Development Days cannot be cancelled. To avoid Staff Development Day charges, you must have revised your calendar during the calendar revision period (see above).

* Please refer to the Cancellation Policy provided with the Winter/Spring Recess and Summer registration packets for more information.

ACCOUNT INFORMATION

- Online accounts can be established at eday.edcoe.org through the “Payment/Account Information” Quicklink. An online account will allow you to make payments and access account information. You must have an account number in order to set up an on-line account, this may take up to a week to establish. Once your account has been established you can create the on-line account (contact the Extended Day office for your account number).
- If there is a change in family circumstance that necessitates a change in Account Holders, parents/legal guardians may choose to set up a new account. A \$25.00 Account Activation fee will be required for each new account (see Activation Fee). Minimum hours will apply to each account if multiple accounts exist.
- Every effort will be made to email/mail statements to the contracting Account Holder by the 15th day of each month. Payments are due by the last day of each month. If you do not establish an online account, please keep your statements for tax purposes. Our Tax Identification Number is 94-2317114. The Parent Portal has all needed tax information available to you and can be printed.
- If you do not pay online you may pay via personal check, cashier’s check, or money-order made payable to EDCOE (please include account number and child’s name). Mail payments to the address provided on your statement or give to the Instructor at the Extended Day site your child attends. Payments given to our Extended Day sites may not arrive in the Extended Day office until the end of the week.
- No cash will be accepted at the Extended Day sites. Cash payments will be accepted at the Extended Day office only. Please bring exact payment as no change can be given.
- Failure to make payments in a timely manner will jeopardize your child’s continued enrollment in the program, and will result in transfer of the account to a collection agency.
- All accounts must be paid in full at the end of each school year and/or prior to summer or new school year service.

ACCOUNT INFORMATION (continued)x

ACCESS TO STUDENT/ACCOUNT INFORMATION

- All parents/legal guardians have a right to access their child's Extended Day records. Requests for copies of documents not available online, must be in writing and submitted to the Extended Day office. There will be a per copy charge for all document requests. Please contact the Extended Day office for current copy charges. It may take up to 3 weeks from the date the request is received in the Extended Day office for the records to be made available and actual cost to be determined.
 - For *current* active account holders the copy charges can be added to the monthly statement. If an existing account has been inactivated or there is no account, all monies will be collected prior to the release of the requested documents.
 - For *non-contracting* parents/legal guardians, the contracting parent will be notified that a request was made and that the information will be released no later than 3 weeks from the date the request was received in the Extended Day office.
 - Exceptions to the above would occur in the event of law enforcement or a court document requesting or restricting information.
- Childcare verifications may be obtained by accessing your online account. If you do not have an online account submit your request to the Extended Day office. Site staff are not authorized to verify information. It may take up to two weeks from the date the verification forms are received in the Extended Day office to complete the request.

HEALTH AND SAFETY

The well-being of each and every child is our highest priority.

ILLNESS AND INJURY

- It is the parent's responsibility to verify that their child's daily health is adequate to participate in the program. If your child will be absent due to illness, please notify the site.
- If a child appears to be sick and/or complains of injury, the Extended Day Instructor will monitor the child's condition and call the parent/ legal guardian or emergency contact if necessary.
- If your child has contracted a communicable disease, please notify the site immediately so incubation dates can be verified, and the health of all others may be protected.
- If a child is seriously injured, 911 will be called immediately for medical assistance. The parent/legal guardian will be contacted using the phone numbers provided on the Student Enrollment/Emergency Form.

MEDICATION

- Extended Day does not have access to any medications kept in the school office.
- A Medication Assistance Waiver is required annually if any medication, including over the counter medication, i.e. cough drops, sunscreen, fever reducers, etc., is to be administered to your child while at Extended Day.
 - The waiver must be signed by the parent/legal guardian, and your child's physician.
 - The waiver and all medication must be delivered by the parent/legal guardian to each Extended Day site your child attends.
- All medication must be in the original pharmacy container with the pharmacy label attached. Over the counter medication must be in the original container.
- Extended Day staff cannot transport medications. If medication is needed at other Extended Day sites, parents/legal guardians are responsible for pick-up/delivery of all medications.

HEALTH AND SAFETY (continued)

- Please pick-up medications at the end of the school year. Any medication left at the site will be disposed.

SAFETY

- In case of a site emergency, parents/legal guardians will receive communication via text, phone call, or email.
- For fire, power outages, natural disasters, lock-downs or other emergencies, Extended Day will follow the school's emergency plan. Please refer to your school handbook regarding these procedures.
- An Authorization to Admit/Release waiver is required for any reason that a child enters or leaves Extended Day during program hours without an authorized person's sign in/out.
 - It is the responsibility of the parent/legal guardian using the waiver process to check the site Parent Corner each week to stay up to date on program information.

EXTREME HEAT/POOR AIR QUALITY

- Extreme heat and poor air quality guidelines are in place for the safety of the children in the Extended Day program. These guidelines help us determine when we will keep children inside or allow them to be outside. Outdoor activities may be canceled or limited if:
 - The temperature exceeds 104 degrees in the A.M. program or is forecast to exceed 104 degrees in the P.M. program.
 - The air quality index reaches 151 or higher in the A.M. program or is forecast to exceed 151 in the P.M. program.
 - It is often difficult to predict weather patterns, but we will make every effort to adhere to the above guidelines.

STUDENT BEHAVIOR EXPECTATIONS

The Extended Day program is sensitive to the physical and emotional well-being of every child therefore general expectations for behavior are as follows:

- Children will follow all school and Extended Day rules.
- Children will maintain an attitude of courtesy and respect toward other students, staff, and physical surroundings.
- Verbal and/or physical aggression will not be tolerated. The Program Manager/Program Supervisor, and/or designee will be contacted if verbal and/or physical aggression occurs. Program participation will be reviewed with the child and parent.
- Children are encouraged to participate in planned activities.

DISCIPLINE

The staff role is one of a strong, nurturing leader helping children grow toward self-discipline and self-direction. Extended Day discipline guidelines are as follows:

- If a child does not follow school or site rules, a verbal warning and/or recovery time is given.
- Unacceptable behaviors that are ongoing will require a conference with the site Instructor, the parent, and child.
- Continued unacceptable behavior will necessitate a meeting with the site Instructor, the parent, the child and the Extended Day Program Supervisor or designee. A Plan of Assistance will be developed to address behavior issues.
- Failure to change behavior(s) may result in a program suspension or dismissal.
- If a child refuses to follow rules or demonstrates dangerous behavior, the parent/legal guardian or emergency contact will be called to pick up the child immediately.
- Sexual or violent acts by children will require a meeting prior to the child returning to the Extended Day Program.

DISCIPLINE (continued)

- Per school policy, students who are suspended from school must refrain from being on campus during the period of suspension. Therefore, a student may not attend the Extended Day Program while suspended from school.
- The Executive Director or designee may suspend, modify, or discontinue Extended Day services if it is determined that an unsafe situation exists. An unsafe situation means a condition determined to constitute a threat to the health, safety or well-being of children, clients, staff, or other personnel.
- Parents/legal guardians are to direct any concerns about student interactions to the site Instructor and refrain from approaching other students directly.
- Law Enforcement may be contacted, and involved for any serious disciplinary incidents or issues, including the behavior or actions of any parent, guardian, or adult.

*El Dorado County Office of Education
"Where fun and learning go hand-in-hand"*

2019-2020 Extended Day Recess/Holiday Schedule

WINTER/SPRING RECESS SITES WILL BE OPEN... (with sufficient enrollment)

Winter Recess

Dec. 23-24 & 26-31, 2019 & Jan. 2-3, 2020 El Dorado Hills Area 6:30 am-6:00 pm

Dec. 23-24 & 26-31, 2019 & Jan. 2-3, 2020 Placerville Area 6:30 am-6:00 pm

*All Winter Recess sites will close early at 3:00 p.m. on December 24 and will be closed on December 25, 2019 & January 1, 2020 - for the Christmas and New Year's holidays.

Spring Recess

April 6 -17, 2020 El Dorado Hills Area 6:30 am-6:00 pm

April 6 -10, 2020 Placerville Area 6:30 am-6:00 pm

Recess closure dates for 2019-2020 school year

<u>SITE HOLIDAY</u>	<u>LOCATION</u>	<u>DATES</u>
Labor Day	<i>All Sites</i>	September 2
Veteran's Day	<i>All Sites</i>	November 11
Thanksgiving Recess	<i>(limited sites may be offered 11/25-11/26)</i>	November 25-29
Winter Recess	<i>(Rising Sun)</i>	Dec. 19 – Jan. 3
Winter Recess	<i>(Pioneer District)</i>	Dec. 20 – Jan. 3
Winter Recess	<i>(Gold Trail District)</i>	Dec. 20 – Jan. 7
Winter Recess	<i>(Black Oak Mine, Buckeye, Camino, Gold Oak, Mother Lode, Placerville, Rescue Districts)</i>	Dec. 23 - Jan. 3
Winter Recess	<i>(Latrobe District)</i>	Dec. 23 – Jan. 6
Winter Recess	<i>(Pollock Pines District)</i>	Dec. 23 – Jan. 7
Martin Luther King Day	<i>All Sites</i>	January 20
Lincoln's Birthday	<i>(all districts except: Black Oak Mine, Rising Sun)</i>	February 10
Lincoln's Birthday	<i>(Black Oak Mine District only)</i>	February 14
President's Day	<i>All Sites</i>	February 17
Spring Recess	<i>(Black Oak Mine, Camino, Gold Oak Latrobe, Mother Lode, Pioneer, Placerville, Pollock Pines Districts)</i>	April 6 - 10
Spring Recess	<i>(Gold Trail, Rescue, Rising Sun Districts)</i>	April 6 - 13
Spring Recess	<i>(Buckeye District only)</i>	April 6 - 17
Memorial Day	<i>All Sites</i>	May 25

*Please mark your calendar and find alternative childcare
for the above “closed” days.*

EXTENDED DAY OFFICE

6767 Green Valley Road
Building K
Placerville, California 95667
530-295-2298
Fax: 530-642-0492

Website: eday.edcoe.org

Name	Title	Phone
Lori Scalaro:	Program Manager	530-295-2204
Lauri Mayfield	Program Supervisor	530-295-2206
Brenda McComb:	Program Coordinator	530-295-2414
Lisa Bonzo	Program Coordinator	530-295-2248
Diedre Molnar	Accounting Specialist	530-295-2268
Amey Adkins	Billing Questions	530-295-2302
Lucia Roth	Billing Questions	530-295-2406
Kim Kozlowski	Senior Secretary	530-295-2298