

Lake Tahoe Unified School District

1021 Al Tahoe Boulevard
South Lake Tahoe, CA 96150
(530) 541-2850
www.ltusd.org



Kid Zone

EARLY BIRD (GRADES K-5)
CHILDCARE PROGRAM
HANDBOOK



**Creating Learning Opportunities for
Every Child to Achieve Success**



Early-Bird Childcare for Grades K-5

Get ready for the **Kid Zone** Early Bird Child Care Program for students in Grades K-5
Exciting activity based experiences in art, drama, language arts, math,
music, science, social studies and games/physical activities.

Locations: **Bijou Community School**
3501 Spruce Avenue
Contact: Karen Gillis-Tinlin (530) 543-2337

Lake Tahoe Environmental Science Magnet School
1095 San Bernardino Avenue
Contact: Dr. James Tarwater (530) 541-2850

Sierra House Elementary School
1709 Remington Trail
Contact: Jim Watson (530) 543-2327

Tahoe Valley Elementary School
943 Tahoe Island Drive
Contact: Mark Romagnolo (530) 543-2350

Registration packets will be available in the school offices for the new Fall programs. Contact the school office or the Education Center at (530) 541-2850 for information and to receive packets by mail.

Hours of Operation	Daily Fee	Weekly Fee
7:30 am - Start of School	\$5 Per Day	\$25 Per Week

Lake Tahoe Unified School District School District

Early Bird Child Care Program For Grades K-5

REGISTRATION FORM

Early Bird Child Care for Grades K-5 is available from 7:30 A.M. until the start of school on school days only.

The childcare program will be closed for all holidays observed by the Lake Tahoe Unified School District.

School where child is enrolled: Bijou Community School Lake Tahoe Environmental Science Magnet School
 Sierra House Elementary School Tahoe Valley Elementary School

Name of Student _____ Age ____ Grade Level _____ Date of Birth _____ Sex _____
(Last name) (First name) (M/F)

Home Address _____
(Address and Street) (Apt.#) (City) (Zip)

Home Phone # () _____ Cell Phone # () _____

Name of Mother/Guardian _____ Work Phone # () _____

Name of Father/Guardian _____ Work Phone # () _____

FEE SCHEDULE (Fees are subject to change)

**** Annual Registration Fee - \$30 / first child & \$10 each additional child (registration fee must accompany this document) ****

FEES ARE DUE IN ADVANCE OF PARTICIPATION IN THE CHILD CARE PROGRAM

For those on a semi-monthly payment plan, payments are due by the 15th and the 30th of the month. For those on a monthly payment plan, payments are due by the 30th of the month. A 10% late fee is assessed on any balance still due at the first of each month. Submission of completed enrollment paperwork and fees will be required prior to student attending the program.

*Mark the box next to the desired program.

	Daily Fee	Weekly Fee
Grades K through 5	<input type="checkbox"/> \$ 5.....	<input type="checkbox"/> \$ 25

ALL FEES ARE DUE IN ADVANCE AND ARE NON-REFUNDABLE

***** Checks are to be made payable to – *LTUSD Childcare Program.* *****

Note: The Lake Tahoe Unified School District and Board of Trustees reserves the right to modify this fee schedule, as well as any policies, rules, regulations or requirements pertaining to the program. Parents will be given written notification of modifications to the fees or rules prior to their implementation.

 (Date)

 (Signature of Parent/Guardian)

 Driver's License or other Picture ID Number(Identification Purposes)

Space in this program may be limited. Registration will be accepted on a first-come-first-served basis and is contingent upon completion of the enrollment paperwork and payment of fees prior to the students attending the program.

Return this registration form and the registration fee to:

Lake Tahoe School District Education Center, Child Care Program, 1021 Al Tahoe Boulevard, South Lake Tahoe, CA 96150.

If you have questions please contact the Child Care Program at 530-541-2850 X 0

FOR OFFICE USE ONLY:

Registration Fee Received: Amount: _____ Date: _____ Check/Money Order: _____
 Advance Fee Received: Amount: _____ Date: _____ Check/Money Order: _____
 Waiting List Date: _____ Activation Date: _____ Site Notification Date: _____

ABSENTEEISM

If a child is absent, a parent must notify the staff for each day the child will not be in attendance. Failure to notify the staff will result in a \$10.00 fee and could lead to dismissal from the program.

Any child who is ill and does not attend school will not be allowed to attend child care. Do not bring the child to the program if he/she has a cold, fever, cough, running nose or eyes, or any other signs of illness. A child who is ill will be refused admission and the parent will be contacted to pick-up the child. Should the child become ill at child care, the parent will be called to make arrangements to pick-up the child immediately. In case a parent cannot be reached, adults listed on the emergency list will be called. All phone numbers must be kept up to date and accurate. The staff needs to be informed of any illness that may be communicable. Parents will be notified if their child is exposed to any contagious diseases or health related incident.

ACTIVITIES

Children choose from a variety of enrichment activities that are offered daily in an informal classroom setting. Indoor and outdoor experiences are provided with time for active play, as well as time to relax, read, do homework, and other quiet activities.

All children have the opportunity to learn and grow through age-appropriate experiences such as:

- ✎ integrating new learning with past experiences through age-appropriate project work
- ✎ emphasizing oral language development with appropriate literacy experiences including music and poetry
- ✎ working with students with read-aloud and pre-reading activities with exposure to letters, sounds and numbers
- ✎ developing children's social skills, including problem-solving and making good choices.

These enrichment activities will reinforce and extend the curriculum, which will be coordinated with the day-to-day activities.

ADMINISTRATION AND STAFF

The Lake Tahoe Unified School District Early Bird (Grades K - 5) Program is administered by the personnel of the Lake Tahoe Unified School District. Employees are governed by the rules and regulations of the Board of Trustees and represented by California School Employees Association, Chapter #286. Each Early Bird Program site is staffed by an attendant under the supervision of the principal, determined by the number of students enrolled. Attendants meet the necessary District requirements for education and experience in child care. The Superintendent or designee is responsible for the direct supervision of the programs as well as the principal.

ADMISSION

Admission will be open to any child enrolled at their school of attendance, provided the program can meet the needs of that child. Admission will be granted without discrimination.

1. The child must meet the following conditions:
 - A) There will be no adverse effect upon 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 receive additional staff time normally given to the group.
2. All applications are accepted on a first-come basis, as space available may be limited.

BEHAVIOR MANAGEMENT

Standards of behavior in the Child Care Program parallel those in the school classrooms and the written policy in the District's Board Policies and Administrative Regulations. Children are expected to respect the adults in the program and to follow all directions. All rules are directed toward avoiding injury to persons or property while ensuring fairness. The basic rules are:

1. Keep hands, feet, and other objects to oneself.
2. Follow the directions of adults respectfully.
3. Use equipment properly.
4. Do not tease other students.
5. Promote cooperation.
6. Settle disagreements by discussing them, no fighting.

STUDENT ACCOMMODATIONS

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. The following student accommodations are:

- Positive reinforcements
- Redirecting the child to a positive activity
- Contracts with incentives

REMOVAL AND DISMISSAL FROM PROGRAM

Removal and dismissal from the Child Care Program shall be as follows:

1. A child shall be removed from the program for the remainder of the day if he/she displays disruptive behavior.
2. The parent/guardian shall be contacted and shall have the child picked-up within a reasonable time agreed upon by the facilitator and parent/guardian.
3. Discipline referrals are accrued from the date of enrollment in the program.
4. After five discipline referrals, the student may be dismissed from the program for six months at which time the parent can petition for readmission.
5. A Discipline referral, suspension and dismissal may be given to the child for all applicable offenses in Education Code Sections: 48900, 48900.2, 48900.3, 48900.4, and 48900.7 (See Appendix).
6. Certain behavior will be dealt with on an individual basis which could result in permanent dismissal from the Child Care Program.

READMISSION AFTER DISMISSAL FROM THE PROGRAM

Readmission procedures shall be as follows:

1. The Principal shall consider readmission of the student after the completion of the six month dismissal period.
2. The Principal shall hold a conference with the parent/guardian and the student. At the conference, a student's Readmission Plan will be gone over. This plan will include the child's progress in another child care setting, behavior at school, and anything pertinent to the child's readmission. The Principal shall verify that the behavior of the child has been satisfactory. Program rules and regulations shall be reviewed and the student and parent/guardian shall be asked to indicate in writing their willingness to comply with these rules and regulations.

3. If readmission is granted the Principal shall notify the Superintendent and the parent/guardian in writing within three (3) days.
4. The Principal may deny readmission of a student if he/she finds that the student has not satisfied the condition of the Readmission Plan or continues to pose a danger to campus safety, to himself/herself or to other district students or employees.
5. If readmission is denied the Principal shall notify the student and parent/guardian describing the reasons for denying readmittance into the Program.

APPEAL PROCESS

1. The parent/guardian may appeal the decision in writing to the Superintendent within ten (10) days of the notification of denial for readmission.
2. A conference shall be held with the student, parent/guardian and Principal within ten (10) days of filing the written request to review the student records and recommended decision.
3. A final decision shall be rendered in writing by the Superintendent within three (3) school days of the conference.

DISASTER PLAN

1. Each Early Bird Program has a well-defined plan for both fire and earthquake evacuation. Fire drills and earthquake drills are held regularly.
2. In the event of an emergency, all children will be kept at the site until they are picked-up by the parent or by other authorized persons. A person authorized by the parent to pick-up a child will be requested to present photo identification before the child is released.
3. Each site is equipped with sufficient supplies to accommodate children in the event of an emergency.

DRESS CODE

Children should dress ready to play, wearing safe and comfortable clothing. All children must wear closed-toed shoes.

FEE SCHEDULE

<u>Registration Fee:</u>	First student in the Family	\$30.00
	Each additional child	\$10.00
<u>Early Bird Program:</u>	\$5 Per Day	\$25 / Per Week

Changes made to the contracted days must have the approval of the site facilitator.

Additional Fees:

A \$10.00 fee will be charged if a parent does not notify the principal or attendant if a child is absent and staff time is used to locate the student.

HOLIDAYS

The Child Program is closed in observance of all school holidays according to the school calendar adopted by the Board of Trustees.

HOURS OF OPERATION

The Early Bird Child Care Program for Grades K-5 will operate from 7:30 a.m. to the school starting time. There is no fee-based child care program after school for kindergarten through fifth grade; however, the Boys and Girls Club offers after school care for these students.

INJURIES

The Child Care staff is trained in first aid to handle minor injuries. Staff will notify parent(s) of minor injuries by using the injury report form. In the case of severe bumps, cuts, bites, etc. a parent will be notified. Parents contacted by phone concerning minor injuries are responsible for deciding if medical attention is needed. If a child has a serious injury and the parent cannot be reached, the child will be taken to the nearest hospital for treatment via an emergency vehicle (paramedics). This will be at the parent's expense. The Lake Tahoe Unified School District is not liable for injuries due to an accident. All expenses incurred in the treatment of injuries will be the responsibility of the parent.

MEDICINE POLICY

If a child needs to receive medication, the Education Code states that the Child Care Program must receive:

1. The completed "Parent/Guardian and Physician Request for Medication" form. The physician must detail the method, the amount, and time schedule by which such medication is to be administered. The parent/guardian must sign, giving permission for the Child Care Program to administer medication to the child set forth in the physician's statement.
2. Medication must be delivered in the original container bearing the original pharmacy label as delivered by the pharmacy to the parent.
3. Medication must be delivered to the Child Care Program. Do not leave medication in the child's school bag. Children cannot self-administer medication at any time.

PARENT/STAFF COMMUNICATION

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

Each site will hold a parent meeting prior to the opening of school. Parents are always welcome to visit the site and are encouraged to participate with Back to School Night and Open House Night.

PERSONAL ARTICLES

Children may not bring toys, sporting equipment, electronic equipment, pets, or extra money to school unless prior permission has been given by the Child Care Staff. The Child Care Program will not assume responsibility for a broken, lost or stolen item.

REACTIVATION FEE

A child who has been inactive for more than 60 calendar days during the school year will be reactivated subject to availability, past balance paid in full, and payment of a \$10.00 reactivation fee.

REGISTRATION PROCEDURES

1. A completed Parent Contract form submitted with the registration fees to the Child Care Program constitutes registration.
2. A non-refundable registration fee is paid annually - \$30.00 for the first student and \$10 for an additional sibling.
3. The registration fee and prepaid fee for the first two weeks or for the first month is due upon enrollment, prior to attendance.
4. A waiting list will determine new admissions when the program is full.
5. 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.
6. All outstanding balances from prior service must be paid in full before any registration forms will be accepted.

SIGN-IN/SIGN-OUT

When a child is brought to before school care or when a child is picked-up, the parent or designee must enter the room to sign the sign-in/sign-out sheet. A full signature is required and must be easy to read. Failure to sign a child in or out may result in dismissal from the program. This is monitored daily by staff.

Only those indicated on a child's registration form are allowed to pick-up a child. No child will be released to any adult during program hours without proper photo identification. If someone other than the parent/guardian is to pick-up a child, a written note must be sent to the program attendant. It is important that emergency cards be kept current, both in the school office, and the Child Care Program.

In case of an emergency, you may call the site to request someone, who is not on your authorized list, to pick up your child. Staff will verify who is calling and will request that a written authorization needs to be provided to attach to the sign-in/sign-out sheet.

SNACKS/BREAKFAST

Your child may bring a healthy snack. Breakfast may be purchased through the school cafeteria unless the family is eligible for the Free and/or Reduced Lunch Program.

SNOW DAYS

When the Lake Tahoe Unified School District declares a "Snow Day", the Child Care Program will also be closed. Snow day information will be updated on the LTUSD web site by 6:00 a.m. Radio stations KRLT 93.9 FM, KOWL 1490AM and KTHO 590 AM are also notified. Three "Snow Days" are added back at the end of the school year. Payments will be credited to those "make-up" days. If there are more than three snow days and the State approves a waiver of additional days, a refund will be issued at the end of the school year. When a "Delayed Start" is announced due to inclement weather, all schools will start one hour later than normal, but Child Care Program will remain on its regular schedule. You will not be charged for the extra hour.

TAX INFORMATION

The Lake Tahoe Unified School District Tax I.D. # is 94 -2317114. Retain your monthly statements for tax purposes, as we do not provide yearly reports.

TUITION

1. Tuition is due the month prior to attendance as follows:
 - for those on a semi-monthly payment plan, payments are due by the 15th and the 30th of the month
 - for those on a monthly payment plan, payments are due by the 30th of the month.Checks or money orders are to be made payable to Lake Tahoe Unified School District or LTUSD.
2. No credit is given for days missed due to illness or vacation.
3. A 10% late fee is assessed on any balance still due at the first of each month.
4. A sibling discount is available for families with more than one child enrolled in the program. The youngest child pays full fees and the oldest receives the higher discount based on 10% increments.
5. All returned checks will be subject to a fee: twenty-five dollars (\$25.00) for the first returned check and thirty-five dollars (\$35.00) for the second returned check. In addition, the 10% late fee will also be assessed. Payment by money order or cashier's check will be required after two returned checks. Returned checks must be replaced within five working days of notification. Failure to replace will result in loss of child care.

VISITATION TO PROGRAM

In order to ensure that the program visits are not disruptive to the child care program, the following procedures shall be observed:

1. Visitors wishing to observe a child care site shall contact the site principal prior to the visit to establish a time that is convenient.
2. Visitors are to register in the school office prior to going to the child care room.
3. Conferencing with the attendant at this time is not permitted.
4. Activities of visitors shall be limited to observation, except when arranged with and approved in advance by the facilitator.

VOLUNTEERISM

Nothing in these regulations shall inhibit the use of volunteers in the Child Care Program.

WITHDRAWAL FROM THE PROGRAM

A two-week written notice is preferred to withdraw a child from the Child Care Program.

APPENDIX
Grounds for Suspension and Dismissal

Ed. Code Section 48900

- (a)1 Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a)2 Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is agreed to by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind, then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as controlled substance, alcoholic beverage or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property (including electronic files and databases or private property, as defined in Education Code 48900(s)).
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. This restriction does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm, i.e., a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289 or committed a sexual battery as defined in Penal Code 243.4.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness and/or retaliating against that pupil for being a witness.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing as defined in Education Code 32050.

Ed. Code Section 48900.2

Committed sexual harassment as defined in Section 212.5. The conduct must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual. Does not apply to Grades K-3 inclusive.

Ed Code Section 48900.3

Caused, attempted to cause, threatened to cause, or participated in an act of hate violence, as defined in subdivision (e) of Section 33032.5 of the Education Code. Does not apply to Grades K-3 inclusive.

Education Code Section 48900.4

Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school district personnel or pupils by creating an intimidating or hostile educational environment. Does not apply to Grades K-3 inclusive.

Education Code Section 48900.7

Made terroristic threats against school officials or school property, or both. Includes written or oral statement by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out.