



**Newark Unified School District
Child Care Program**

**2020-2021
Child Care
Handbook**

Child Care Contract

with

Newark Unified School District

5715 Musick Ave.
Newark, CA 94560

Welcome to Newark Unified School District's Child Care. We look forward to working with you, your child, and the school in developing a supportive and rewarding educational experience for your child.

You can find our handbook at www.newarkunified.org under Child Care Department or request a copy at one of our sites. Thank you for reading our policy handbook.

This handbook is intended to inform you about our program. It also serves as one of your contracts with the child care program. It is your responsibility to read, understand and accept the District Child Care rules as outlined in this handbook.

If you have not already signed and returned the confirmation at the end of our Welcome Letter, please sign and return this page to the Child Care Lead II attendant at your child's center.

CUT AND RETURN TO CHILD CARE CENTER WITHIN A WEEK OF RECEIVING HANDBOOK

I agree to the rules and regulations presented to me in the 2020-2021 Child Care Handbook:

Parent/Guardian Signature _____ Date _____

Print Parent/Guardian Name _____

Child's Name _____

School / Center _____

Home Phone # _____ Cell Phone # _____

2020-2021 Child Care Handbook

1	Child Care Contract and Mandatory Signature Form
3	2020-2021 NUSD School Calendar
4	Mission Statement and Directory of Child Care Centers
4	Directory of Child Care Centers
5	Welcome
5	Educational Program/Child Care Philosophy
5	Childhood Development Areas
6	Discipline
7	Steps for Student Conduct Report Notice
8	Child Care Behavior Notice
9	Student Conduct Report Notice
10	Discipline Infraction
11	Daily Schedule and Homework Policy
11	Center Holidays
12	Child Care Program/Daily Activities
13	Child Care Fees and Payments
13-14	Revising Contracts/Exit Notification
15	Child Care Payment Schedule
15	Parent Responsibility
15	Payment and Collection
16	Enrollment Priorities/Waiting List
17	Attendance and Absences
17	NUSD Prepaid Drop-In Service Program
18	Residency
18	Confidentiality of Records
18	Drop Off and Pick Up Procedures
19	Permission to Walk Home from Child Care
20	Order and Consent of Release of Parent/Guardian
21	After School Activities
21	Late Pick Up
21	Infractions
22	Late Pick Up Infraction
23	Overages
23	In Case of Emergency
23	Termination of Child Care
23	Health
24-25	Medications and Permit to Administer Medication Form
26	Parent Involvement/Participation
26	Message Boards/Parent Information Board
26	Your Rights as a Parent in the NUSD Child Care Program
27	Appropriate clothing and banned items from Child Care
27	Rules for Safety and Conduct
28	Child Abuse Policy
28	Access Child Care Information Online
28	Uniform Complaint Policy/Procedures
29	Complaint Confidentiality
29	Sexual Harassment Policy/Procedures
30	Nondiscrimination Statement
31	Alternative (Subsidized) Child Care Providers
32	Online Payments through Myschoolbucks.com
33	2020-2021 Child Care Fee Schedule

2020-2021 YEAR NUSD SCHOOL CALENDAR

NEWARK UNIFIED SCHOOL DISTRICT SCHOOL CALENDAR 2020-2021 YEAR

JULY 2020

Mon	Tue	Wed	Thur	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

AUGUST 2020

Mon	Tue	Wed	Thur	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

SEPTEMBER 2020

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Board Approved
6/19/2018



OCTOBER 2020

Mon	Tue	Wed	Thur	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

NOVEMBER 2020

Mon	Tue	Wed	Thur	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

DECEMBER 2020

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Holidays				
July 3:	4th of July			
Sept 7:	Labor Day			
Nov 12, 16-19:	Elementary Parent/Teacher Conferences Minimum Days			
Nov 11:	Veteran's Day			
Nov 23-27:	Thanksgiving			
Dec 17-Jan 1:	Winter Bk			
Jan 18:	MLK Holiday			
Feb 8:	Lincoln's Bday			
Feb 15:	Presidents Day			
Apr 2-9:	Spring Break			
May 31:	Memorial Day			

JANUARY 2021

Mon	Tue	Wed	Thur	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

FEBRUARY 2021

Mon	Tue	Wed	Thur	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

MARCH 2021

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

APRIL 2021

Mon	Tue	Wed	Thur	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

MAY 2021

Mon	Tue	Wed	Thur	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

JUNE 2021

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

First day of school



Teacher Work Day No Students



Last day of School



Staff Development No Students



Elementary Parent/Teacher Conferences (minimum days)



December 17, 2020 - Staff Development for K-6

Teacher Work Day for 7-12

March 1, 2021 - Staff Development for 7-12

Teacher Work Day for K-6

End of 1st trimester: 11/06/20

End of 1st semester: 12/16/20

End of 1st quarter: 10/09/20

End of 2nd trimester: 02/26/21

End of 2nd quarter: 12/16/20

End of 3rd quarter: 03/12/21

End of 3rd trimester: 06/02/21

End of 2nd semester: 06/02/21

End of 4th quarter: 06/02/21

180 Student Instructional days

186 Teacher Work Days

CHILD CARE MISSION STATEMENT

It is the mission of the Newark Unified School District Child Care Program to provide a safe, nurturing environment that supports the efforts of families and schools to help children become lifelong learners who possess the cognitive social emotional skills, ethics, and creativity to reach their full potential as contributing, productive, responsible citizens.

CHILD CARE CENTERS

Our centers are open for students: Monday-Friday Mornings: 7:00 a.m. to start of school.
Monday-Friday Afternoons: school dismissal to 6:00 p.m., BGP until 6:15 p.m.

Child Care staff Available: Monday- Thursday: 7:00 a.m. – 9:00 a.m. and 1:30 – 6:00 p.m.

Centers with TK students: Monday- Thursday: 7:00 a.m. – 9:00 a.m. and 12:00 – 6:00 p.m.
Fridays: 7:00 a.m. to 9:00 a.m. and 12:00 – 6:00 p.m., BGP until 6:15 p.m.

If you need more information call:

School Site	Child Care Center
Birch Grove Intermediate Elementary School 37490 Birch St. Office Phone: (510) 818-3600	Chaya Upadhy, Lead II Email: cupadhy@newarkunified.org Child Care Phone: (510) 818-3641 Child Care Rm 27 Phone: (510) 818-3627
Birch Grove Primary Elementary School 6071 Smith St. Office Phone: (510) 818-3100	Vacant, Lead II Email: nsanchez@newarkunified.org Child Care Phone: (510) 818-3141 Nidia Sanchez Phone: (510) 818-4159
Kennedy Elementary School 35430 Blackburn Office Phone: (510) 818-3400	Gloria Romero, Lead II Email: gromero@newarkunified.org Child Care Phone: (510) 818-3441
Lincoln Elementary School 36111 Bettencourt St. Office Phone: (510) 818-3500	Isidra (Cindy) McCracken, Lead II Email: imccracken@newarkunified.org Child Care Phone: (510) 818-3541
Musick Elementary School 5735 Musick Ave. Office Phone: (510) 818-4000	Paviter Chahal, Lead II Email: pchahal@newarkunified.org Child Care Phone: (510) 818-4041
Snow Elementary School 6580 Mirabeau Dr. Office Phone: (510) 818-3900	Marcia Alvarez, Lead II Email: malvarez@newarkunified.org Child Care Phone: (510) 818-3941

Visit our Administrative Office **from 7:00 a.m. to 3:00 p.m. Monday through Friday**. We can be found in Room 21 on the Musick Elementary campus at 5735 Musick Avenue in Newark. Or, contact us by phone or email:

Nidia Sanchez-Rico	Childcare Coordinator	(510) 818-4159	nsanchez@newarkunified.org
	M-Th: 7:00 – 3:00 p.m.		
Kathy Canario	Administrative Secretary	(510) 818-4138	kcanario@newarkunified.org
	M-F: 7:00 am – 1:00pm		
Sharon Tokubo	Account Technician	(510) 818-4223	stokubo@newarkunified.org
	M-F: 12:00 – 3:00 pm		
Fax Number		(510) 791-5004	

Our mailing address is: Child Care
Newark Unified School District
5715 Musick Ave. #21
Newark, CA 94560
Tax ID Number: 94-1717677

Find us online by visiting the Newark Unified School District website: www.newarkunified.org. Click on Departments on the home page, click on Departments, then All Departments, then NUSD Child Care. All enrollment forms are available online.

WELCOME

The Newark Unified School District School-Age Child Care Program is operated and funded by Newark Unified School District and subsidized through Alternative Payment Programs. (See Appendix for referral agencies.) **Our program serves children ranging in age from TK through sixth grade.**

We operate child care at six of Newark Unified's eight elementary school sites during the school year. Child Care serves students before and after school only on days when school is in session. We also provide care to families who meet the eligibility and criteria for alternative payment agencies through the county. All eligible children are served, if space is available, without regard to sex, race, religion, or ethnicity. We now are providing TK child care coverage at our Lincoln, Kennedy, Musick and Birch Grove Primary locations beginning at 12:10 p.m., Birch Grove Primary 12:25 p.m.

Many of our students spend long hours in Child Care. It is very important that there be a strong, positive working relationship between home and our centers. Our program offers a warm, safe environment for school-age children. Throughout the course of a school year, it is inevitable that problems or concerns develop. Most problems can be quickly and satisfactorily resolved when all parties cooperate and work together. Child Care's commitment is to take all your concerns seriously and to work with families in a respectful, professional manner.

Courtesy and respect are standards expected from all staff, students, and parents.

This handbook is intended to inform you about our program. It also serves as one of your contracts with the child care program.

EDUCATIONAL PROGRAM/CHILD CARE PHILOSOPHY

The educational program is based on sound principles of child development. Our goals are to give children a sense of self-worth by helping them develop at their own individual pace while learning basic skills. We want the children to feel confident and secure enough to explore and grow in a stimulating educational and social environment.

We are committed to promoting and supporting all aspects of a child's growth in an atmosphere of respect. Your child is an individual who is an integral member of a group, and whose uniqueness is acknowledged and appreciated by that group.

Children participate in a variety of individual and group activities designed to develop language and reading skills, as well as physical, social, emotional, and intellectual skills and attitudes which will increase their ability to succeed in school.

The development and training of staff is a continuous process, which includes attending workshops, listening to guest speakers, and frequent discussion. The staff is encouraged to visit other programs and to take classes related to child development. Each site has a site supervisor (Lead II) and assistant supervisor (Lead I) and qualified Child Care Attendants. The daily activities are designed to provide appropriate experiences in the following childhood development areas:

CHILDHOOD DEVELOPMENT AREAS

Social Development

- Getting along in groups
- Learning responsible behavior (such as respect, cooperation, empathy, kindness)
- Respecting ethnic/cultural/age/sexual differences
- Expressing feelings appropriately
- NUSD Child Care is a **No Bully Zone!**

Cognitive Development

- Building reading, writing, speaking, and listening skills
- Providing experience with math and science
- Promoting children's curiosity about the world by encouraging observation, exploration, and experimentation
- Fostering imagination and creativity

Physical Development

- Developing large and small muscle skills
- Increasing body awareness
- Improving eye-hand coordination and perceptual skills
- Exploring rhythm and movement

Social - Emotional Development

- Promoting positive self-image
- Fostering cooperation
- Developing independence, initiative, and trust
- Experiencing art, music, drama, and dance

Language Development

- Reading, telling stories and singing
- Adult/Child and child/child communications and interactions
- Talking to each other

DISCIPLINE

Creating a safe and effective learning community is the responsibility of everyone (staff, students, families) in the school community. As members of the community each of us will make mistakes and have opportunities to learn from those mistakes. Nearly every expected and appropriate behavior fits with our 3 guiding principles, which will be discussed with students and staff at the beginning and throughout the year.

Take care of our school.

Take care of yourself.

Take care of each other.

Inappropriate behavior will be addressed in a respectful manner focusing on teaching the skills needed for every student to be a part of the school community in socially useful ways. Students will be asked to use a problem-solving journal to help them reflect on their behavior, talk-it-out and brainstorm solutions, make a plan to work together, or other methods to get them to reflect on their behavior. For our discipline approach to be effective, it is important that good communication exist between home and school, and they support one another. Depending on the seriousness of the infraction, parents may be notified of a student's behavior and be asked to sign a form, speak to the student, or come to a conference at the school.

For **serious problems** in which an extended calming down period is needed for the student or the school, a student may be suspended. The school does not consider suspension to be either punishment or a solution to the long-term problem. It is simply the first step before a conference can be held to create a plan to resolve the problem.

At Child Care, suspensions are required for students involved in a fight (where aggressive physical contact is exchanged), or for students making threats of violence. Violence is not compatible with a healthy, effective learning environment. This policy is reviewed annually with students and the staff will be actively teaching many

forms of conflict resolution. All Child Care personnel will assist students as necessary in solving problems in a non-threatening and effective manner.

Class meetings are held on a regular basis at Child Care. They are an opportunity for problem solving, planning and celebration. Students have the opportunity to ask classmates for problem solving help. Problem solving is only initiated in a class meeting after the students have learned the skills and tools of how to be helpful, not hurtful.

Guidelines for Problem-Solving

- Calm down before beginning
- Treat each other with respect
- No interrupting
- Aim for solutions, not blame
- View mistakes as opportunities for learning

Coming to the Peace Table (Peace Table solutions are recorded on a form)

- Stop. Cool off.
- Talk and listen to each other. Each student describes their view of the problem while the other listens.
- Listen for what you need
- Brainstorm solutions
- Choose the solution you both like best
- Make a plan. Go for it!

Use “I messages” (communicating your feelings is helpful when done respectfully)

- I feel _____ when you _____ because _____.
(feel-one word) (specific behavior) (how it affects me)
- I wish _____ because it bugs me when you _____.

STUDENT CONDUCT REPORT NOTICE

If a student receives a student conduct report notice for any reason, every effort will be made to notify the parent by telephone as soon as possible.

- **Behavior Notice to Parent***. These forms are the most used for correspondence with parents. These notices give parents an opportunity to reinforce good behavior practice and following the rules in Child Care.
- **Student Conduct Report Notice***
 - Step 1. Written warning/probation (Parent conference) Behavior Plan
 - Step 2. Suspension (1 day) Infraction (Parent Conference)
 - Step 3. Suspension (2 days) Infraction (Parent/Director/Teacher Conference)
 - Step 4. Infraction/Termination
- An infraction* shall be given whenever a child receives a suspension. Child care services shall be terminated if the child receives **three infractions of any kind. A pattern of unacceptable behavior or even a single incident of serious misconduct may result in immediate termination.**
- A Child Care Lead teacher may suspend a child for the following day for any act that endangers the safety of the child or others. The lead teacher shall immediately report the incident and notice of suspension to the parent.
- Students suspended from school (either at home or with an in house suspension) are also suspended from Child Care.

*Forms can be found on following pages.

**Child Care
Behavior Notice**

Student: _____ **Date:** _____

Dear Parents,

Today I needed to speak with your son/daughter because of his/her inappropriate behavior.

Please discuss this situation with your child to reinforce proper behavior and attitude at school. Also please sign the bottom of this note and have your child return it to school to assure that you are aware of this matter.

Sincerely yours,

Response from parent: _____

Parent Signature: _____

White – Parent

Yellow – Child Care

Pink – District Office

NEWARK UNIFIED SCHOOL DISTRICT
CHILD CARE CENTER

Student Conduct Report Notice to Parent(s)

Student Name _____ Date _____

The purpose of this report is to inform you of the step process in disciplinary action. We provide an environment where discipline occurs naturally through a combination of support, encouragement, problem solving and limit setting. Students will be issued a Student Conduct Notice for unacceptable behavior.

VIOLATIONS:

- | | |
|---|-------------------------------------|
| _____ Fighting | _____ Destroying, defacing property |
| _____ Encouraging a fight | _____ Committing an obscene act |
| _____ Hurtful teasing; put-downs, capping | _____ Use of profane language |
| _____ Intimidation | _____ Gang related activity |
| _____ Threatening a student or an adult | _____ Possessing dangerous objects |
| _____ Defiance of authority | _____ Sexual or racial harassment |
| _____ Leaving School without permission | _____ Classroom disruption |
| _____ Use of cell phone or electronic devices | _____ Stealing |
| _____ Other | |
-
- | | |
|--------------|--|
| _____ Step 1 | Warning/Probation (Parent Conference) Behavior Plan |
| _____ Step 2 | Suspension (1 day) /Infraction* (Parent Conference) |
| _____ Step 3 | Suspension (2 days) /Infraction*(Parent/Director/Teacher Conference) |
| _____ Step 4 | Infraction/Termination |

FEES ARE NOT REFUNDABLE IF SUSPENDED

Students will be issued a Student Conduct Notice for severe or repeated unacceptable behavior. Center rules are posted at each site and mirror the school's rules. An infraction shall be given for a suspension. The accumulation of three infractions for whatever reason may result in termination from child care services. A child care lead may suspend a child for the following day for any act that endangers the safety of himself or others. The teacher shall immediately report the incident and notice of suspension to the parent and Child Care Director.

Staff Personnel Comments:

Child's Parent Comments:

Please sign and return the white and pink copy and retain the yellow copy for your records.

_____	_____
Staff Personnel Signature	Date
_____	_____
Parent Signature	Date

White-Site Copy

Yellow-Parent Copy

Pink-D.O. Child Care



NEWARK UNIFIED SCHOOL DISTRICT CHILD CARE

Discipline Infraction

Child Care Center _____

Child Care Student _____

Date _____

This is to inform you that your child has received his/her third student conduct report in Child Care. Child Care services shall be terminated if your child receives three infractions of any kind.

Thank you,

Child Care Coordinator

Infraction #

(circle number of infraction)

1 2 3

White Copy – Parent
Yellow Copy – Child Care Center
Pink Copy – District Office

SMOOTH BEGINNINGS

To help you and your child make a smooth adjustment to the child care center, a center visit to meet the Lead II, Lead I and Child Care Attendant is encouraged. The initial contact increases the child's anticipation and makes the child's first day go smoothly.

DAILY SCHEDULE (See following page for Child Care Daily Schedule)

In meeting our educational goals, we have designed a program that is both consistent and flexible. Predictable routines help your child feel secure and increase his or her confidence.

Each day includes both Lead-organized and child-initiated activities, indoor and outdoor activities, active and quiet periods, and group and individual play. Supper is served at 3:00pm and snack is served at 5:00pm (for BGP supper is served at 3:15pm and 5:15pm for snacks). All food provided must be eaten on the premises. Please advise us if your child(ren) have any food allergies we need to know about! Please bring a current doctor's note regarding allergies. You are free to bring a snack for your child in the event they do not like NUSD's menu.

HOMEWORK POLICY

Due to the nature of TK and kindergarten homework (mostly one-on-one work), it is not possible for the Child Care staff to provide TK and kindergarten students with homework assistance. District policy states that TK and Kindergarten parents should be active participants in their child's learning process. The role of the parent(s) is to work with his/her child each evening to have a clear understanding of what the child is learning in school, to provide tutoring, encouragement, interest, and praise in the execution and completion of homework.

The Child Care staff can supervise homework completion for groups of students. The staff members can assist students with brief clarifications or short answers to questions. However, the Child Care staff cannot provide one-on-one tutorial services for individual students, as this would preclude their adequate supervision of the group at large.

2020-2021 CENTER CALENDAR

NO FEE IS CHARGED FOR DAYS THE CENTER IS CLOSED FOR SCHOOL HOLIDAYS.

August 13	First Day of School
Aug. 13 – Sept. 4	Open Early for Kindergarten Early Release Transition to Full Day
September 7	Labor Day
November 11	Veterans Day
Nov 12 – Nov 19	Open Early for Parent-Teacher Conferences **
November 23-27	Thanksgiving Break
December 17	Staff Development/Non School Day
December 18 – Jan 1	Winter Break
January 18	Martin Luther King, Jr. Day
February 8	Lincoln's Birthday
February 15	Presidents' Day
March 1	Staff Development/Non School Day
April 2 -9	Spring Break
May 31	Memorial Day
June 2	Last Day of School

**All students are released early in November for Parent/Teacher conferences; there will be no extra fee for this time.

Child Care Program/Daily Activities:

CHILD CARE PROGRAM/DAILY ACTIVITIES	
TIME	ACTIVITY
2:32 to 3:00 PM	Arriving, greeting, group sharing time
3:00 to 3:30 PM	NUSD/Child Nutrition SUPPER meal
3:30 to 4:00 PM	Homework/quiet activity/reading
4:00 to 4:30 PM	Outdoor play
4:30 to 5:00 PM	Indoor activity (hand-on-activities)
5:00 to 5:15 PM	NUSD/Child Nutrition SNACK meal
5:15 to 5:30 PM	Free indoor play/Reading activity
5:30 to 6:00 PM	Group activity

BGP CHILD CARE PROGRAM/DAILY ACTIVITIES	
TIME	ACTIVITY
2:47 to 3:15 PM	Arriving, greeting, group sharing time
3:15 to 3:30 PM	NUSD/Child Nutrition SUPPER meal
3:30 to 4:15 PM	Homework/quiet activity (reading time)
4:15 to 4:45 PM	Outdoor play
4:45 to 5:15 PM	Indoor activity (hand-on-activities)
5:15 to 5:30 PM	NUSD/Child Nutrition SNACK meal
5:30 to 5:45 PM	Free indoor play/Reading activity
5:45 to 6:15 PM	Small group activity

Fridays are minimum days. The students will have a relaxed time where they can watch an age appropriate movie and have opportunities for hands-on activities and outdoor sports and games.

Transitional Kindergartens have lunch, rest, and indoor/outdoor play with their Child Care teacher and classmates.

CHILD CARE FEES & PAYMENTS

- **Child Care fees cover the 180 days school is in session, no fee is charged for school holidays and teacher workdays. There are nine equal payments, to help you budget, during the school year (August/September, October, November, December, January, February, March, April and May/June).**
- ***Families can enroll students in child care at any time during the school year providing space is available and fees must be paid before students first day of child care.***
- There is no discount when temporarily participating in after- school activities, such as Homework Club or recreational activities. There are times when these after-school programs have been cancelled at the last minute and/or the children did not wish to participate on certain days. We must schedule staff on a regular basis and maintain state ratios of adults to students. Therefore, **whether or not your child participates in after- school activities, your child care fees will be calculated from the regular classroom dismissal time to the time your child is signed out of child care.**
- Don't forget that **Fridays are early dismissal days**. In selecting the hours you need, you must remember to calculate longer child care hours on Fridays.
- For Kindergarten students, a flat fee of \$248.00 will be added to the first child care invoice to cover Early Release during Kindergarten to full days. Registration is available for Kindergarten Transition only. If enrolled in Child Care, the flat fee will be in addition to contracted fee and billed on the same invoice.
- **For all new TK, Kindergarten and new students, we require payment before the first day of attendance at child care.**
- There will be no proration of fees the first billing cycle of the new school year.
- **Initial registration requires pre-payment before your child/ren can attend child care. You will need to bring your completed application (one per family) , emergency form (one per child) and disaster form (one per child) along with your payment to be registered for child care services.**
- If you pick up your child after Child Care's scheduled closing time of 6:00 pm, you will be charged \$25.00 for 1 min to 15 minutes. There will be a charge of \$1.00 for each additional minute from 16 minutes to 60 minutes. Beyond the 6:30 pm, you will be issued an infraction and the late pick up fee. Children not picked up by 7:00 pm will be referred to the Newark Police Department. Three infractions of any kind will lead to termination of the program. **Fees associated with late pick-up will be billed on a separate invoice and is due within 24 hours of late pick up.**

REVISING CONTRACT OR EXITING CHILD CARE PROGRAM

- **There are no refunds for unused hours, including absences, dropping from the program, family vacations, personal matters and travel.**
- **It is the responsibility of the parent/guardian to notify child care staff regarding changes in hours of service by the 20th of the month preceding the change in hours. Parents must come to the Child Care District Office and fill out a Revised Enrollment Contract. The Revised Enrollment Contract is also online at www.newarkunified.org, under Child Care Department. There is a \$10 Administrative Fee for revising a contract.**
- **Please fill out our Enter/Exit Notice if you are dropping your child from the program. Depending on the day of the month you drop your child, you may have a balance due which must be paid in full, and if such is the case, a \$10.00 administrative fee will be assessed.**
- **Child Care Office must receive an Exit Notice two weeks in advance if student(s) will be dropped from the program. Balance on the account must be paid by the last attendance day.**
- **The monthly invoice total is based on the number of hours indicated on the first page of the Child Care Enrollment Contract. It is the responsibility of the parent/guardian to notify child care staff regarding changes in hours of service by the 20th of the month preceding the change in hours. We must receive the NUSD Revised Child Care Enrollment Contract with the updated hours from the parent or guardian to make any changes. A \$10.00 administrative fee will be charged for revising the contract.**

- **The hours that you indicate on your contract are the only hours that your child may attend.** This is for your child’s safety and so we meet State ratios. We may have placed other students in the spots where there was an opening. If you go over your contracted hours, **you will be billed on a separate invoice to cover the overage which is due seven (7) days from invoice date.**
 - If you schedule a vacation during the school year, your monthly fee **is not reduced or refunded.**
 - **You can submit your *Revised Child Care Contract*, along with a \$10.00 administrative fee directly to the Child Care Office located at: 5715 Musick Ave, Room 21.**
-

Newark Unified School District
Child Care

Exit Notification

Child Care Center _____

Student’s Name _____

Parent/Guardian Giving Notice _____

Form of Notification (phone call, written or verbal) _____

Date of Notification _____ Last Day of Attendance _____

White Copy – Child Care Admin

Yellow Copy – Child Care Account Tech

2020-2021 CHILD CARE PAYMENT SCHEDULE

Payment Number	Payment Due Date*	Days of School	Dates Payment Covers
1 of 9	9/1/2020	20	August 13, 2020 - September 10, 2020
2 of 9	10/1/2020	20	September 11, 2020 - October 8, 2020
3 of 9	11/1/2020	20	October 9, 2020 - November 5, 2020
4 of 9	12/1/2020	20	November 6, 2020 - December 11, 2020
5 of 9	1/4/2021	20	December 14, 2020 - January 27, 2021
6 of 9	2/1/2021	20	January 28, 2021 - February 26, 2021
7 of 9	3/1/2021	20	March 2, 2021 - March 29, 2021
8 of 9	4/1/2021	20	March 30, 2021 - May 4, 2021
9 of 9	5/1/2021	20	May 5, 2021 - June 2, 2021

RECERTIFICATION FOR ALTERNATIVE PAYMENT PLAN FAMILIES (APP)

Families receiving subsidized child care payments are required to be recertified at least every year **OR** whenever there is any change in eligibility status with the alternative payment program. It is the responsibility of the parent to notify the child care center staff and alternate payment program agencies of any change in eligibility status within **five (5) calendar days**. If your agency terminates your eligibility or reduces your hours of coverage, the parent will be responsible for payment of fees.

PARENT RESPONSIBILITY

Parents must follow the guidelines of the Alternative Payment Program Handbook, as well as the rules and regulations of Newark Unified School District Child Care. Failure to properly fill out, sign, and keep alternate payment forms current, may result in termination from the alternative payment agency or Newark Unified School District Child Care. *All parents will have to fill out a child care enrollment application every year.

PAYMENT AND COLLECTION

- Invoices are distributed to the center and put in the Parent Binder with the Sign In/Out sheets. If you have students at both Birch Grove Primary and Birch Grove Intermediate, you will pick up all invoices and communications at Birch Grove Intermediate. You will have a Sign In/Out sheet at both centers. **It is the parents' responsibility to pick up invoices and communications.**
- Fees are due and payable on the **1st day** of the month.
- Fees are delinquent the day after the invoice due date with a \$25.00 late fee charge. If the due date falls on a weekend or holiday, the fee is due the following school day.
- Fees shall be considered delinquent after 6:00 p.m. (6:15 p.m. at Birch Grove Primary) on the due date. The child care Account Technician will notify parent/guardian in writing that fees are delinquent and payable immediately.
- Fees and other charges that are delinquent after 30 days will result in **immediate termination.**
 - Upon termination of services for nonpayment of delinquent fees, the family shall be ineligible for child care services for up to six months from the date the charges are cleared.

- The child care district staff computes all fees. **Please use the customer # and student name on the invoice and receipts for all correspondence regarding payment. Please return the bottom part of the invoice with your payment or write invoice number on check.** Please read your statement carefully and write the check or money order for the **exact amount of payment.**
- All fees are payable by personal check, cash or money order to Newark Unified School District and collected by child care staff. You can sign up with your bank for automatic electronic withdrawals to pay your child care fees monthly. Please include customer number, or current invoice number or student name on your check or money order. Credit card payments may be made online at www.myschoolbucks.com, with a convenience fee. NUSD cannot accept payment over the telephone and cannot accept credit card payments.
- **The monthly invoice total is based on the number of hours indicated on the first page of the Child Care Enrollment Contract. It is the responsibility of the parent/guardian to notify child care staff regarding changes in hours of service by the 20th of the month preceding the change in hours. We must receive the NUSD Revised Child Care Enrollment Contract with the updated hours from the parent or guardian to make any changes. A \$10.00 administrative fee will be charged for revising the contract.**
- All fees must be **paid in advance.**
- Receipts will be provided within 30 days. **Save your receipts.** The NUSD Child Care does not send out end of the year summaries. **If a summary is requested, there will be a \$10.00 charge for this service. Two (2) weeks' notice must be given for your summary statement.**
- Fees are not refundable if your child is absent, on vacation, suspended or terminated from the program.
- **Failure on the part of the parent to keep fee payments current will lead to termination of child care services.**
- **Parent will be charged \$25.00 for a returned check and a \$25.00 late fee.** All future payments must be made by cash, money orders or cashier's checks.
- **Late Pick-Up Fees are due and payable at the time of the late pick up or within 24 hours without exception. Failure to comply can lead to termination.**
- **Child care services shall be terminated if there are three infractions issued for late pick-ups, discipline actions, parental infraction, returned checks, or any combination of infractions. In case of termination, no refunds will be issued.**
- A monthly fee sheet and letter shall be used to inform the family of the following: (1) the total amount of unpaid fees; (2) the fee rate; (3) the period of delinquency; and (4) that services will be terminated if delinquent fees are not paid after 30 days; (5) continued late payments may result in immediate termination. A Letter of Termination will be issued if payment is not received. Please call Nidia Sanchez-Rico at (510) 818-4159 or our Account Technician, Sharon Tokubo at (510) 818-4223 to resolve payment issues.
- All payments due during the previous fiscal year (**July 1 - June 30**) must be cleared prior to the start of the new school year in the fall for continued enrollment.
- **If there are any outstanding child care fees on the last day of school, your child's report card will be withheld until all charges have been paid. Additionally, students whose parents have not paid all NUSD Child Care fees will not be able to enroll in Child Care for the fall. For all families on "financial probationary status," all fees and payments must be made in advance with a cashier's check or money order. No personal checks will be accepted.**
- **Payments made after the last due date in May must be made by cash, money order or MySchoolBucks. Personal checks will not be accepted.**
- **Delinquent Accounts: *If payments fall delinquent and are not paid in full, they will be sent to a collection agency after 6 months of delinquency. You will incur further fees.***

ENROLLMENT PRIORITIES/WAITING LIST

If any center is full the student can be placed on a waiting list with completed enrollment paperwork, the determining factor shall be the date of the application and when space is available.

ATTENDANCE AND ABSENCES

- All absences must be verified. Your child is expected to attend every day. (Unless other arrangements with child care have been made.) **The parent/guardian is required to notify the center when a child will not attend for any portion of the day.** The parent/guardian may notify the center of an absence by 1) a phone call to the center, or 2) a voice message may be left on the center's Voice Mail (which operates 24 hours a day), or 3) a written message left in the parent communication notebook. The parent communications notebook is located by the center's sign-in/sign-out book and any written message must be signed by the parent/guardian. Staff will initial the written message thereby notifying the parent/guardian that the message was received. You will receive an absence infraction if we are not notified of your child's absence.
- Children enrolled in the **Alternative Payment Program** are not allowed more than three (3) absence days a month, including days of illness. Failure to attend the program may result in termination. A waiver may be given if a note from the child's health care provider, documenting an illness exceeding three (3) days, is provided and/or family emergency documentation is provided. The parent is **required to sign for absences with full signature**. This is a state licensing requirement. Failure to comply with this procedure can lead to termination from the program. **The parent must sign and state the reason when any child is absent, verifying knowledge the child was not in child care. Parent are required to call Child Care District Office or child care site to inform them of absences.**
- **Families that receive Alternative Payment child care services are not allowed more than ten (10) Best Interest days per fiscal year (July 1 – June 30).** Best Interest days include vacation time, Mom/Dad or guardian off work, visiting with a family member, or any reason in the best interest of the child(ren). For any other absence, NUSD has the right to determine if a day is best interest, excused, or unexcused. The California Department of Education authorizes NUSD to use Best Interest days for NUSD Staff training days. Once a child exceeds their **10** Best Interest days, the parent is responsible to pay NUSD the full daily rate for the additional unexcused days. If a parent exceeds the **10** days and does not pay the full fee for the additional days, they will be terminated immediately.
- **Emergency Form: It is important to keep your emergency form current and up-to-date. Child Care Leads will release a child only to the parent or someone authorized by the parent with proper identification, 18 years old or older as indicated on the Emergency Form. Please notify the Child Care Center if someone not listed on the Emergency Form is picking up your child. A request for exception to this policy must be in writing and must be approved by the site designee. Please advise the person picking up your child they will be asked to show picture identification. If LEGAL CUSTODY papers exist regarding your child, child care must have a current copy on file for everyone's safety.**
- The on-site center staff will initiate a search for any child who has attended school but who has not reported to the center. If the child is not located within one hour, the police department will be called for assistance. If a parent/guardian has failed to notify the center that the child will not be attending and staff has initiated a search for that child, an infraction will be issued to the parent. If the same situation occurs the second time, parents will be required to meet with the Child Care Coordinator to insure that the center receives proper notification of absences or pick up, and a second infraction will be issued. If three infractions occur, a Notice of Intended Action to terminate Child Care will be issued. The parents or guardians can request a written request for an appeal hearing. Please call the site or Child Care District Office (510-818-4138) if your child is going to be absent.
- Parents will be notified immediately if a child is ill or injured at child care.
- If a family drops from child care and later wishes to return, reinstatement **cannot** be guaranteed. **Spaces in child care will not be held**. If space is available, children may return to the program. **There is a \$10 fee for reinstatement due prior to attending child care.**

NEWARK UNIFIED PREPAID DROP-IN SERVICE PROGRAM

The Newark Unified Extended Day Program offers a Prepaid Drop-In Service Program for parents who have an emergency and need the service no more than twice during the month. The plan is not to be used to supplant the

regular child care program. If you need a few hours each week or bi-weekly, you must sign up for the regular child care service of 0-6 hours per week. If you have an emergency and need more than one day, you will be charged the daily rate for Child Care according to the hours you need, if space is available. We also offer short term pre-paid child care. The minimum fee is \$78.00 for 10 hours and \$156.00 for 20 hours, **the balance can be used through the last day of the school year.** A \$10.00 Administrative fee will be added for this service.

All checks or money orders should be made payable to Newark Unified School District. The Child Care Office will track the hours of service utilized by each student who is registered as a Drop-In. **Any unused hours will not be refunded.**

It is required, and the parent's responsibility, to **notify the child care center, or the child care office 24 hours in advance** with a phone call in order to reserve a space for their child in the program. **Attendance will not be allowed without a 24-hour advanced notice.**

This special service is open, **exclusively, to school age children, and is good only during the school year,** excluding all holidays, school vacations and scheduled school days off.

An Emergency and Disaster Release Information form for the child must be filled out prior to service and will be kept on file at the childcare center attended. Only the center retaining this information for the child may be used.

All rules and procedures, including those for discipline and late pick-up, will follow those posted in the Child Care Handbook (available at the center and online). Parent(s) who pick up their child(ren) 1 minute to 15 minutes late will be charged the standard **\$25.00 late pick-up fee, 16 minutes and later is an additional \$1.00 per minute late fee.** These fees are payable upon pick-up of the child that day. **Children who are not picked up by 7:00 p.m. will be referred to the Newark Police Department.**

RESIDENCY

Students attending child care must attend school in the Newark Unified School District. See district form, Declaration of Resident of Parent/Legal Guardian. This form must be on file in the school office or may be requested by child care staff.

CONFIDENTIALITY OF RECORDS

Family records are confidential and kept in secured files accessible to authorized persons only. Written permission is required to release family information. Occasionally, a student in child care has been the subject of or a witness in an investigation by the Newark Police Department and/or Child Protective Services (CPS). It is the School Board's policy to fully cooperate with these agencies. Every attempt will be made to notify parents if the police or CPS has interviewed their child.

DROP OFF AND PICK UP PROCEDURES

- **All children must be walked in and out of the center by parents or an adult designated by the parent.**
- A special release form must be on file at the center if any person under the age of 18 will be picking up a student.
- Students 10 years of age or older must have a release form signed and on file with Child Care to walk home on their own from Child Care. A parent must inform the Child Care Center each time they want their child to walk home.
- **Parents are required by state regulations to use a daily sign in and sign out sheet for documentation purposes.** The Sign-in/Sign-out sheet is the legal record of the time a child is in the center's care. The Sign-in/Sign-out sheets are located in a binder in each Child Care center at sign out table/counter. These sheets must be signed when dropping off and picking up your child each day at the center. No child will ever be "sent home" for any reason without an approved adult signing out the child.

Newark Unified School District

Permission To Walk Home From Child Care

The child must be 10 years old or older to walk home from child care. Parent must call child care every day they want the child to walk home and have a staff member sign them out (This form must be on file).

NO CHILD WILL BE ALLOWED TO LEAVE TO WALK HOME AFTER 5:00 P.M.!

NO EXCEPTIONS

Newark Unified School District/Child Care will not be held responsible for this child after leaving child care to walk home.

Student Name _____

Birthday _____

Parent Signature _____

Date _____

Parent must call to inform child care every day that they want their child to walk home. We must receive the phone call or the child will not be allowed to leave.

NEWARK UNIFIED SCHOOL DISTRICT

Order and Consent of Release of Parent/Guardian

(Note: Child Care Policy permits release of a child only to the parent/guardian or an individual authorized by the parent/guardian with proper identification eighteen years or older unless this "Order and Consent of Release of Parent/Guardian" is requested by the parent/guardian and approved by the Superintendent or his designee.)

I, _____, hereby order and give my consent to the
(parent/guardian)

Newark Unified School District to release my minor, _____,
(child's name)

into the custody and care of any of the following named individuals in my stead:

1. _____
name age if under 18 relationship to parent/guardian

2. _____
name age if under 18 relationship to parent/guardian

3. _____
name age if under 18 relationship to parent/guardian

In making such order and in giving said consent, I hereby release and hold harmless the Newark Unified School District and any of its officers, agents, or employees from any responsibility arising out of or related to the release of said minor child to any of the above-named individual under the age of 18.

signature of parent/guardian date

address phone

school site

AFTER-SCHOOL ACTIVITIES

If your child attends after-school activities, the child must sign in at the child care site immediately after the close of school and return after the end of the after-school activity. **Parents must come to the center and sign out your student before taking them home. (This is the state rule.) Students may not leave for after school activities without reporting to the Child Care Center and signing themselves out. If parents or students disregard the rules, students will not be allowed to attend the after-school activities. Students and parents must leave the child care area after signing their child out of child care. We are not responsible for any students after leaving child care.**

LATE PICK-UP

It is important that each child be picked up before 6:00 p.m. (6:15 p.m. for Birch Grove Primary) when the center closes. If you are going to be late, please call the center. It may be possible to arrange for a friend, neighbor or relative to pick up the child. **Child Care personnel may NOT transport children.**

Fees are charged as follows to both Alternative Payment and Full Fee Families. Late fees are for services outside the contracted hours. *Refer to Payment and Collection.

Late Fee Schedule for Alternative Payment and Full Fee Families:

<u>Number of Minutes Late</u>	<u>Charge</u>
1 minute to 15 minutes	\$ 25.00
16 minutes to 60 minutes	\$ 1.00 per each additional minute

- Beyond 6:00 P.M. you will be issued the late pickup fee and an automatic Infraction.
- Children not picked up by **7:00 p.m. will be referred to the Newark Police Department**
- **Payment of late pick-up fee is due and payable at the time of the late pick up or within 24 hours without exception.**

INFRACTIONS

One infraction is given after a late pick up of 6:00 pm or later (6:15 pm for BGP) and for each subsequent late pick-up. Child care services shall be terminated after **three infractions of any kind.**

Parents may also receive an infraction for failure to comply with the Rules and Procedures of Child Care.



NEWARK UNIFIED SCHOOL DISTRICT CHILD CARE

Late Pick-Up Infraction

Child Care Center _____

Child Care Student _____

Date _____ Pick-Up Time _____

This is to inform you that your child has received an infraction for failure to pick-up your child by 6:00pm (6:15pm BGP) from Child Care.

Late pick-up fees are as follows: \$25.00 from 6:00 pm to 6:15pm
\$1.00 per minute there after

BGP late pick-up fees as follows: \$25.00 from 6:15 pm to 6:30pm
\$1.00 per minute there after

Your fee amount that is due and payable is \$ _____

Late pick-up 6:15 pm (6:45 pm BGP) or later – you will be issued the late pick-up fee and an automatic INFRACTION. Newark Police will be notified if children are not picked up by 7:00 pm.

Late pick-up fees are due within 24 hours, without exception. Failure to comply can lead to termination of Child Care services. Child Care services shall be terminated after three infractions of any kind.

Thank you,

Child Care Coordinator

Infraction #

(circle number of infraction)

1 2 3

White Copy – Parent
Yellow Copy – Child Care Center
Pink Copy – District Office

OVERAGE

The only days that your child may attend are the days and hours that you indicate on your contract. We must meet State ratios and we may have placed other students in the spots where there are openings. If you go over your contracted hours or come on a day other than your contracted days, **you will be billed on a separate invoice to cover the overage, payable upon receipt.** Overages are calculated by reviewing the monthly sign in/out sheet and determining how many hours each week are used above the contracted hours. The weekly overages for the month are billed at the hourly rate of \$7.00 per hour. If a family has monthly overages more than twice, they will be required to fill out a Revised Contract to increase their child care hours.

IN CASE OF EMERGENCY

Call the Center immediately and let them know your emergency or call the Child Care District Office at 510-818-4138, Monday through Friday, 7:00 a.m. – 3:00 p.m.

IN CASE OF FIRE OR EARTHQUAKE EMERGENCY

If we have a fire or earthquake during our Child Care hours and school site staff has left for the day, we will follow the same procedure the school has in place. We will leave with the students to a safe location. We will contact the parents as soon as possible and stay with the students until parents or relatives can pick up their children.

TERMINATION OF CHILD CARE

Child care services shall be terminated for any of the following reasons:

- Failure to maintain eligibility and need requirements
- Repeated failure of the child to maintain appropriate behavior (see Discipline Policy)
- Failure to pay applicable fees in full and on time (see Payment and Collection Policy)
- Repeated failure to pick child up at closing (see Late Pickup Policy)
- Parent or relative's misbehavior in front of the students and staff
- Accumulation of **three infractions of any kind**

If child care services are terminated for any of the above reasons, the child will not be eligible for readmission for six (6) calendar months and only if space is available. **NO REFUNDS.**

You may voluntarily withdraw your child/children from the center by notifying the Child Care Office and filling out an Exit Notice. **Ten days of absence without notification will be considered a voluntary withdrawal. NO REFUNDS.**

HEALTH

In order for your child to get the most out of his/her school day, he/she needs to be in good health. Do not bring your child if he/she cannot participate fully in the indoor and outdoor programs. Children should be kept at home when they are ill, have a temperature, or have other signs of illness.

It is important that the persons listed on your Emergency Form be available to pick up your child in case of illness or an accident. Please keep these numbers current and up to date. **Emergency pick up persons will be asked to show a pictured I.D.**

The Alameda County Health Department (6066 Civic Terrace Ave. Newark, 505-1600) gives schools and parents certain rules to go by when a child has a disease that is contagious.

Below are a few:

- Chicken Pox: Keep home until after blisters are scabbed. This may be 7 or more days.
Common Cold: Keep home; most contagious in early stages.
Fever: A child running a 100 or higher fever must be picked-up from child care immediately and kept home and fever free without medication for 24 hours before returning to Child Care.
Ring-Worm - Scalp: Send infected child home until under medical care. Permit child to return to school when physician says it is okay (under treatment for 24 hours).
Ring-Worm - Body: Keep home until he/she has been medicated. May return to school when dry or covered.
Impetigo: Keep child home until blister spots are under medical treatment and covered.
Lice: Call parent to start treatment of lice or nit.
Pink Eye: Exclude from school until cured or under medical treatment.

MEDICATIONS

In order for us to give children medicine at school, state law requires that we have the following:

- Written permission from parent and from the child's doctor.
- Medicine labeled by a pharmacist with dosage and time of administration. (You may wish to have pharmacist use two containers for medicine so that one may be left at the center.)
- We are unable to administer over the counter medications, such as aspirin, aspirin free tablets, cough lozenges or medical ointments unless a doctor prescribes them in writing. Permission forms are available from the center office (**see following page**).

If your child has an ALLERGY OR AN ALLERGIC REACTION to any food or drug or a medical condition, please bring an updated doctor's note to keep the child care center informed. Based on these needs, we will order food from Child Nutrition Services that is in compliance with the child's needs.

Notification of Personnel – If your child has any medical issues such as diabetes, asthma, allergies, etc., please make sure the staff is kept informed in writing and verbally. If a substitute teacher is on duty or a staff member that is not familiar with your child, please take time to tell the substitute of any health problems, or special needs information regarding your child in order that they may be fully aware of all problems. This is very helpful to our staff and operation of the centers, and the continued safety and welfare of your student(s).



NEWARK UNIFIED SCHOOL DISTRICT

5715 Musick Avenue
Newark, California 94560
(510) 818-4146 FAX (510) 793-4101

Permit to Administer Medication

To: Parent or Guardian and Attending Physician

The California Education Code, Section 49423, provides that a student may be assisted with the administration of medication by the school nurse or other designated school personnel if the school receives: (1) a written statement from the student's physician detailing the method, amount, and time schedules by which such medication should be taken; and (2) a written statement from the student's parent or guardian stating his or her desire that the school district assist in the matters set forth in the physician's statement. Education Code 49423 does not require the school district to assist students in the administration of medication. The regulations apply to "over-the-counter" as well as prescription medications.

The school supply of medication must be in an original pharmacy-labeled container. Medications under jurisdiction of the Federal Controlled Substance Act must be brought to the school by an adult. The label shall contain: name and telephone number of the pharmacy, student name, physician name, dosage, and time and frequency of administration. Over-the-counter medications must be in the original manufactured container. When the school supply of the medication is depleted, additional medication must be brought to school in a new container, labeled as described above, with the most current prescription. All medications brought to school must be kept in a locked storage area.

Student Name	M/F	Birthdate
School	Grade/Room #	Date
Physician Name	Phone	

I hereby request that the school assist me with the administration of medication to my child during school hours and I give my consent to the school and doctor to exchange any information concerning my child.

Parent Signature

This section must be completed by the attending physician and all information below shall be provided on the prescription label.

Student Name	Medical Record #
Medication	
Specific Dosage Order	Time(s)
Duration of this authorization (not to exceed June 30th of this school year)	

Physician Signature	Address	Phone
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Education Code, Section 49423: any pupil who is required to take, during the regular school day, medication prescribed for him by a physician, may be assisted by the school nurse or to the designated school personnel if the school district receives (1) a written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken and (2) a written statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matter set forth in the physician's statement.

PARENT INVOLVEMENT/PARTICIPATION

We always welcome your ideas, concerns, comments, suggestions, and participation. Your participation in the center is important because it makes us partners in the education of your child. We want to work with you to provide learning opportunities, which match your child's own pace and style.

Due to the nature of TK and kindergarten homework (mostly one-on-one work), it is not possible for the Child Care staff to provide TK and kindergarten students with homework assistance. District policy states that TK and Kindergarten parents should be active participants in their child's learning process. The role of the parent(s) is to work with his/her child each evening to have a clear understanding of what the child is learning in school, to provide tutoring, encouragement, interest, and praise in the execution and completion of homework.

The Child Care staff can supervise homework completion for groups of students. The staff members can assist students with brief clarifications or short answers to questions. However, the Child Care staff cannot provide one-on-one tutorial services for individual students, as this would preclude their adequate supervision of the group at large.

MESSAGE BOARDS/PARENT INFORMATION BOARD

Each child care site has a parent information board. Important schedule changes, forms requiring signatures for events, and announcements are posted. **Please check the Parent Board regularly.**

YOUR RIGHTS AS A PARENT IN THE NUSD CHILDCARE PROGRAM

As a parent concerned with your child's well-being and education, we encourage you to bring your questions and concerns about our program first to the lead teacher/site director whenever they occur. If any issue is still unresolved, you may request a meeting with the Child Care Coordinator, Nidia Sanchez-Rico (510-818-4159) Monday through Fridays. If your issues are not satisfied after meeting with the Child Care Coordinator and other child care staff, you may request a meeting with a Designee of the Superintendent's Office. You also have the right to visit the center at any time. We value building a partnership with you, and therefore we encourage you to be in close and frequent communication with us.

It helps us to know about family changes, such as a grandparent's visit or a new baby. If there are **LEGAL CUSTODY PAPERS, COURT ORDERS, OR RESTRAINING ORDERS** regarding who can or cannot pick up the children, child care must have a current copy of this paper on file in order to provide protection for your child(ren) and to provide these papers to law enforcement in case of necessity. We appreciate verbal notification at all times, but are required to have legal papers in our possession. Failure to do so places our staff and students in possible dangerous situations.

Feel welcome to spend time at your child's center. We look forward to getting to know each family. Since children are often with us for several years, we see ourselves as a meaningful part of your children's lives.

You are your child's most influential teacher. Your participation in the school says that you value education. There are a variety of ways you can help in the child care center such as:

- Sharing special talents and knowledge
- Actively checking the information boards at our centers
- Sharing cultural heritage

CLOTHING

Children are active in the center. They will be using expressive materials including paint (which may not wash out), water, mud, etc. In addition, they will be involved in climbing and running activities. Please dress your child in comfortable, appropriate clothing, and sturdy shoes that conform to the district's mandatory dress code. Please also be mindful about the weather and send additional clothing as needed.

If you are concerned about your child's clothing, please send a change of clothing. Please label the clothes to prevent lost items. Twice a year we send unclaimed clothing items to the school's lost and found.

DO NOT BRING CANDY OR GUM TO CHILD CARE CENTER

Gum and candy are not allowed in Newark Unified School District Child Care Centers as they cause disruption of the program, issues with students (sharing with some and not others), and sticky messes. For the same reason the District doesn't allow gum on any of our campuses as it causes hours of cleanup by the custodial staff.

DO NOT BRING TOYS OR ANY VALUABLE PERSONAL ITEMS

Our centers have toys, games and activities for your child. **Please make sure your child does not come with toys or any valuable personal items from home. No electronic devices or cell phones are allowed in Child Care centers. Board Policy applies to Child Care Centers as well! If the child needs to contact parent, including medical emergencies, they must use the Child Care phone!**

CELL PHONES / ELECTRONIC DEVICES

We respectfully request that parents **do not use their cellular telephones or electronic devices while in the center**. If you must use your cellular telephone, **please step outside the center**. It is distracting to the staff and the instruction in our program. Children are away from you all day. It is important that parents arrive at the center ready to greet their child/children without distraction of cellular telephone conversations.

Newark Unified School District Board Policy BP 5131

Possession of Cellular Phones and Other Electronic Signaling Devices: Except for prior consent for health reason, **use of electronic signaling devices, including but not limited to pagers, beepers, and cellular/digital telephones is prohibited during school hours.** Use of signaling devices may be used before and after school and during some school-related activities such as sporting events. If disruption occurs, the employee may direct the student to turn off the device and/or confiscate the device until the end of the activity.

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health-related purposes. (Education Code 48901.5).

RULES FOR SAFETY AND CONDUCT

- All drivers should drive slowly and park safely at the center and in the surrounding neighborhood.
- Do not park in "restricted", "handicapped", and "No Parking" (red) zones.
- Do not leave purses or valuables in open or unlocked cars.
- Remember to close all gates after you exit to assure the safety of all children.
- Hitting, yelling, and using offensive language is not permitted by any parents, staff or children at any of our centers or at agency functions.
- Do not leave children unattended in your car while you are dropping off or picking up other students.

- State law at all early care and education centers, playground, and parking lots prohibits smoking.
- **Do not stop in front of the centers, blocking traffic and student entrances and exits. If you stop or park in front of the centers, it will be cause to terminate your contract with Child Care.**
- **Students are not allowed to purchase anything from outside vendors before or after school.**
- **You have to come in to sign your child in and out during AM and PM hours. Do not send your child alone into the child care center.**

CAR SEAT AND HELMET LAW

Effective January 1, 2002, California Vehicle Code states that children must be in an approved car seat until they are 6 years age or older; or weigh 60 pounds or more. NUSD Child Care is required by law to notify Child Protective Services and our local police authorities of non-compliance with this regulation. If children are riding their bicycles or scooters to school, they are required to wear a helmet.

CHILD ABUSE POLICY

The California Penal Code states that our staff must report any unusual marks found on a child, or statements made by a child that may indicate “suspected” abuse or neglect, to the police or Child Protective Services. Failure by our staff to report suspicious situations within 36 hours is a misdemeanor for the staff member, punishable by 6 months in jail and/or a \$1,000 fine. Parents whose children have birth marks should communicate this to staff to avoid unnecessary reports. The same practice should apply to parents and all staff members to report any abuse witnessed or suspected by Child Care or school staff.

ACCESS CHILD CARE INFORMATION ONLINE

To get application forms, fee schedules, the district handbook, and up to date information about what is happening in Newark Unified School District, visit us online. Go to www.newarkunified.org, click on Departments on the top menu, then scroll down to Child Care. Please use this as a means of obtaining updated information for parents. Our forms are available in English and in Spanish.

UNIFORM COMPLAINT POLICY AND PROCEDURES FOR DISCRIMINATION CLAIMS

It is the policy of the Newark Unified School District to ensure that its programs, activities, services, and personnel practices comply with state and federal laws and regulations governing educational programs.

The District shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination against any protected group as identified under Education Code 200 and 220 and Government Code 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or physical or mental disability or age, or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics in any district program or activity that receives or benefits from state financial assistance. (5CCR 4610)

To this end, the District shall investigate and follow uniform complaint procedures in responding to complaints alleging unlawful discrimination or failure to comply with state or federal law in child basic education, adult basic education, vocational education, child care and development programs, child nutrition programs, and special education programs.

COMPLAINT CONFIDENTIALITY

Effort will be made to protect the privacy of parties involved in a complaint. Files pertaining to complaints handled under this process are confidential and therefore will only be discussed on a need-to-know basis as a means of investigating and resolving the matter(s).

A complete copy of the procedures to follow when filing a complaint may be obtained from any school site or the District Office.

SEXUAL HARASSMENT

It shall be the policy of the Newark Unified School District that sexual harassment is deemed unacceptable conduct in the workplace and will not be tolerated.

All individuals are entitled to a work and academic environment free from all forms of discrimination, including sexual harassment.

Sexual harassment is a form of personal misconduct that undermines the integrity of employment and academic relationships. No individual, either male or female, should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that lowers morale and that, therefore, interferes with work or academic effectiveness.

Each supervisor has a responsibility to ensure that the educational setting is free of sexual harassment. This duty includes discussing this policy with all employees and assuring them that they are not to endure insulting, degrading or exploitive sexual treatment.

SEXUAL HARASSMENT COMPLAINT CONFIDENTIALITY

Effort will be made to protect the privacy of parties involved in a complaint. Files pertaining to complaints handled under this process are confidential and therefore will only be discussed on a need-to-know basis as a means of investigating and resolving the matter(s).

SEXUAL HARASSMENT DEFINITION

Definition: (Ed Code 48900. 212.5):

For purposes of this policy, "sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:

- (a) Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- (b) Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- (c) The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of causing an intimidating, hostile, or offensive work or educational environment.
- (d) Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

A complete copy of the procedures to follow when filing a complaint may be obtained from any school site or the District Office.

NONDISCRIMINATION STATEMENT

Newark Unified School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in any of its policies, procedures, or practices. This nondiscrimination policy covers admission and access to, and treatment and employment in the District's programs and activities, including vocational education. Inquiries regarding these equal opportunity policies, the filing of grievances, or to request a copy of the District's grievance procedures may be directed to:

Mrs. Jessica Saavedra , Human Resources Assistant Superintendent
5715 Musick Ave.
Newark, CA 94560
(510) 818-4242

The District recognizes its obligation to provide overall program accessibility for disabled persons. Contact the Section 504 Coordinator to obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by disabled persons.

Special Education Department
5715 Musick Ave.
Newark, CA 94560
(510) 818-4209

Inquiries regarding Federal laws and regulations concerning nondiscrimination in education or the District's compliance with those provisions may also be directed to:

Office for Civil Rights
San Francisco Office
U.S. Department of Education
50 Beale Street, Suite 7200
San Francisco, CA 94105-1813
(415) 486-5555

The lack of English language skills will not be a barrier to admission and participation in the District's educational programs.

Alternative Payment Program Referrals

These programs are not centers. They pay for child care but do not provide it. You must qualify for this benefit.

Estos programas no son centros. Ellos pagan por el cuidado de niños, pero no lo proporcionan. Debe calificar para este beneficio.

4C's of Alameda County

Hayward Office
22351 City Center Dr., Suite 200
Hayward, CA 94541
(510) 582-2182

Fremont Office
39650 Liberty Street #370
Fremont, CA 94538
(510) 713-2557

www.4calameda.org

Hively (California Dept. of Education)

6601 Owens Dr., Suite 100
Pleasanton, CA 94588
(925) 417-8733

www.b.orgehively.org

Hively (California Dept. of Education)

39155 Liberty St., Suite D450
Fremont, CA 94538
(510) 270-8807

www.b.orgehively.org



Dear Parents: Welcome to mySchoolBucks!

Visit mySchoolBucks.com to pay online for your student's Child Care fees.

Logging into mySchoolBucks could not be easier! Usernames and passwords for parents are the same ones from MyNutrikids.com. Parents that did not previously have an account with MyNutrikids.com will need to register for a new account on mySchoolBucks.com.

When a parent makes a payment on mySchoolBucks.com, the payment will be approved and downloaded to your student's account in about one business day.

Things to know about mySchoolBucks:

- A convenience fee per transaction will be added to your monthly fees
- mySchoolBucks has the following payment methods available for use:
 - Visa®
 - Mastercard®
 - Discover®
 - Electronic Check
- Paypal is no longer available.
- Recurring payment options are available.
- Parent Support 1-855-832-5226 (myschoolbucks support #)

Instructions for Online bill pay for Parents:

- Go to: mySchoolBucks.com
- Register for a free account (Login) if you have NutriKids account already use that log-in
- Go to: School Store or make a payment
- Go to: Child Care Store
- Go to: Newark Child Care store and fill in the needed fields

If you have any additional questions or need assistance with payments or signing up please contact the Child Care office at: 510-818-4138.

**Monthly Fees based on 180 School Calendar Days,
divided into 9 equal monthly payments.**

(August/September, October, November, December, January, February, March, April, May/June)

There is never a fee for non-school days.

Scheduled Weekly Hours	Year 1	Year 2	Year 3	Year 4	Year 5
	2016/17	2017/18	2018/19	2019/20	<u>2020/21</u>
up to 6 Hours	\$155	\$160	\$165	\$170	\$175
6.5 - 12 Hours	\$310	\$320	\$330	\$340	\$350
12.5 - 18 Hours	\$465	\$480	\$495	\$510	\$525
18.5 - 24 Hours	\$620	\$640	\$660	\$680	\$700

5-year fee schedule NUSD Board approved March 15, 2016.

Fee is per child, there is no sibling discount.

Additional \$248 flat fee per kindergarten child for early release days

Kindergarten transition to full days covers the following hours Aug 13, 2020 – Sept 4, 2021

Birch Grove Primary

- 12:25 pm until 2:47 pm Monday through Thursday
- 12:25 pm until 1:20 pm on Fridays

Birch Grove Intermediate, Kennedy, Lincoln, Musick and Snow

- 12:10 pm until 2:32 pm Monday through Thursday
- 12:10 pm until 1:05 pm on Fridays