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Dear Parent:

The San Juan Unified School District’s Discovery Club program is created to provide a safe, caring, and educational place for your child.

Discovery Club is a child care and enrichment program for working and busy parents who need assistance before and after school and throughout the summer months. The goal of Discovery Club is to provide children in transitional kindergarten through sixth grade with a physically and psychologically safe environment where they can grow developmentally and academically through fun and challenging enrichment activities. The program also provides children with opportunities to learn social and life skills they can share with others. Discovery Club children learn about their world and participate in their community 12 months per year. During the school year, the children complete community service projects that teach how they can contribute to their community. In the summer, children take many field trips learning what their community has to offer them.

To continue our quality service to you and your child, please share your child’s needs with us so that we can be of support to your family. Ongoing communication between staff and parents is an essential part of reinforcing the child’s feeling that Discovery Club is a connection between home and school.

We are pleased to have you and your child in our program.

Sincerely,

Debra Brown, ECE Administrator
Norma Hammer-Agor, ECE Administrator
Lisa Teal, ECE Administrator
Jim Walters, ECE Program Manager
ECE MISSION STATEMENT
Respecting the uniqueness of each child, the mission of the San Juan Early Childhood Education Department is to educate and inspire each child and family to become active collaborators and innovators in a diverse world by fostering creativity, critical thinking, communication, and citizenship in a safe, nurturing, and evolving learning environment.

HUMAN DIGNITY POLICY
Recognizing that the population - students, parents/guardians, employees, visitors, and community members of San Juan Unified School District - is diverse, the Board of Education believes it is part of the district’s mission to provide a positive, harmonious environment in which respect for the diverse makeup of the school community is promoted, human dignity is reflected in attitudes and behaviors toward others and self.

Human dignity is characterized through respect, sensitivity, and care exhibited in the interaction of staff, students, parents/guardians, and other persons. A major aim of education in San Juan Unified School District is the development of a reasoned commitment to the core values of a democratic society.

In accordance with this aim, the school district will not tolerate behavior by students, employees, parents/guardians, or visitors which insults, degrades, or stereotypes any individual, race, gender, disability, physical characteristic, ethnic group, sexual preference, age, national origin, income level, or religion.

Appropriate consequence for violating the human dignity policy will be specified in the student code of conduct of each school. The spirit of this policy will be applied to all district departments. Conduct by staff or visitors which violate this policy will be addressed in accordance with provisions of district policy, California laws, and/or the appropriate employee contract.

NON-DISCRIMINATION STATEMENT
The San Juan Unified School District Board of Education is committed to equal opportunity for all individuals in district programs and activities. District programs, activities and services shall be free from unlawful discrimination, harassment, intimidation, and/or bullying based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic
information, or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics.

Any student who engages in discrimination, harassment, intimidation, and/or bullying may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in unlawful discrimination, harassment, intimidation, and/or bullying may be subject to disciplinary action up to and including dismissal.

**PROHIBITION OF RELIGIOUS INSTRUCTION**
This program complies with the State prohibition of religious instruction or worship.

**“OPEN DOOR” POLICY**
Discovery Club has an “open door” policy. Parents/guardians are welcome to visit the program at any time. Visitors in the classroom are expected to follow posted classroom rules and may not interfere with the planned program.

**NON-SMOKING POLICY**
As of July 1, 1990, San Juan Unified School District is “tobacco free.” No tobacco will be permitted on any of the district sites, regardless of the school schedule. Please refrain from using tobacco while participating in school functions (including field trips) in order to safeguard the health of all program participants.

**PHOTO RELEASE POLICY**
It is the policy of San Juan Unified School District to allow photographs and video footage of students to be used in district produced materials. Parents and guardians may request photographs and video footage of students not be used.

**CELL PHONE POLICY**
Children are not permitted to use cell phones during program hours without the permission of the teacher. Children may use cell phones in the classroom for educational purposes or on designated days. The Discovery Club program is not responsible for damaged or lost individually owned cell phones.

**ENRICHMENT**
The enrichment program is designed to create an atmosphere which will ensure each child’s continued success and interest in learning. In planning the educational environment, we have taken into account the various ages of the children.
attending, the level of each child’s development, and the ways in which children learn. Throughout the day there are planned experiences and opportunities for spontaneous self-directed activities that touch all areas of curriculum. Enrichment activities are specifically designed to foster the development of literacy, technology, creativity, problem-solving skills, science, and the appreciation of all cultures. Activities which reflect a variety of cultures are integrated into the program through art, music, history, literature, and character education. Physical development needs are met through outdoor sports and games which help to develop large and small muscles and eye-hand coordination.

**HOMEWORK POLICY**

![Discovery Club](image)

Discovery Club will provide a minimum of 30 minutes of homework time daily. Teachers will provide a quiet environment and assist children as the number of children permits. Children may choose to work on homework, silent reading, journaling, or simply rest during this quiet period. Discovery Club does not guarantee that all assigned homework will be completed, that all homework will be correct, or that children will understand all concepts in their assignments.

**PROGRAM CALENDAR**

The program will be closed on specific holidays listed on the program closure schedule as determined by the district. The Site Closure Schedule will be distributed yearly to all families.

The day before Thanksgiving and the day before winter break may be a 3:00 p.m. early dismissal day. Discovery Club will be closed two days per year for staff development and training. These days will be listed on the Site Closure Schedule and will usually be the day before school starts and the day after school ends each year.

**PROGRAM HOURS**

**SIGN-IN & OUT PROCEDURES**

Discovery Club’s hours of service on school days are based on the school’s hours of instruction, Monday through Friday. Non-school day hours for all Discovery Clubs are 7:00 a.m. - 6:00 p.m., Monday through Friday.

Due to safety and liability issues, Discovery Club cannot accept children and parents into the classroom prior to 7:00 a.m. Doors will be unlocked when the classroom clock reads
Parent Handbook and Program Regulations

7:00 a.m. Authorized adults 18 years or older, must sign children in/out according to the classroom clock, regardless of contracted times. **Full legal signatures are required when signing children in and out of the program.** Discovery Club closes at 6:00 p.m. each day.

All adults authorized to pick-up a child must be prepared at all times to show a photo identification.

**LOCATIONS OF DISCOVERY CLUBS**

Discovery Clubs are located at participating elementary schools in the San Juan Unified School District. Occasionally, your Discovery Club may be relocated temporarily to another San Juan Unified School District school/building if necessary to accommodate program needs and to ensure the safety of children and staff. Parents will be notified in advance of any necessary relocation as soon as possible. No adjustment of monthly fees will be made should families choose not to attend the program during relocation for any reason.

**SUPERVISION OF CHILDREN**

Children are supervised at all times while at the Discovery Club.

- Transitional Kindergartners and Kindergartners are escorted to and from the kindergarten classrooms.
- First – Sixth graders, once released by the classroom teacher, must check in at Discovery Club immediately following the dismissal bell.
- For safety reasons, children are always escorted to and from restrooms.

**STAFFING**

Each Discovery Club is staffed by certificated Teachers and Child Development Assistants. Adult/child ratios meet state guidelines of one adult to 14 children.

**FAMILY ENGAGEMENT**

Family engagement enriches a child’s experience in Discovery Club. There are various opportunities for parents to become involved with their children. Families may participate in any of the following ways:

- Daily communication with the teacher
- Attend parent-child-teacher conferences
- Participate in field trips with your child (may require fingerprinting)
Parent Handbook and Program Regulations

- Participate in program family events
- Attend Discovery Club family meetings

Families are encouraged to share in their child’s Discovery Club experience in the following ways:
- Share cultural customs with the classroom
- Share a skill or occupation you have with the children
- Collect and share materials for art projects
- Discuss classroom experiences with your child
- Show an interest in your child’s art work and projects
- Attend parent meetings, parent-child-teacher conferences, and family events

DISCOVERY CLUB FAMILY MEETINGS

Family meetings are a vehicle to:
- Promote family participation in each Discovery Club program
- Plan and promote participation in family social activities
- Assist in the development of next year’s program, including field trips, fundraisers, and special events

HEALTH

Please notify your Discovery Club teacher of any health issues your child may have. Children with health issues (e.g., asthma, allergies, diabetes, toileting issues, etc.) may require a care plan before starting the program.

If your child has had a bad night, is upset for some reason, or if he/she is not feeling as usual, please take the opportunity to discuss this with the teacher. **Children who are ill during the school day are not eligible to attend Discovery Club on that day.**

A child who has had a fever (100 degrees), is vomiting, or has diarrhea, should not return to the program until the temperature or symptoms have been normal for 24 hours. If your child becomes ill at Discovery Club, **an authorized adult must pick up within one hour of telephone contact.** It is the parent’s responsibility to make alternative pick-up arrangements if they are unable to pick up their child. Failure to follow this policy is cause for disenrollment from the program. A child who has not attended the program for more than five days may require a doctor’s note before returning to the program.
Parent Handbook and Program Regulations

Discovery Club has a lice free policy. Children with lice will not be accepted at Discovery Club regardless of recent treatment. Repeated outbreaks of this condition may result in disenrollment from the program.

Children suffering from contagious or infectious diseases, or children whose physical or mental disability is such to cause their attendance to be harmful to the welfare of other children, may be excluded from school/Discovery Club attendance. (Calif. Ed. Code 10551-52)

All prescription and non-prescription medications to be administered to children must be accompanied by a district Authorization for Medication in School form signed by both a parent and a doctor.

There must be a current form for each prescription stating the child’s name and the name of the medication, frequency, amount, duration of the medication, and signed by the doctor.

Parents must directly hand all medications to a Discovery Club teacher. Medications must be in labeled original containers. For your child’s safety, information on the medication bottle must match the medication form. All ongoing medication forms must be updated each July. This policy applies to all San Juan Unified School District schools and programs.

UNIVERSAL PRECAUTIONS

Universal precautions are not limited to use with individuals known to be carrying a specific disease. Precautions must be used in all situations and instances when body fluids are handled. Precautions should be used daily as part of good hygiene practices in all classrooms. In Discovery Club universal precautions include:

- Hand washing
- Using gloves
- Careful trash disposal
- Using disinfectants
- Modification of CPR technique

It is critical that universal precautions be used in every instance when handling blood and body fluids (e.g., drainage from scrapes and cuts, feces, urine, vomit, respiratory secretions such as nasal drainage, saliva, and blood). For legal reasons related to
Parent Handbook and Program Regulations

Confidentiality

There is no requirement that health officials notify school authorities of the results of blood tests for antibodies to the HIV/AIDS virus.

STUDENT INJURIES

Keep in mind that no matter how safe an environment is, accidents do occur. Staff members are certified to give first aid and CPR.

If a child becomes injured while in the program:

- Basic first aid will be applied by a teacher.
- Discovery Club will notify a parent.
- Certain types of injuries, such as head, neck, and joint injuries, may require a notification call to a parent at the time of the injury.
- In the event an injury occurs that causes concern, a Discovery Club teacher may request that a parent or other authorized adult come and check the child’s injury for possible medical follow-up.
- If a program teacher determines that a child’s injury or health requires immediate EMS support, 911 will be called.

INSURANCE

Student Accident Insurance is available for parents to purchase through San Juan Unified School District. The policy is available for a modest fee. You can request an insurance envelope describing the benefits from your school. Your participation is optional. The insurance will cover medical expenses relating to accidents at school and Discovery Club.

NUTRITION

Good nutrition is essential to maintaining quality health and supporting the learning capabilities of children. Our nutrition policies and practices support serving snacks of high nutritional quality.

- Discovery Club provides a nutritional snack daily. Menu and snack time will be posted.
- Parents are responsible for providing a lunch for their child.
- Please discuss any food allergies your child may have with your Discovery Club teacher.

CLOTHING

Parents are to ensure children are dressed in appropriate clothing to provide comfort. For safety, shoes must be worn at all times, including during water play activities. Backless
sandals and clogs do not offer protection to children’s feet and can contribute to foot injuries as well as falls. A sports type of closed shoe is recommended.

**HOT WEATHER PROCEDURE FOLLOWED BY ECE PROGRAMS**
The program follows guidelines for Hazardous Ozone Episodes whenever air quality is reported to be a problem. During these days, field trips or other outdoor events may be cancelled for the safety of children and adults. When temperatures are over 90 degrees, strenuous outdoor activities are avoided, especially during the hottest part of the day and shaded areas of the playground are utilized for prolonged outdoor activities (especially water play) to minimize ultraviolet exposure and sunburn.

**SUNBURN PREVENTION**
To prevent sunburn, the use of hats and sunscreen is encouraged. Parents are to provide both. Sunscreen should be rated with a sun protection factor (SPF) of at least 30, and preferably higher for fair skinned children. See site staff to obtain a sunscreen authorization form.

- Parents are encouraged to apply sunscreen before bringing children to the program.
- Parents are encouraged to instruct their children in how to apply sunscreen.
- Teachers will encourage children to reapply sunscreen before outdoor activities.
- Discovery club staff **may not** apply sunscreen to children, but will supervise and guide children during the application of sunscreen.

**FIELD TRIPS**
- Field trips require a parent permission slip that must be turned in one week before the trip.
- No child will be denied participation in a field trip for financial reasons. Please contact your teacher or administrator for assistance.
- If you are not comfortable having your child attend a field trip, care can be provided at an alternate location. There is no refund for choosing not to attend a field trip.
- If a child displays behavior that causes the teacher to feel it is not safe for them to attend a field trip, the teacher and administrator may:
  - Suggest a family member attend the trip.
  - Suggest an alternative location for care.
FIELD TRIP REFUND POLICY

Funds collected and deposited into the classroom Parent Support Fund account for program use on field trips have a limited refund policy. All monies retained in Parent Support Funds are for the benefit of all children in that program.

- Cash refunds are not available.
- Parents who cancel participation in a field trip at least two days prior to the date of the field trip may request credit toward the next field trip.
- Cancellations less than two days prior to the field trip, may not be given credit.

PREPARATION FOR EMERGENCIES

1. Parents must be prepared to pick up their child or arrange for someone else to do so in the event of an emergency.

2. Every parent is required to complete two (2) emergency cards at enrollment and a new card every January thereafter. These cards are kept on file in the classroom. Parents are responsible for updating emergency cards yearly in January and for updating information as it changes. Failure to do so is cause for disenrollment from the program.

3. Alert the adults you have listed on the emergency card that they may be called to pick up your child and that they must bring a photo identification to the classroom.

4. California Education Code 49408 indicates that for protection of a pupil’s health and welfare, the governing board of a school district may require the parent or legal guardian of a pupil to keep current at the pupil’s school of attendance, emergency information including the home address and telephone number, business address and telephone number of the parent or guardian, and the name, address and telephone number of a relative or friend who is authorized to care for the pupil in any emergency situation if the parent or legal guardian cannot be reached. Failure to do so may result in disenrollment from the program.

EMERGENCY PLAN

1. Each Discovery Club has a plan of action in case of an emergency.

2. During critical weather conditions or other local emergencies, your child should be picked up as soon as possible.
3. In the event of a lock-down, teachers and assistants are instructed to refuse admittance to anyone until the drill or the emergency has been resolved. This is for the safety of all children and staff.

4. On rare occasions, Discovery Club may be relocated to a different campus for the safety of children and staff.

**CHILD ABUSE**

The Discovery Club teachers and assistants are mandated by the State of California to report any suspected child abuse to Child Protective Services. Please inform them if your child has had an accident away from the Discovery Club program which resulted in an injury.

**COUNSELING**

Please talk to program teachers if you are having serious behavior problems with your child. They can inform you of services within the district. Counseling is available to assist students and families of any school in the district. (See Resources on page 25.)

**DROP-IN CHILD CARE**

Drop-in child care in Discovery Club is available on a limited basis and must be approved. Drop-in child care is designed for infrequent use and is used five days or less per month. **Drop-in child care is not designed for scheduled weekly use**, i.e., every Thursday is scheduled use and is **not** permitted.

Drop-in status does not guarantee full-time child care. Families wanting full-time care must be placed on the waiting list for enrollment.

Currently enrolled families who move from full-time to drop-in status are not guaranteed re-enrollment and must be placed on the waiting list for re-enrollment.

In addition to the following, families enrolled as drop-in, must comply with all program and district policies and procedures.

- A non-refundable registration fee is due at registration and annually in September thereafter.
- Payment is required on the day of service and due at the time the child is signed in. For after school care only, payment is due at the time the child is signed out.
**Parent Handbook and Program Regulations**

- Failure to pay fees on the day of service three times in a fiscal year is cause for discontinuation of drop-in status. In addition, future care will be denied until payment has been received.
- Drop-in status **does not guarantee space availability on any given day.** Families must contact the teacher and request Drop-In Care at least 24 hours in advance of use. Care can be denied without 24-hour notice.

**LATE PICK-UPS**

All Discovery Clubs close at 6:00 p.m. Parents are required to make arrangements for an authorized adult, 18 years or older, to pick up the child and to notify the teacher in charge regarding the change of time and person if they will be arriving after 6:00 p.m. Three (3) late pick-ups in a fiscal year is cause for disenrollment from the program. A late charge of $15 per 15 minutes per child will be charged beginning at 6:01, 6:16, 6:31, etc., for each incident.

K-Time Only Contracts – a late fee of $15 per child will be charged for every 15 minutes or portion of 15 minutes after contracted time. Three (3) late pick-ups of a K-Time Only Contract in a fiscal year is cause for disenrollment from the program.

The classroom clock is used to determine late pick-up times. Failure to pay late charges is cause for disenrollment from the program.

**When a child has not been picked up and no parent contact has been received, the following steps will be taken:**

- The Discovery Club teacher will try to contact the parent.
- Persons on the emergency card will be contacted and asked to pick up the child immediately.
- The Discovery Club Administrator will contact Sacramento Sheriff’s Department if all efforts to arrange pick-up have been unsuccessful.

**When the Sheriff’s Department assumes responsibility for a child, the child is taken to:**

Children’s Receiving Home
3553 Auburn Boulevard, Sacramento CA
Phone: 482-2370
PROGRAM REGULATIONS

The following conditions reflect compliance with State/Federal mandated regulations and district policies:

Your cooperation in abiding by the Program Regulations is appreciated.

Eligibility for Enrollment
Discovery Club serves children ages 4 through 12 years, who are enrolled in transitional kindergarten through 6th grade and attend the elementary school where a Discovery Club program is located are eligible for enrollment according to available space and eligibility criteria. Students who are in 6th grade are ineligible for care at schools that serve TK – 5th grade only. In the event that an inter-district or intra-district transfer is rescinded, child care services will be discontinued.

The program welcomes and is prepared to serve all children when the program meets the needs of the child in the least restrictive environment.

Fees
1. All billing of fees and additional charges is by email unless otherwise requested. Payments cannot be made in the Discovery Club.

   • Payment for monthly fees and additional charges is due in the ECE program office on the first day of the month in advance of service and is considered delinquent after the eighth. Parents must keep current with payments. Failure to do so is cause for disenrollment from the program.
   • Three notices for late payment of fees issued in a fiscal year could be cause for disenrollment from the program. There is a $25 late charge for fees received after the 8th of the month.
   • Paying after the 15th of the month will result in disenrollment. Families must pay the past due fees and request to be placed on the waiting list for future enrollment.

2. The annual per child registration fee is non-refundable and payable at registration and each September thereafter.

3. An overdraft charge of $25 will be collected for returned checks or online payments returned from the bank. Reimbursement of returned checks must be made with cash or money order. Future payments may be required to be paid in cash or money order.
**Parent Handbook and Program Regulations**

Enrollment may be discontinued if three (3) returned checks are received from a client within a fiscal year.

4. Discovery Club is a twelve-month continuous program. The annual contract cost is billed in twelve equal monthly payments. The contracted monthly fee is the same amount no matter how many operational days occur in a given month. Fees are based on contracts and cannot be adjusted for absences, after-school activities, school suspensions, emergency closures, or temporary exclusions from the Discovery Club program. To change a contract, the change must be submitted by the 15th of the month prior to the month it will take effect.

5. Hours of care used outside regular daily contracted hours are billed at the extra hour rate of $5 per hour. A grace period of ten minutes daily is granted before extra hour fees are charged. Extra hour fees will be billed on subsequent billing for each day additional care is used in excess of ten minutes.

See page 13 for K-Time Only extra hour charges, which is different than regular contracts. K-Time Only contracts are time specific while older children are in school.

6. Families with more than one child enrolled will receive a ten percent discount. The discounts will be deducted from the lowest fee amounts.

7. All Non-School Day Attendance Verification forms must be submitted to the teacher **two weeks** prior to the non-school day.

8. Families who do not submit a completed non-school day form by the required due date will be billed at the extra hour rate for all care used outside their daily contracted hours.

9. Families will be charged a $10 fee if they schedule care for the non-school day and do not cancel prior to the child’s scheduled time of arrival.

10. Families are allowed five days of vacation credit during the fiscal year (July 1 to June 30). A Vacation Request form is submitted in advance and will not be accepted retroactively. Unused vacation days are forfeited on June 30 each year. The actual amount credited for individual vacation days is based on the daily rate for the total contracted weekly hours – not the total hours contracted for the individual day
selected for vacation. Children are not eligible to attend on days requested as vacation.

11. Parents must pick up their children by 6:00 p.m. A late charge of $15 per child will be charged for every 15 minutes or portion of 15 minutes beginning at **6:01. p.m.** Three (3) late pick-ups in a fiscal year is cause for disenrollment from the program. The classroom clock is used to determine late pick-up times. Failure to pay late charges is cause for disenrollment from the program.

K-Time Only Contracts – a late fee of $15 per child will be charged for every 15 minutes or portion of 15 minutes after contracted time. Three (3) late pick-ups of a K-Time Only Contract in a fiscal year is cause for disenrollment from the program. (Also on page 13.)

12. Families may be charged for field trips. No child will be denied participation if unable to pay. Contact your classroom teacher if you need assistance for your child to attend a field trip.
   - Only children enrolled in Discovery Club may attend field trips.
   - Daily contracted hours and days are not adjusted or exchanged for field trips.
   - Due to ratio and staffing requirements, families choosing not to attend field trips will be provided alternative care at a nearby Discovery Club program with space available. A one week notice is required to make these arrangements.
   - Fees will not be adjusted if field trips are not attended.
   - Additional hours due to field trip attendance are billed at the extra hour rate of $5 per hour.
   - On non-contracted days, attendance on field trips is based on space availability and billed at the extra hour rate. Children must be signed up for the day to attend the field trip.
   - Families will not be charged extra hours for time used after the scheduled return time if the children return from the trip later than expected.

13. Families who are dropping are required to give a two-week notice and are responsible fiscally during that period of time.

Families who drop for any reason, including summer, will not be guaranteed re-enrollment. Families may request to be placed on the waiting list for future child care needs. Parents who drop with incomplete payments may be re-enrolled from the
Parent Handbook and Program Regulations

waiting list after full payment has been received. Payment of past due fees must be made in cash or money order. Re-enrollment will depend on available space and the discretion of the Administrator.

Requirements

1. All registration requirements must be completed prior to attendance. Discovery Club teachers must receive two completed emergency cards before a student can start. Parents are responsible for updating information as it changes. A new emergency form must be completed each January. Failure to do so is cause for disenrollment from the program.

2. It is the responsibility of the parents to notify the ECE account clerk within 5 days of any changes in phone numbers and/or mailing address. Any change in emergency card information must be given to the Discovery Club within 24 hours. Failure to submit appropriate information within program timelines is cause for disenrollment from the program.

3. Children may only be signed in and out by an authorized adult (18 years or older), identified on the child’s emergency card. California law requires a full legal authorized signature on sign-in/out sheets, i.e., first and last name. Authorized adults must sign children in/out according to the classroom clock, regardless of contracted hours.

   All authorized adults must be prepared to show picture identification when picking up children. Please notify all authorized individuals of this program policy.

4. If a person, including those on the emergency card, comes to pick up a child and no prior notification from the contracting parent has been given to the teacher, the child will not be released without first making contact with the parent. It is the parent’s responsibility to notify the classroom teacher if someone other than the usual person will be picking up their child.

5. Please notify your Discovery Club teacher of your child’s health issues. Children with health issues (e.g., asthma, allergies, diabetes, toileting issues, etc.) may be required to have a care plan in place before the child can start the program.

6. The school office does not report student absences or early departure from school to the Discovery Club program. Therefore, parents must call the Discovery Club
program whenever it is necessary for their child to be absent from the program prior to their contracted time of arrival.

- Failure to notify the Discovery Club teacher of absences, three times per fiscal year, is cause for disenrollment from the program.
- When staff are unable to verify the safety of an unaccounted-for child using the emergency contacts provided by the parent, the Discovery Club Administrator is notified. The Administrator will determine if and when the Sheriff’s Department will be notified for assistance.

7. All prescription and non-prescription medications to be administered to children must be accompanied by a district Parent/Physician Release for Medication in School form signed by a doctor. There must be a current form for each prescription stating the child’s name and the name of the medication, frequency, amount, duration of the medication, and signed by the doctor.

Parents must directly hand all medications to the teacher. Medications must be in labeled original containers. Information on the medication bottle must match the medication form. All ongoing medication forms must be updated each July. This policy applies to all San Juan Unified School District schools and programs.

8. Children who are ill may not attend the Discovery Club program. In addition, children who are ill during the school day are not eligible to attend Discovery Club on that day. Children who become ill or are determined by the teacher to be unable to participate, must be picked up from the program within one hour of being called. Failure to do so is cause for disenrollment from the program.

Contracts

1. All stated hours and days on the contract are binding. Contracted hours are based on each school’s start and end times. Contracts for bus riders are based on expected times of departure and arrival.

2. All contracts must be stated in whole hours rounded up by the day. Any hours or days used outside these times will be billed as extra hours. (See fee schedule.)

3. Contracted times cannot be exchanged for non-contracted times.
4. The minimum contract for enrollment is two days and ten hours per week during the school year and one day and ten hours per week during the summer.

5. The minimum enrollment on any given day must be a two-hour block. For example, 7:00-9:00 a.m. or 3:30-5:30 p.m. Families requiring both before and after school care must contract for a minimum of three hours per day with a two-hour block in either the morning or afternoon. For example, 8:00-9:00 a.m. and 3:00-5:00 p.m. or 7:00-9:00 a.m. and 3:00-4:00 p.m.

6. All contract changes are due to the Discovery Club by the 15th of the month prior to the month you wish to have the changes effective.

7. Contracts always become effective on the 1st of the month and are binding for the entire month.

8. Any contract adjustment is subject to prior approval by the ECE office and based upon space availability. Without such approval, adherence to the original contract is required. Contract changes can only be made by the original signer of the contract.

9. Contracts remain in effect until an approved change or drop request is submitted.

10. Variable Contracts:
    - Parents whose children are contracted for a variable schedule must personally hand the Weekly Variable Schedule form to a Discovery Club teacher every Friday indicating the hours of care needed during the next week. Daily totals must be stated in whole hours rounded up by the day.
    - Submitted Weekly Variable Schedules are binding and cannot be exchanged for non-contracted hours, except in emergency situations. Emergency changes must be made 24 hours in advance.
    - Minimum contract for a variable schedule is 15 hours per week.
    - Parents who are “on call” must notify the teacher of any changes to their schedule prior to the child’s expected time of arrival.
    - Failure to meet these requirements three times within a fiscal year is cause for termination of the variable contract or disenrollment from the program.
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Behavior Standards/Interventions/Discipline

1. School rules are intended to protect the rights of all students and to promote a physically and psychologically safe learning environment. The behavior of a child must not interfere with his or her security or that of other children and adults in the classroom. Students are accountable for their behavior during Discovery Club, as well as on their way to and from school activities. Those who do not follow school/program rules, will not be permitted to continue in attendance regardless of length of enrollment.

2. The following Discovery Club classroom rules will be posted by each teacher:
   - I will respect myself and others.
   - I will respect my property and the property of others.
   - I will respond to “Signals On.”
   - I will listen attentively.
   - I will keep my hands, feet, and objects to myself.
   - I will behave safely.

3. Interventions may include:
   - Time to think.
   - Loss of privilege.
   - Student conference.
   - Call/note to parent.
   - Parent conference.
   - Development of student behavior contract.
   - Removal from the program for one or more days.
   - Adjustment of hours or days of care.

4. A parent may be asked to pick up their child if he/she demonstrates inability to respond to adult interventions. A parent or designated adult must pick up the child within one hour of telephone contact. Failure to do so can be cause for disenrollment from the program.

5. If a child has demonstrates unsafe behavior or fails to respond to staff interventions, the child may be excluded from a field trip or a family member may be required to accompany the child on the trip. There is no credit given if this occurs.
6. If a child is suspended or expelled from the elementary school, he or she is automatically ineligible to attend the Discovery Club for the same period of time. There is no credit given for days of non-attendance due to suspension from the elementary school or temporary exclusions from the Discovery Club program.

**PARENT / ADULT CONDUCT**

Any verbal or physical misconduct by a parent/adult is a violation of the State Education Code which protects teachers and children in these situations. Abusive conduct, harassment, or inappropriate language around teacher or children is cause for exclusion of the parent/adult from the Discovery Club. An officer may be requested to respond when adult behavior is perceived to jeopardize the safety of the children or adults on the school campus.

**DISENROLLMENT**

When a family is disenrolled, the child will not be allowed to continue in the program. If the child arrives after school, parents will be contacted for immediate pick-up. Causes for disenrollment include, but are not limited to:

- Three (3) late pick-ups in a fiscal year, July 1 – June 30
- Non-payment of fees or late charges
- Three (3) late payments in fiscal year, July 1 – June 30
- Abuse of teachers (verbal or physical) by adult or child
- Inappropriate student or adult behavior
- Failure to report absences prior to the contracted arrival time (three (3) in fiscal year, July 1 – June 30)
- Violation of any program or district policy

Families who have been disenrolled from the program for any reason require administrator approval for re-enrollment into any ECE program.

**DUE PROCESS**

All families may ask for a review for any action that affects their child’s enrollment in writing to the program Administrator. An agency representative will contact the family to begin the review process.
GENERAL COMMUNICATION PROCEDURES

In order to promote fair and constructive communication, San Juan Unified School District has implemented appropriate communication procedures.

Sometimes miscommunication or incomplete information causes concern. Clarifying the situation with the people immediately involved is efficient and creates opportunities to develop successful solutions. A team approach to resolution helps everyone. To resolve questions, concerns, or problems as successfully as possible, the district asks parents and students to:

- Meet informally with the person or persons involved. State the facts you are aware of and what you think the problem is.
- If you need further help or clarification, call the ECE office (971-7375) and make an appointment with the Teacher on Special Assignment assigned to support your classroom.
- If you need further help or clarification, request a meeting with the program Administrator. The Administrator will try to resolve the concern.
- If you need further help or clarification, the Administrator will assist you in making an appointment with the ECE Program Manager.
- The Program Manager will meet with you for clarification and resolution. If you have further questions, the Program Manager will assist you in addressing a formal complaint letter to the appropriate division-level administrator.

COMPLAINTS CONCERNING SCHOOL PERSONNEL

The following procedures shall govern complaints concerning district personnel. Every effort should be made to resolve a complaint in a timely manner.

1. Complaints concerning district personnel should be made directly by the complainant to the person against whom the complaint is lodged. Complainants are encouraged to attempt to informally resolve concerns with the staff personally.

2. If the complaint is not resolved at this level, the complainant may request a meeting with the immediate supervisor of the school or department involved. Every attempt should be made to resolve the complaint through discussion, problem solving, etc.

3. If the complainant remains unsatisfied after the response from the immediate supervisor, the complainant may appeal the resolution to the appropriate division-level administrator for review and consideration. At that time, the division-level
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administrator may request that the complainant and supervisor put their concerns/responses in writing, if appropriate. A review of all written and oral information will take place and a phone call or written response to communicate the final decision will be provided to the complainant within 30 working days from the time the division-level Administrator receives the request.

SEXUAL HARASSMENT

The District has adopted a strict policy containing rules and procedures for reporting sexual harassment and pursuing remedies and is committed to maintaining an educational environment that is free from harassment, including school, or school-sponsored or school-related activities.

The Board of Education prohibits unlawful sexual harassment of or by anyone (including students and employees) in or from the district. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical contact of a sexual nature made by someone from or in the work or educational setting. Any student who engages in sexual harassment of another student or anyone from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal.

To File a Formal Written Complaint

Any student, staff member, or parent who feels that unlawful discrimination or sexual harassment has occurred should immediately contact a teacher, the school principal, or district Title IX/Compliance Officer. A formal complaint may be initiated at the school or by directly contacting the Title IX/Compliance Officer. Copies of the Uniform Complaint Form may be obtained from the school office or Title IX/Compliance Officer.

1. **Filing a Complaint:** Obtain a copy of the Uniform Complaint Form from the school or Title IX/Compliance Officer. Submit the complaint form to the school principal or Title IX/Compliance Officer.

2. **Investigation:** The District will investigate the complaint and provide a written report of the investigation and decision within 40 days of when the complaint is filed.

3. **Mediation:** Mediation is optional. It involves a third party who assists the parties in resolving the dispute. If mediation is used, the timelines are extended by 30 days.
4. **Appeals:** If the person making the complaint disagrees with the District’s decision, he/she has 5 days to appeal the decision to the school district Board of Education; or alternatively, 15 days to appeal the decision to the Calif. Department of Education.

5. A person filing a complaint may also seek civil law remedies, subject to certain timelines.

6. At any time, a complainant has the right to file a complaint alleging violations of federal laws or regulations, prohibiting unlawful discrimination including harassment on the basis of actual or perceived sex, race, color, national origin, religion, age, sexual orientation, sexual preference, ancestry, ethnic group identification, gender, physical or mental disability, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics with the United States Department of Education, Office for Civil Rights, 50 Beale Street, Suite 7200, San Francisco, CA 94105.

Complaints will be kept as confidential as appropriate.

**The District prohibits retaliation against any participant in the complaint process. Each complaint shall be investigated promptly and in a way that respects the privacy of all parties concerned.**

| If you have a complaint, contact a teacher, principal, site administrator, or: |
| Title IX/Compliance Officer |
| Linda C. T. Simlick |
| General Counsel |
| P.O. Box 477 |
| Carmichael, CA 95609-0477 |
| Telephone: 916-971-7110 |
If you are in need of special assistance for yourself or others, the following emergency services are available for immediate help:

AA (24 hours) ........................................................................................................................................ 454-1100
    Business line ......................................................... 454-1771
AL-ANON (24 hours) .................................................................................................................. 334-2970
Child Abuse/Neglect:
Children’s Protective Services ................................................................. 875-5437
Child Action........................................................................................................................................ 369-0191
Drug Abuse:
    Well Space Health (9:00 a.m.-8:00 p.m.) .................................................................................. 737-5555
Parents in Crisis (Child Abuse – 24 hours) ................................................................................. 875-5437
Poison Control (24 hours) .............................................................................................................. 1-800-222-1222
Psychiatric Emergency/Crisis Intervention:
UCD Medical Center .................................................................................................................. 734-2011
Resource Information Line ........................................................................................................... 498-1000
Sacramento County Mental Health ............................................................................................. 875-1000
    Adult Access Line ................................................................. 875-1055
    Children/Family Access Line .......................................................... 875-9980
Sacramento Children’s Home ...................................................................................................... 679-3600
(Formerly known as Sacramento Crisis Nursery)
SJUSD/ECE Mental Health Therapist ...................................................................................... 971-5955
Suicide Prevention Service (24 hours) ......................................................................................... 368-3111
Support Line for Battered Women and Men:
    WEAVE Shelter & Rape Crisis & Counseling Center ......................................................... 920-2952
Sutter Children’s Bereavement Art Group ................................................................................. 454-6555
WellSpace Birth & Beyond Family Resource Center .................................................................. 679-3925