



Extended Day Learning Centers Handbook

Adopted: 5/2/11

Table of Contents

Philosophy/Mission Statement.....	Page 1
Community.....	Page 1
Admission.....	Page 1
Before and After School Care – Learning Centers	Page 1
Homework.....	Page 2
Breakfast.....	Page 2
Snack Time.....	Page 2
Discipline.....	Page 2
Arrival and Departure.....	Page 3
Dress Code.....	Page 3
Transportation.....	Page 4
Communication.....	Page 4
Illness Policy.....	Page 4
Medication.....	Page 5
Nap Time.....	Page 5
Health and Emergency.....	Page 5
Tuition.....	Page 5
Monthly Tuition Schedule – Learning Centers.....	Page 6
Visitors and Volunteers.....	Page 6
EDLC Hours.....	Page 6
Program Schedule.....	Page 7
In-Service Days – Staff Development.....	Page 7
Holidays.....	Page 8

Philosophy and Mission Statement:

Welcome to the Oakley Union Elementary School District's Extended Day Program where our goal is to provide an engaging learning environment that builds on a child's confidence, and where age appropriate, motivating academics and life skills are supported. This collaborative opportunity between school, home, and community provides a secure place and an enriching program that meets the needs of working parents/guardians and students alike.

Community

We are very pleased to be a part of the Oakley Union Elementary School District. This collaborative opportunity between school and community allows both school and families to be highly effective in serving our student's needs. It also produces a positive blend of school/home contact, creating a highly effective atmosphere of positive results through attainable student life goals and school academics.

Admission

We accept students on a space-available basis. Priority enrollment is given to returning students and their siblings. Students who attend must be registered and attending school within the Oakley Union Elementary School District. We require a visit to the EDLC by the parent/guardian and potential student(s) attending the program as well as a family orientation before registration can begin. Once the family orientation is completed, a parent/guardian will receive all registration documents. All of the registration documents **MUST BE** filled out completely, signed and returned with the appropriate deposit fees listed below:

- **\$25.00 non refundable registration fee per family**
- **There is a \$50.00 security deposit due at time of registration. This deposit will be refunded if your child leaves the program with two weeks written notice.**
- **All deposits MUST BE submitted prior to the first day in the program.**
- **Late Fee: You will be responsible for paying a \$25.00 per day late fee if your payment is not received on or before the 5th of each month.**
- **Insufficient Fund Policy: There will be a \$25.00 handling charge, plus any fees assessed by any financial institution, for any returned or dishonored check presented for payment.**

Before and After School Care – EDLC

The Before and After School Care is both affordable and educational for elementary school students who are currently enrolled in grades Kindergarten through 5th grade in the Oakley Union Elementary School District. The EDLC will run from August 1, 2011 through June 7, 2012.

Students who are enrolled would attend the EDLC Program at their current school site. The EDLC Program will offer students life skill development through new and empowering experiences and program activities as well as support classroom curriculum and achievement.

The EDLC Program plans to offer enrichment classes/support that include curriculum support for grades Kinder- 5th, art, music, physical activity, sports, play time, free time-for exploring, learning and sharing, science, drama, crafts, peer tutoring, book clubs and life skill practice. Students will spend the first part of their after school day having a snack and then working on homework followed by other fun activities. The program will provide a comfortable, stress-free setting with a paraprofessional available to help students with homework questions and projects.

Our program provides consistent teaching strategies that are practiced throughout the District. Our program encourages a smooth transition from the regular classroom to the EDLC Program.

Homework

The EDLC does not assign nor require homework. However, we do offer homework support in all areas of the OUESD curriculum from Kindergarten through Fifth grades. We also offer family fun projects like “About Me” posters, family information bulletins, educational seminars, special events, and activities that encourage student growth, sense of community, life skill development as well as promote family togetherness at school and at home.

At the EDLC sites, the first hour after school will consist of students completing their homework. EDLC staff will be available to assist students with homework and promote open communication between classroom teachers and home.

Breakfast

All students who are enrolled in the EDLC Program can bring healthy breakfast from home and eat at the student’s EDLC enrolled site, or students may purchase breakfast through the District Nutrition Program. Students choosing to eat breakfast through the District Nutrition Services will be released to the cafeteria at 7:50 a.m. Students in Kindergarten through Third grade will be walked over. Payment for breakfast offered by the District Nutrition Services must be arranged by the parent with Nutrition Services.

Snack Time

All students from Kindergarten through 5th grade will be offered one snack per day. Snack time will take place right after the student’s dismissal time from school. For students who have an allergy to a particular food(s), parents will need to fill out an allergy form so we can keep it on file. If an allergy exists with the student, another snack option will be offered.

Discipline

We recognize that each child is a developing person that will have an opportunity to practice daily life skills. We also believe that natural differences take place between children, different temperaments exist, and tolerance of others or for noise can at times become an issue. When a student is having a bad day, or is not making the right choices, our first intervention will be to redirect your child by offering him/her another choice or suggestions for solving their conflict.

Our second option would be to have a discussion with your child regarding their behavior and help them make good choices. The discipline discussions will be on resolution skills and conflict management steps. The main focus in EDLC is the needs of the child.

We aim to teach all students a positive discipline path so that all students are successful in a positive learning environment while expressing and enjoying their daily activities. However, EDLC reserves the right to exclude a student from participating in the EDLC without prior notice due to safety concerns or other reasons as deemed necessary by the Superintendent.

Arrival and Departure

All students must be signed **in** and **out** of the EDLC Program every day. Parents must use their full signature, recording both the date and time. Anyone picking up a student from the EDLC, must have their name on file with the EDLC and be prepared to show a photo ID before they will be allowed to remove a student. Any adults entering the EDLC should be prepared to provide identification should it be requested for any reason.

Dress Code

All students will need to wear clothing that they can play and move in easily. Children should wear shoes which are appropriate for physical activities. Shoes are required to have a back. Flip flops or mules are not allowed. Students must follow the school dress code while attending the EDLC.

Primary school age students (kindergarten - third grade) should have a set of extra clothes in a large zip lock bag at school with their name clearly labeled. This allows a quick change should there be an accident and an easy way to transport wet and/or dirty clothing items home. They should also have a light sweater or sweatshirt in case of unforeseen weather changes.

During the warmer months, we recommend parents/guardians apply sunscreen to their students who attend the EDLC Program to ensure protection from the sun.

Transportation

The EDLC Program does not offer transportation at this time. Transportation arrangements must be made by parents/guardians to and from the EDLC Program.

Primary school aged students will be escorted to and from a central location outside their classrooms each day for EDLC attendance. Upper grades will be allowed to walk to and from their classrooms to the EDLC Program.

Before school, all students will have time to play outside on play structures (weather permitting) once the teacher on duty is present. Afterschool play time will be scheduled with an EDLC Instructor in the EDLC Program.

Communication

Communication is the key to developing a strong relationship between teachers and parents. The EDLC values the bond among teachers, parents, and students. Our EDLC instructors will keep an "open door policy" and invite parents to share information that will benefit the student's daily routine. The EDLC Instructors will be prepared to share daily/weekly observations with parents/guardians. At EDLC, we will continue to build the communication path with you by providing a monthly calendar of events and special activities.

The EDLC Instructors, Program Coordinator, Administration, and all other support staff are always available for questions and will readily make an appointment to discuss issues or questions with you that may take a little more time.

Illness Policy

Though attendance and participation are crucial to a child's educational success, rest and special care are required for those students who become ill. If your child has a fever of 101 or higher, is vomiting, has a rash, or indications of an infection, please keep them home to rest and recuperate. Any child who becomes sick at EDLC; has a fever over 101 degrees, vomits, has a rash etc. will be appropriately isolated from the group and a parent will need to pick them up within a reasonable amount of time after the EDLC has notified them.

Any child who has been ill should stay home until they have been symptom free for 24 hours. Children who are prescribed medications such as antibiotics must be on the medication for 24 hours before returning to EDLC. All children must show an immunized record before admittance to our EDLC program. If your child contracts a communicable disease such as measles, strep throat, or chicken pox the EDLC will need to be notified.

Medication

All medicine is stored out of the reach of the students. We will administer medication ONLY with written parental permission (over the counter and prescription medications). All medication must be in its original container. Prescriptions must be current and list the child's name, Doctor's name, dosage, and date. One teacher/director will be authorized to administer medications. A log of any and all dosages, times, dates will be kept.

Parents will need to complete all required forms allowing our staff to administer medication. These forms will be kept on file for one school year.

Naptime

Since EDLC is a school-aged program, we do not offer a naptime for our students. We recommend that students come to school well rested so they can enjoy their daily routine. However, we will offer a quiet place at each site where students can rest if they need to.

Health and Emergency

A form for the Admission and Consent for Medical Treatment that authorizes EDLC staff to obtain emergency medical and/or dental care and to provide emergency evacuation for your child, should it be deemed necessary by our staff, must be completed and on file for each child attending EDLC. If there is a life threatening emergency, 911 will be called. This form will be part of the registration process and students may not begin attending EDLC until all required forms are completed and returned.

Tuition

Tuition is due monthly. The full amount of each month's tuition is due, paid in full, on the 1st of the month. Tuition will be considered late and fees will be incurred as of the 5th of the month. A \$25.00 **per day** late fee will be imposed beginning on the 5th of the month. At the EDLC Program, we offer a 10% discount for additional siblings after the first enrollment.

Additionally, employees of the Oakley Union Elementary School District will be given a discount on tuition. Please check with the Program Coordinator on pricing.

More information can be found about our EDLC Program at the Oakley Union Elementary School Website:
www.oesd.k12.ca.us/

Monthly Price Schedule

Full Time Rate \$425.00 per month

Part Time Rates:

AM only 5 days per week \$150.00 per month

PM only 5 days per week \$290.00 per month

AM and PM 3 days per week \$288.00 per month

PM only 3 days per week \$192.00 per month

Wednesdays only:

Dismissal to 6:00pm \$25.00 per day

2 hour or less \$15.00 per day

Applications are available at all Oakley Union Elementary School District Elementary school's offices. Parents/Guardians will need to fill out an EDLC application, pay a \$25.00 registration fee per family, and fill out emergency card(s). Parents/guardians will be required to provide an up-to-date immunization form. There is also a \$50.00 security deposit due at the time of registration. This deposit will be refunded if your child leaves the program with two weeks written notice.

Visitors and Volunteers

Visitors are always welcome and we have an open door policy. Please notify the child's teacher and/or the director when you arrive. We also welcome volunteers for special activities and events.

Hours

The EDLC Program is open from 6:00 a.m. to 8:30 a.m. and reopens from dismissal times to 6:00 p.m. Monday through Friday, including OUESD staff development days. (Only the full time monthly rate includes payment for staff development days.) We are not open during school legal holidays.

The EDLC Program will be open during the fall, winter and spring breaks and over the summer vacation. A separate fee schedule will be created for these break times.

What happens to my child after 6:00pm?

We will never leave your child unattended. Parents are required to pick-up their child by 6:00 p.m. Anyone who arrives after 6:00 p.m. is subject to an additional fee, which is one dollar per minute past 6:00 p.m. Late fee is due upon late pickup in the form of check, money order, or cashier's check payable to OUESD. If you are late three times, you could be asked to leave the EDLC Program.

Program Schedule

Listed below is how our school day is organized at Oakley Union Elementary School District Extended Day Learning Centers. Routine is critical for the development of each child. We will attempt to maintain routine though some changes will occur!

<u>Start Time</u>	<u>End Time</u>	<u>Activity</u>
6:00am		EDLC Opens/quiet time
6:30am	7:50am	Breakfast time/Prep for school
7:50am	8:20am	Student release time for school
11:30am		Early release days (only)
11:35am	12:30pm	Lunch Time
12:30pm	1:45pm	Rest Time/Quiet Time/Homework Time
1:45pm	2:30pm	Outdoor activity/afternoon recess
2:30pm	3:00pm	Hand Washing/Snack Time
3:00pm	4:00pm	Whole Group Time/Art Time/Story Time/Group Activity
4:00pm	5:30pm	Free Choice Time/Homework
5:30pm	6:00 pm	Quiet Time/reading/manipulatives
6:00pm		EDLC Closes

The EDLC is open Monday-Friday while school is in session and Staff Development days. The EDLC is not open on weekends or scheduled school holidays.

In-Service Days-Staff Development

The EDLC Program will be open during the three In-Service Days. Only the rate for students enrolled in the EDLC full time includes these staff development days. If a part time student would like to attend the EDLC during one of these days, an additional fee will apply. For the 2011/2012 school year, those days are:

September 19
November 1
January 23

Holiday Times/Days and Non-School Days:

The EDLC will run from August 1, 2011 through June 7, 2012.

Days the EDLC will be **closed**:

September 6 th	Labor Day
Oct. 3-Oct. 14 th	Fall Break
November 11 th	Veteran's Day
November 21-25	Thanksgiving Week
December 23 rd	Christmas Eve
December 26 th	Christmas
December 30 th	New Year's Eve
January 2 nd	New Years
January 16	Martin Luther King Jr. Day
February 17	Lincoln's Birthday
February 20	President's Day
April 6 & 9	Non-School Days
May 28	Memorial Day

The EDLC Program is not open to preschoolers or middle school students at this time.

The EDLC Program will be open during the fall, winter and spring breaks and over the summer vacation. A separate fee schedule will be created for these break times.