

El Dorado County Office of Education

Charter Extended Day  
*"Where Fun and Learning Go  
Hand-in-Hand"*  
2020-2021 Program  
Parent Handbook

Revised October 2020

Extended Day Main Office  
6767 Green Valley Rd., Bldg. K, Placerville, CA. 95667  
530-295-2298

## 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.

# Table of Contents

**Program Framework.....**

Page 1

- Dates
- Locations
- Hours of Operation

**Equal Opportunity.....**

Page 1

**Registration.....**

Pages 2 & 3

- Minimums
- Rates
- Fees
- Account Deposit
- Cancellation
- Student Enrollment/Emergency Forms
- Calendars
- Payments
- Account Information
- Release of Information

**Program Policies.....**

Page 3

**Student Expectations.....**

Page 4

**Parent/Guardian Expectations.....**

Page 4

**Site Emergencies/Closures.....**

Page 4

**Check-In/Out Procedures.....**

Page 5

- Arrival/Departure
- Checking-in
- Health Questionnaire
- Responses to Health Concerns

**Absences/Late Pick Up**.....  
Page 5

**Medications**.....  
Page 6

**Illness**.....  
Page 6

**Accidents Injuries**.....  
Page 6

**Extreme Heat/Poor Air Quality**.....  
Page 6

**Restrooms**.....  
Page 6

**Hygiene** .....  
Page 7

**Meals and Snacks**.....  
Page 7

**Support**.....  
Page 7

## **Program Framework**

The Extended Day program is a Charter Alternative Program operated by the El Dorado County Office of Education (EDCOE). The program is available to students in TK-8th grade (TK students are on a trial basis), who are enrolled in and attending a public school operated or authorized by an El Dorado County public school district, or EDCOE.

Registration priority is to essential workers, and a lottery system is used to determine placement. Students not selected are placed on a waitlist in priority placement order. Those who call the office after the deadline, will either be given information on how to enroll their student if space allows, or will have their student placed on the priority waitlist in order of the time the call was received, to be called at a later date if space becomes available.

**Dates:** Dates vary based on locations and program model.

**Locations:** Sites where service is provided varies by District and program model.

**Hours of operation:** Program hours vary based on location and can range anywhere from 7:00 a.m. to 6:00 p.m., Monday through Friday.

In order to align with best practices in regards to health and safety guidelines from the Center of Disease Control (CDC), the program will be reducing the capacity of student enrollment, as well as limiting the number of students in each group (cohort). Each cohort will be made up of one staff member per twelve students (1:12). Staff and students will remain in the same groups as much as possible to create stable cohorts. Students will be grouped by age/grade to allow peer socialization opportunities. If the guidance measures are loosened as time progresses, then group sizes and site enrollment may be increased, and families who are on the waitlist will be contacted to register.

Staff will wear masks, however requirement of student's masks will be determined by each individual school sites model. If a parent/guardian chooses to have their child wear a mask, they may provide one. The health and safety of our staff and students remains our top priority.

At each school site, rooms will be used to facilitate projects, activities, and completion of schoolwork. The internal environment will be set up using furniture and equipment to allow for separation of cohorts, supporting social distancing. Schedules and routines will be created to ensure each group will be taking turns using outdoor spaces, offering daily recreation and physical fitness time. Equipment/materials will be cleaned/sanitized between group rotations. Meals and snacks will take place outdoors as much as possible with physical distancing, and tables will be cleaned and sanitized before and after use.

## **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.

## **Registration**

Those selected through the lottery were notified by email to complete the required registration process (including completing a \*Student Enrollment/Emergency Form, a Monthly Calendar, and paying the deposit & fees for each student) prior to the specified date given.

**Minimums:** 30 hours per month - first child  
15 hours per month – each additional child

**Rates:** \$3.60 per hour/per child – scheduled hours only  
\$4.00 per hour/per child- flex hours only  
*\*Rates subject to change at any time*

**Fees:** \$10.00 per child annual materials use fee  
\$25.00 Account Activation Fee – for new enrollments & inactive accounts (no activity in last 12 months)

**Account Deposit:** \$25.00 per child – credited towards first month's statement

All accounts are required to be paid current to utilize the Extended Day program. If registration is not completed by the deadline provided, then the enrollment will be cancelled, and placement will be offered to the next student on the priority list.

**Cancellations of service:** For details call the Extended Day Office at (530) 295-2298 (no cancellations will be taken at any Extended Day site). If service is cancelled, placement will be offered to the next student on the priority list.

**Student Enrollment/Emergency Forms:** Required for each child, and must include the Account holder's social security number, birthdate, and a minimum of two local emergency contacts. If the account holder does not provide a social security number and birthdate, advance payment for the full month of service is required. If health conditions exist, or medications needed, parents/guardians must complete the Additional Student Information Form.

**Calendars:** Must be completed for each child/each month prior to the first day of the month, notating days and hours care is needed. Any day(s) used constitutes a minimum charge for the month (see Minimums under Registration). If no service is needed for any day/week(s), minimum monthly required hours will be billed. Flex calendars will only be accepted with prior approval from Extended Day administration. If no calendar is turned in for the month, then it is assumed service is no longer needed, and the child will be dropped from the program.

Calendar revisions are accepted within the first five business days of each month, and must be completed at the site. Changes to scheduled hours will only apply from the date the revised calendar is received through the end of the month. No revisions can be made to scheduled hours prior to the revision date.

**Payments:** Monthly billing statements will be mailed/emailed between the 10<sup>th</sup> and 15<sup>th</sup> of each month. Payments are due by the last day of each month. Payments can be made online, or by mailing a personal check, money order, or cashier's check to the Extended Day office. Cash payments are accepted only at the Extended Day office with an exact amount, 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 may result in the submission of your account to a collection agency.

**Account Information:** Once registration has been completed and an account number established, online accounts can be set up at [eday.edcoe.org](http://eday.edcoe.org) through the "Payment/Account Information" quicklink. Creating an online account will allow you to make payments, submit calendars, and access account information. Your account number can be found on your monthly billing statement. Please keep your statements for tax purposes. Our Tax Identification Number is 94-2317114. Tax information may be accessed through your online account.

*\*Temporary service options may not be eligible for online access.*

Extended Day will recognize Account Holders as the person(s) responsible for all payments, child emergency information, etc. If there is a change in family circumstances 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. Minimum hours will apply to each account if multiple accounts exist.

**Release of 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 (fees may apply). For non-contracted 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. Exceptions to this would occur in the event of law enforcement or a court document requesting or restricting information.

## **Program Policies**

For your child's safety and protection, you must notify the site instructor when your child will be absent on each scheduled day.

Personal items such as games, toys (including those resembling weapons), trading cards, money, etc., are not allowed at Extended Day. All electronic devices, including cell phones, must be turned off and stored in the child's backpack. The use of electronic devices is allowed for student's distance learning and school assignments only. During distance learning time, earphones are recommended to be used to help mitigate distractions during the learning 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.

## **Student Expectations**

Extended Day will provide students with ongoing activities that are fun and engaging. Students will have access to adequate toys and materials, and will not be permitted to bring items from home. Individual student supplies (pencils, crayons, markers, watercolors, etc.) will be labeled with their name, contained and separated from others, and available for their own use. Time will be provided for students to complete their school work, however Extended Day staff are not responsible for the completion or accuracy of students work.

Students will be expected to obey site rules and expectations, remain in their assigned cohort and work area, and follow staff's directions. If a student does not follow school or site rules, a verbal warning and/or recovery time is given. Students who intentionally do not respect program staff and/or expectations, display verbal or physical aggression, or put others' health and safety at risk, will have parents/guardians contacted to pick up immediately, and may be suspended and/or asked to leave the program without a refund. At times meetings may be required prior to a student returning to Extended Day.

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.

## **Parent/Guardian Expectations**

Parents/guardians are expected to monitor their child(ren)s daily health and inform the site Instructor of any possible illness and/or exposure. If a child has had any symptoms, such as; cough, fever, diarrhea, rash, trouble breathing, or vomiting, they should be kept home and **should not return until they are symptom free for 24 hours without medication.** Parents are expected to provide immediate pick for their child(ren) if symptoms of illness occur during the day. Personal contact information is required to be current and up to date.

To mitigate exposure to germs, we are requesting the same parent/guardian to drop off and pick up their child(ren) whenever possible. Parents/guardians should not enter rooms or activity areas where students and/or staff are present, and are to remain in the designated areas where check-in/out procedures take place.

If parents have any questions or concerns in regards to any students other than their own, of other parents/guardians, or site staff members, they are expected to refrain from approaching them and call the Program Manager or Supervisor for assistance.

## **Site Emergencies/Closures**

Communications involving site emergencies (power outage, etc.) and/or closures will be communicated through our Parent Square messaging tool, via text, phone call, or email. Parents/guardians are expected to keep their contact information current, to ensure messages are received. You may also call the Extended Day office for more information at (530) 295-2298.

## **Check-In/Out Procedures**

**Arrival/Departure:** With designated and clearly marked locations at each site, parents/guardians will follow that location's procedures, maintaining distancing. Parents/guardians must wait at designated spots, until previous families have left, and not move forward until greeted by staff and asked to do so. Parents/guardians are expected to be prepared, and respect the time necessary for check in/out process, to ensure the overall health and safety of students, staff, and community. The Instructor will document the students arrival/departure time.

For your child's safety and protection, you must notify the site Instructor and complete a Change of Emergency Information form when authorized persons to pick up have changed. ID will be required as needed to release children from care. Children will not be released to a person(s) suspected of being under the influence of drugs or alcohol. Sheriff/Police may be contacted.

**Checking-in:** Upon arrival to Extended Day students will sanitize their hands, and receive a visual health screening and a temperature check. The students' time of arrival will be documented by the Instructor, and the student will then be directed to their designated group. Parents/guardians will be expected to use the following health screening questions to assess their and their child's daily health.

### **Health Questionnaire:**

1. Do you or your child live with anyone or have you or your child had close contact with anyone with a prolonged cough, fever, flu-like symptoms or been diagnosed with COVID 19 in the past 14 days?
2. Do you or your child live with anyone or do you or your child have a fever, cough, and/or shortness of breath? For children and adults, fever is 100.4 degrees.
3. Do you or your child live with anyone or do you or your child have any other signs of other communicable illness such as a cold, flu, rash, or inflammation?
4. Do you or your child live with anyone or have you or your child experienced diarrhea or vomiting within the past 24 hours?

**Responses to Health Concerns:** Any student who has a temperature of 100.4 degrees or higher, or is showing any symptoms of illness, or whose parent/guardian replies "yes" to the questionnaire, is asked to return home and will not be permitted to stay.

## **Absences/Late Pick Up**

Closing time is 5:30 p.m. at most of our Extended Day sites. If the last child in attendance is picked up prior to closing time, the program will close early. If a child is not picked up within 15 minutes past site closing time, and there has been no parent/guardian communication, 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 after 30 minutes has elapsed since site closure, Sheriff/Police and Child Protective Services will be called for assistance.

Late fees will apply for children picked up after the site closing time at a rate of \$5.00 per child/per 15 minutes late. After 3 late pick ups, late fees will increase to \$10.00 per child/per 15 minutes late, and will remain in effect going forward. Continual late pick up could result in dismissal from the program.

## **Medications**

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 the child's physician.
- The waiver and all medication must be delivered by the parent/legal guardian to each Extended Day site the 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.

## **Illness**

Each site will provide a designated isolation area, away from others, in the event that a student exhibits symptoms of a fever (100.4 F or higher), coughing, or other illness, after arrival. The parent/guardian will be contacted to provide immediate pick up for their student(s). Until picked up, the student will remain in the isolation area, be given a mask, and remain supervised accordingly.

## **Accidents Injuries**

If a child appears to have, 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 a child is seriously injured, 911 will be called immediately for medical assistance. The parent/guardian will be contacted using the phone numbers provided on the Student Enrollment/Emergency Form.

## **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, and/or if the air quality index reaches 151 or higher.

## **Restrooms**

Restroom use is monitored, with social distancing. Students will be checked out and in on a transition log, noting the time they left, and returned. Any student who is gone for more than 5 minutes will be checked up on by a staff member.

Restrooms on site are limited to use only by staff and registered students in attendance.

## **Hygiene**

All students and staff will be washing/sanitizing their hands first thing prior to joining their group for the day. Students will be provided information on how germs are spread and contracted. Staff will teach, model, and frequently monitor, handwashing with soap and water for 20 seconds (or use hand sanitizer), covering coughs and sneezes, and avoiding touching their face. Routines for regular hand washing will be implemented, as well as increased hand washing opportunities available as needed. Signs regarding proper health and hygiene procedures will be posted as visual reminders in locations where students are present.

Times of day handwashing would occur:

- Upon entry
- Before and after eating
- After playing outdoors
- After “messy” play (gluing, painting, etc.)
- After coughing, sneezing, use of tissue, or in contact with bodily fluids
- After using the restroom
- Before/After use of some toys/materials

## **Meals and Snacks**

Students should bring water bottles. Any food/beverage containers sent will require children's names be clearly labeled on the outside. There is no refrigeration or heating of food/drink available. The Extended Day Program will provide an afternoon snack to students in our care. Morning snack is offered at select locations.

Any concerns in the area of food allergies will be addressed during registration. Families will be contacted as needed. AM snack will be provided at select locations.

## **Support**

Extended Day Main Office (530) 295-2298

Senior Secretary, Kim Kozlowski  
Accounting Specialist, Kim Kozlowski  
Account Facilitator, Amey Adkins  
Program Coordinator, Brenda McComb  
Program Supervisor, Lauri Mayfield  
Program Manager, Lori Scalaro

