



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

PARENT HANDBOOK

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

- CONTENTS -

Philosophy.....	Page 3
Purpose.....	Page 3
Administration and Staff.....	Page 3
Activities.....	Page 4
Admission Policies.....	Page 4
Admission Procedures.....	Page 4
Registration.....	Page 5
Tax Information.....	Page 5
Monthly Tuition.....	Page 5
Withdrawal from the Program.....	Page 5
Operating Procedures.....	Page 6
Arrival and Pick Up.....	Page 6
Lunches.....	Page 6
Absenteeism.....	Page 7
Behavior Management.....	Page 7
Health Requirements / Medication Forms.....	Page 8
Special Health Care.....	Page 8
Emergencies.....	Page 8
Personal Articles.....	Page 9
Clothing.....	Page 9
Day Camp.....	Page 9
Annual Evaluation.....	Page 9
Parent Custody / Court Orders.....	Page 10
Parent / Staff Communication.....	Page 10
Parent Involvement.....	Page 10
Parent Conduct.....	Page 10
Complaint Procedure.....	Page 11
Site Phone Numbers and Addresses.....	Page 12

PHILOSOPHY

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

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

PURPOSE

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

ADMINISTRATION AND STAFF

The CARES Program is administered by the Orange Unified School District Board of Education. Each CARES is staffed by a CARES Leader, Assistant Leader and an Aide. All staff meet the necessary District requirements for education and experience in afterschool programming. The CARES Program Director and two Supervisors are responsible for the direct supervision of the program.

Staff works closely with the regular day school staff and administration to ensure alignment of program activities to the schools learning goals and core curriculum.

ACTIVITIES

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

- Access to library and technology resources
- Hands on mathematics and science activities
- Visual and performing arts
- Physical fitness activities
- Service learning, apprenticeships and leadership opportunities

ADMISSION POLICIES

Enrollment will be open to any child, providing:

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

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

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

ADMISSION PROCEDURES

1. A completed registration form will be submitted to the CARES site accompanied by a registration fee.
2. A registration fee will be paid upon enrollment of each new child, and upon the re-enrollment for each new year. Re-enrollment of a child who has withdrawn from the program during the school year may require payment of a new registration fee.
3. The philosophy, goals, and policies of the school and general information concerning the child will be shared with the parent/guardian prior to the child's entry into the program.
4. Completion of the registration forms with a registration fee must be paid in advance when a child is enrolled after the school year begins.
5. The first month's tuition and registration fee must be paid in advance when a child is enrolled after the school year begins.
6. It is the purpose of this program to provide a community service. Once a CARES site is full, a waiting list will be started. As space becomes available, priority will be given as follows: Transitional K/Kindergarten, grades 1st through 3rd, grades 4th through 6th (through 8th at McPherson Magnet), and a.m. only.

REGISTRATION

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

TAX INFORMATION

Orange Unified School District's Tax I.D. number is 95-6004968. We do not provide yearly statements. As a courtesy, the amount paid for a previous year will be noted on your February bill.

MONTHLY TUITION

1. Tuition is due and payable on or before the first of each month, whether or not a bill has been received. Monthly invoices will be emailed to parents one week prior to the first day of the month with a *CLICK TO PAY* payment attachment. Parents may also sign up for our Electronic Funds Transfer (EFT) option. Lastly, parents may submit payment via check or money order in the Child Development Services office located at 2345 E. Palmyra, Orange, CA 92869.
2. There is a 10% late charge for payment received after the 10th of each month. Failure to pay by the 15th may result in dismissal from the program. Failure to pay within 30 days of dismissal will result in the account being assigned to collection.
3. When child care fees are pro-rated, the daily rate is based on 1/20th of your regular monthly fee.
4. A 10% discount is available for any older siblings enrolled in the program.
5. **ALL PAYMENTS ARE NON-REFUNDABLE.**
6. Failure to pay tuition even though a child does not attend CARES during the month will automatically result in the child being dropped from the program.
7. Should a check (including EFT or Click to Pay payments) be returned for insufficient funds, there will be a \$25 service fee, 10% late fee, and all future payments may require a money order.
8. Per the CARES registration form, Parent #1 is financially responsible for the payment of ALL out of school time services. The CARES billing department will NOT split/divide a bill between parents and/or guardians. **It is the parents and/or guardians responsibility to work out any personal payment arrangements.** Our CARES staff has been directed NOT to discuss personal family and financial situations with parents and/or guardians.

WITHDRAWAL FROM THE PROGRAM

Written notice must be received by the CARES site two weeks prior to a child's last day of attendance. This will enable the staff to fill available space with prospective students that may be in need of out of school time services.

OPERATING PROCEDURES

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

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

Children enrolled in A.M. only may **not** participate in minimum days.

ARRIVAL AND PICK-UP

Each child must be signed/clocked in and out of CARES each day by an adult. Failure to sign/clock a child in or out can result in the termination of services.

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

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

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

Three late pickups may result in the child being dropped from the program. A parent will receive two late departure notices prior to their child being dropped from the program. This is followed by a six-month period of ineligibility to enroll in the Orange Unified School District's CARES. After two six-month periods of ineligibility, a child may not be eligible to enroll again.

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

No child will be released to any adult during school hours who does not properly identify himself/herself. If someone other than the parent or guardian is to pick up a child, a written note must be sent to the school. Staff may request identifications of anyone picking up children. **Please keep emergency card information current.**

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

LUNCHES

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

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

ABSENTEEISM

1. If a child is absent, a parent must notify the CARES staff that day and each day the child will not be in attendance. **Failure to notify the staff of a child's absence could lead to termination of child care services.**
2. Because tuition is pro-rated, in order to insure the continued operation of the program, no credit or allowance can be given for absences due to legal holidays when the center is closed or for any reason other than prolonged illness, **specified vacation periods and outdoor education.**
3. If a parent chooses to withdraw a child for any reason, the withdrawal will be considered a termination, and in order to reenter the program (if space is available), both a new registration fee and a month's tuition must be paid.
4. When a child returns from an absence, the parent must indicate the reason for the absence on the sign-in sheet or time clock. In the case of illness, the specific type of illness must be indicated in order to comply with health regulations.
5. Should your child be absent due to an illness or injury for an extended period of two (2) weeks or more, contact the CDS office immediately to make arrangements on an individual basis.
6. If a child cannot be a part of the natural school routine, then the child is not allowed to attend CARES that day. This includes children who have been suspended from school.

BEHAVIOR MANAGEMENT

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

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

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

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

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

HEALTH REQUIREMENTS/MEDICATION FORMS

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

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

SPECIAL HEALTH CARE

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

EMERGENCIES

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

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

PERSONAL ARTICLES

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

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

CLOTHING

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

DAY CAMP

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

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

ANNUAL EVALUATION

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

PARENT CUSTODY/COURT ORDERS

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

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

PARENT/STAFF COMMUNICATION

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

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

PARENT INVOLVEMENT

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

PARENT CONDUCT

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

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

COMPLAINT PROCEDURE

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

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

Child Development Services Office

2345 E. Palmyra, Orange 92869

(all phone numbers are 714 area code)

Anaheim Hills 6450 E. Serrano Anaheim 92807	628-5496	McPherson 333 S. Prospect Orange 92869	628-5387	Taft 1829 N. Cambridge Orange 92865	628-5395
Cambridge 425 N. Cambridge Orange 92866	628-5497	Nohl Canyon 4100 Nohl Ranch Road Anaheim 92807	628-5502	Villa Park 10551 Center Drive Villa Park 92861	628-5396
Canyon Rim 1090 The Highlands Drive Anaheim 92808	628-5379	Olive 3038 N. Magnolia St. Orange 92865	628-5388	West Orange 243 S. Bush Orange 92868	628-5397
Chapman Hills 170 N. Aspen Street Orange 92869	628-5498	Palmyra 1325 E. Palmyra Orange 92869	628-5503	*****	
Crescent 5001 Gerda Drive Anaheim 92807	628-5380	Panorama 10512 Crawford Canyon Rd. Santa Ana 92705	628-5504	Child Development Center 250 S. Yorba Orange 92869	628-5570
Fletcher 515 W. Fletcher Orange 92865	628-5499	Running Springs 8670 E. Running Springs Dr. Anaheim 92808	628-5392	Fairhaven Elementary Preschool 1415 E. Fairhaven Santa Ana 92701	997-6178
Imperial 400 S. Imperial Anaheim 92807	628-5382	Serrano 17741 Serrano Villa Park 92861	628-5393	Jordan Elementary Preschool 4319 E. Jordan Ave. Orange 92869	997-6187
Lampson 13321 Lampson Garden Grove 92840	628-5500	Taft 1829 N. Cambridge Orange 92865	628-5395	Sycamore Elementary Preschool 340 N. Main St. Orange 92868	628-5414
La Veta 2800 E. La Veta Orange 92869	628-5501	Villa Park 10551 Center Drive Villa Park 92861	628-5396	www.orangeusd.k12.ca.us	
Linda Vista 1200 N. Cannon Orange 92869	628-5386	Running Springs 8670 E. Running Springs Dr. Anaheim 92808	628-5392	Program information located under Education Services "Child Care"	
Linda Vista 1200 N. Cannon Orange 92869	628-5386	Serrano 17741 Serrano Villa Park 92861	628-5393		