



Chino Valley Unified School District

Child Development Program
Parent/Guardian Handbook
2024-2025 School Year

CHINO VALLEY UNIFIED SCHOOL DISTRICT FUN CLUB PROGRAM

OUR MISSION

The Chino Valley Unified School District (CVUSD) Child Development Program mission is to support and promote the District's commitment to student success by providing access to vital, comprehensive, and quality programs and services which reflect and address the needs of our multi-faceted community. To fulfill our mission, Early Childhood professionals of the CVUSD Child Development Program are dedicated to enriching the lives of students and families by providing quality care and activities that enhance our students' growth and development and maintains a safe and positive environment that promotes critical and independent thinking, creativity, and respectful relationships.

PROGRAM CONTACT INFORMATION

Program Administration

| | | |
|-------------|-------------------|--------------------------------|
| Director | Dr. Katrina Gomez | katrina_gomez@chino.k12.ca.us |
| Coordinator | Shiloh Hart | shiloh_hart@chino.k12.ca.us |
| Coordinator | Laurie Jenkins | laurie_jenkins@chino.k12.ca.us |

Program Sites

| School | Teacher Name | Phone Contact # | Email |
|----------------------|--------------|--------------------|------------------------------|
| Anna Borba ES AM | Rosa Ramos | 909-628-1202 X8440 | Rosa_Ramos@chino.k12.ca.us |
| Butterfield Ranch ES | Terry Timpke | 909-628-1201 X8050 | Terry_Timpke@chino.k12.ca.us |
| Cal Aero | Vacant | 909-628-1201 X8861 | |
| Cattle ES | Vacant | 909-628-1201 X3839 | |
| Chaparral ES | Denise Moana | 909-628-1201 X6227 | Denise_Moana@chino.k12.ca.us |

| | | | |
|--------------------|----------------------|-----------------------|--------------------------------------|
| Country Springs ES | Jean Doughtery | 909-590-1243 X5834 | Jean_Doughtery@chino.k12.ca.us |
| Eagle Canyon ES | Vacant | 909-590-2707 X8150 | |
| Glenmeade ES | Isabella Ingrassia | 909-393-4087 X8520 | Isabella_Ingrassia@chino.k12.ca.us |
| Hidden Trails ES | Evelyn Lopez | 909-628-1201 X8734 | Evelyn_Lopez@chino.k12.ca.us |
| Legacy Academy | Shelley Thomas | 909-628-1201 X2745 | Shelley_Thomas@chino.k12.ca.us |
| Liberty ES | Angela Alejos | 909-930-9537 | Angela_Alejos@chino.k12.ca.us |
| Litel ES | Tom Altamirano | 909-597-0770 | Tom_Altamirano@chino.k12.ca.us |
| Newman ES | Vacant | 909-627-4459 | |
| Oak Ridge ES | Araceli Rangel | 909-628-1201 X8229 | Araceli_Rangel@chino.k12.ca.us |
| Rhodes ES | Melissa Gomez | 909-628-1201 X6934 | Melissa_Gomez@chino.k12.ca.us |
| Rolling Ridge ES | Leslie Jolin | 909-628-1201 X8385 | Leslie_Jolin@chino.k12.ca.us |
| Wickman ES | Christina Villasenor | 909-628-1202 X6838 | Christina_Villasenor@chino.k12.ca.us |

*All vacancies are filled with CVUSD approved certificated substitutes until filled.

Qualifications of Program Staff

Child Development Teacher: Our child development teachers are qualified in the fields of child development and education. Each site has a Child Development Teacher and all teachers hold a Child Development Permit.

Child Care Specialist: Our Childcare Care Specialists have completed 6 units in Early Childhood Education/Child Development and are required to pass the District's Instructional Aide test.

Child Development Instructional Aide: Our Instructional Aides are required to pass the District's Instructional Aide test.

DAYS OF OPERATION

The Fun Club programs operate based on the Chino Valley Unified School District 2024-2025 Student Attendance Calendar. **The last day of Fun Club is the last day of school.** Fun Club days of operation are subject to change.

The Fun Club is closed on the following days:

- Monday, September 2, 2024 Labor Day
- Friday, November 1, 2024 Non-school Day
- Monday, November 11, 2024 Veteran's Day
- Thursday, December 19, 2024 Non-School Day
- Friday, December 20, 2024 Non-School Day
- Thursday, January 2, 2025 Non-School Day
- Friday, January 3, 2025 Non-School Day
- Monday, January 20, 2025 Martin Luther King Day
- Monday, February 10, 2025 Lincoln's Birthday
- Monday, February 17, 2025 Washington's Birthday
- Monday, May 26, 2025 Memorial Day

- Thanksgiving break November 25-29, 2024
- Winter Break December 19, 2024- January 3, 2025
- Spring Break March 24 - March 28, 2025

ENROLLMENT REQUIREMENTS

CVUSD Fun Club programs are site-based, before and after-school childcare and enrichment programs for students in transitional kindergarten through sixth grade. Our Fun Club programs provide a safe and enriching environment where students can receive homework support, explore their own unique interests through enrichment activities, and receive a nutritious snack after school. Priority enrollment is given to unduplicated students in grades TK-6

(i.e. Homeless, Foster youth, socio-economically disadvantaged youth, and English language learners) at no cost.

The enrollment contract will be effective for the 2024-2025 school year. Enrollment contracts must be renewed yearly.

- Students must be registered and attend the Chino Valley Unified School District elementary school where Fun Club is situated.
- Students must be enrolled in transitional kindergarten through sixth grade.

The Fun Club does NOT offer childcare on a drop-in basis. Due to the limited space, we reserve the right to offer childcare only to those with long-term needs.

Enrollment Information

The enrollment link is: <https://chino.reg.eleyo.com/child-care/2/fun-club>.

The information listed below are included in the enrollment process:

1. Student Information (1 per student)
2. Emergency Contact Information (3 per student)
3. Fun Club School Location
4. Days of the Week/Times
5. Schedule Confirmation
6. Student Permissions
7. Discipline Guidelines
8. Financial Obligation for late pick-ups

Childcare services will begin once all the enrollment requirements are completed and approved by the Child Development office. A minimum of 72 hours BEFORE the student's first day of attendance is necessary to process the enrollment documents.

We reserve the right to deny enrollment when any of the above enrollment requirements are not fully met.

Enrollment Renewal

Currently, enrolled families receive priority for the succeeding contract year dependent on availability of space/staffing.

Students with Special Needs

Our program welcomes the enrollment of students with disabilities as defined by the Americans with Disabilities Act [ADA] and the Individuals with Disabilities Act [IDEA]. To enroll in the program:

1. The student must be registered and attend the Chino Valley Unified School District elementary school program where Fun Club is situated.
2. The parent/guardian is required to visit the program facility and meet with the program coordinator and the site teacher to review the student's IEP or 504 documentation and develop a plan for care and a periodic update of the plan will be conducted as needed.

Full disclosure of a student's special medication, mental health, behavioral, developmental, and/or learning needs is essential to provide safe provisions for the student in our care.

Child Custody

Program staff must enforce court-validated Child Custody and/or Restraining Orders. A current court-validated copy of the Child Custody and/or Restraining Order is needed to ensure the program staff's proper enforcement of said order[s]. Program staff cannot enforce orders that have expired, nor can they modify an order based on a verbal request of a parent/guardian.

ABSENCE NOTICE

Parent/Guardians are responsible for calling, emailing, leaving a voice message, if their student is not going to be attending Fun Club that day. If you call the school to notify them that your student is ill or will be absent, you are responsible for informing the Fun Club too.

If your student does not attend school, has been signed out, or suspended, they will not be permitted to attend Fun Club until they return to school. **DEADLINE:** Inform the Child Development Teacher of any upcoming absences at your earliest convenience.

CHANGE OF SCHEDULE

To change your student's schedule, log onto your parent portal in the Eleyo program to update the schedule change. **Verbal notices will NOT be accepted.**

DEADLINE: Please make changes the Monday BEFORE the upcoming **MONTH** of the requested change.

All change of schedules must be approved by the Child Development Office BEFORE the requested change takes effect. Parent/Guardian will be notified in writing when a Change of Schedule is not approved.

SIGN-IN/SIGN-OUT PROCEDURES

The Terms and Conditions of your enrollment contract require an authorized adult to enter the Fun Club to sign the student in and out each day. **Authorized adults must provide current, valid picture identification whenever Fun Club staff requests. We reserve the right to ask for ID. We will not release any students when identification cannot be confirmed. This is for your student's safety.**

Persons Allowed to Pick Up a Student

We will only release students to adults, 18 years or older, who are listed on the student's Emergency Contact list completed during enrollment. Verbal requests to release a student to someone not listed on the current Emergency Information will not be honored.

Adults authorized by the parent/guardian to pick up or drop off the student must record the arrival/departure time and must sign with a full signature on the student attendance sheet. Failure to comply with the Sign-In/Sign-Out procedure may warrant termination.

School-Based Activities

Once your student is signed into Fun Club, your student's safety and welfare become our responsibility. We reserve the right to prohibit your student from exiting the Fun Club to participate in a school-based activity in cases without written permission from a parents/guardian for the student to participate in that activity. Examples include helping the teacher in the classroom, attending the breakfast program, attending Chess Club, etc.

Late Pickup

The Fun Club programs close promptly at 6:00 PM. Failure to arrive BEFORE the closing time will result in a late pick-up violation and fee (see below).

LATE PICKUP IS DEFINED AS ANY TIME AFTER CLOSING. The center clock will be the established method of timekeeping.

If you know you will arrive late, please call to speak with a Fun Club staff member immediately to alert them. While this will not deter the ensuing consequences for the late pickup nor eliminate the applicable fees, it will alleviate any distress your student may experience from waiting for you.

A written late pick-up violation will be issued to the parent/guardian at the time of late pick-up. The late pick-up fee will be automatically assessed to your account and is due and payable immediately.

The following fees will be automatically assessed to your account for late pick-up violations:

| Late Pick-Up Time | Late Pick-Up Fee |
|-------------------|------------------|
| 6:00-6:15 PM | \$20 per child |
| 6:15-6:30 PM | \$40 per child |
| 6:30-6:45 PM | \$60 per child |
| 6:45-7:00 PM | \$80 per child |

If the student is not picked up by 7:00 PM, staff will contact the local police department.

The following consequences will result from late pick-up violations:

- **First Violation:** Verbal and written late pick-up violation issued to the parent/guardian; applicable late pick-up fees will be assessed to the account.
- **Second Violation:** Verbal and written late pick-up violation issued to the parent/guardian; applicable late pick-up fees will be assessed to the account.
- **Third Violation:** Verbal and written late pick-up violation issued to the parent/guardian; applicable late pick-up fees will be assessed to the account. The program coordinator will meet

with the parent/guardian to evaluate pick-up options and policies.

- **Fourth Violation:** Verbal and written late pick-up violation issued to the parent/guardian; applicable late pick-up fees will be assessed to the account. The parent/guardian must meet with the program coordinator to develop a corrective action for late pick-up.
- **Fifth Violation:** applicable late pick-up fees will be assessed to account; **immediate termination from the program can occur.**

HOMework POLICY

We provide a one-hour homework assistance period for students in grades TK-6, utilizing child development program staff. **Fun Club IS NOT a homework completion program.** This means that the student and parent/guardian are responsible for accurate homework completion.

When a parent/guardian prefers their student not to participate in homework, written parental/guardian permission is required. When the student is excused from participating, the student will work on an enrichment activity provided by Fun Club staff.

Fun Club homework assistance policies are as follows:

1. Homework is only *spot-checked* for accuracy and neatness by Fun Club staff; the parent/guardian is responsible for thoroughly checking their student's homework for accurate completion each evening.
2. One hour is provided for homework, after which a student may voluntarily choose to continue working; however, the assistance of Fun Club staff is minimal due to the schedule of activities.
3. Fun Club staff may consult with the student's schoolteacher to clarify questions or assignments; Fun Club maintains full support of teachers and the school day curriculum.
4. Students cannot return to their classroom for any reason.
5. To assist all students equally with homework, Fun Club staff do *not* provide one-on-one homework assistance.

DRESS CODE

Fun Club will enforce Chino Valley Unified School District and school site dress code rules. When a student does not comply with the dress code, we reserve the right to prohibit your student's participation in program activities. In some cases of inappropriate dress, it may be necessary to contact the parent/guardian to pick up the student and/or bring an appropriate change of clothing.

FOR STUDENT SAFETY, NO OPEN-TOED SHOES ARE PERMITTED AT ANY TIME.

Board Policy 5132, Dress and Grooming

Administrative Regulation 5132, Student Dress and Grooming

INFORMATION POLICY

The account information will only be released to the parties listed as the primary and secondary parents/guardians of the enrollment contract. A valid picture identification will be required before the release of any records.

Personal Information

In the interest of student safety and welfare, it is critical that Fun Club staff can make immediate contact with the authorized adult in the event of injury or illness to the student. It is the obligation of the parent/guardian to update the personal information contained in the student's emergency information whenever there is a change.

ILLNESS OR INJURY

The Chino Valley Unified School District does not provide medical insurance coverage for accidents that may occur during childcare. Parents/Guardians are responsible for an injured student's medical bill(s).

To protect from the spread of infectious disease and/or contagious illness, the Fun Club programs will follow standardized health procedures established by the Chino Valley Unified School District. The guidelines for exclusion from program activities due to injury or illness are:

1. The injury or illness prevents the student from participating comfortably in activities.

2. The illness results in a need for care greater than the staff can provide without compromising the health and safety of other students.
3. An acute change in behavior; this could include lethargy/lack of responsiveness, irritability, persistent crying, difficulty breathing, or having a quickly spreading rash.
4. Fever, orally 100.4°F and above, and behavior change or other signs and symptoms (e.g. sore throat, rash, vomiting, diarrhea, etc.)
5. A student may return when vomiting has ended overnight, and your student is able to hold down liquids and food.

When a student becomes ill or injured at the Fun Club, the parent/guardian will be contacted, and the student must be picked up WITHIN 30 MINUTES.

When attempts to contact an authorized adult on the Emergency Contact form are unsuccessful due to inaccurate information, the student may be excluded from the program until the form is updated with reliable and accurate emergency names and phone numbers.

If a student requires immediate medical attention, staff will call 9-1-1.

Medication

Fun Club staff MAY NOT dispense any medication without a doctor-certified Chino Valley Unified School District parent/guardian and Physician Request for Administration of Medication form. This includes all over the counter medication and nutritional supplements.

For your student to start at Fun Club, all medications must be present at that Fun Club location. Fun Club does not have access to school health office medications.

Self-carry medication should be in the original packaging along with the Health Care Provider order and self-carry contract. All emergency medication must be kept with the student at all times. It is recommended that emergency supplies be kept in the Fun Club Office.

NOTE: Medication forms expire annually on June 30—the new authorization is required on July 1.

Board Policy 5141 and Administrative Regulation 5141, Health Care and Emergencies

Board Policy 5141.2 and Administrative Regulation 5141.21, Administering Medication and Monitoring Health Conditions

Student Safety Information

Our Fun Clubs are large, center-based enrichment programs serving grades TK through 6. Portions of our program may not be suitable for every student. The parent/guardian must partner with our office before enrollment to ensure our program is right for your student.

To help ensure your student's safety, success, and happiness, please be aware of the following:

1. Our average adult-to-student ratio is one adult to 10 students for TK & K and one adult to 20 students for 1st-6th grade.
2. There is a one-hour structured homework period after school. Students work independently on homework or an approved quiet activity.
3. Student-selected or teacher-directed activities comprise the remainder of the daily schedule.
4. To be successful, a student should be able to self-select an activity of interest, happily complete the activity with some independence, follow simple directions from adults, independently engage in free play, and participate in teacher-directed/group activities as scheduled.
5. Our program does not have adequate staff to permit pickup/drop-off of the student to a bus or classroom outside of the immediate perimeter of the Fun Club building.
6. All students must adhere to the Student Conduct Policy in accordance with Chino Valley Unified School District Board Policy and Administrative Regulations.
7. The parent/guardian must notify staff when their student will be absent from Fun Club, regardless of the reason.

PERSONAL ARTICLES

Students are prohibited from bringing large sums of money or valuable items to the Fun Club. This includes but is not limited to toys, games, audio devices, DVDs, or other listening/viewing materials.

The Fun Club staff and Chino Valley Unified School District are not responsible for any student's personal items that are lost, stolen, or damaged.

Board Policy 5131(b), Conduct

Cell Phone Use

- Cell phones shall not be used during program activities as a calculator and/or for text messaging.
- Cell phones shall not disrupt the educational program or school activity.

If a disruption occurs, the employee shall direct the student to turn off the device and/or confiscate it. If a school employee finds it necessary to confiscate a device, he/she may either return it at the end of the day or keep it until the teacher has consulted the student's parent/guardian.

Board Policy 5131(c), Conduct

SNACK PROGRAM

A nutritious daily snack is offered after school. Please inform your Fun Club teacher of any food allergies your student may have BEFORE your student's first day of enrollment.

- Students will not be forced to eat by Fun Club staff.
- A SNACK IS NOT A MEAL. Pre-packaged, healthy snacks may be brought from home; however, we reserve the right to determine nutritional value.
- Our Fun Club program follows the nutrition guidelines set forth by the Chino Valley Unified School District Board Policy.

Only store-bought food can be brought into share or for celebrations. Please inform the Child Development Teacher before bringing any food to share. Monthly snack menus are posted at each Fun Club. Students are responsible for how much and whether they eat.

Board Policy 5030, Student Wellness

EMERGENCY DISASTER PLAN

In an emergency, disaster, or crisis, all students will be kept at their individual school sites until an authorized adult can pick them up. As telephone contact may not be possible, parents/guardians are urged to come to the school immediately and leave phone lines available for emergency personnel. Emergency supplies are available at the schools. The school Emergency Plan is located at your Fun Club site. Please reach out to your Fun Club teacher if you wish to review the plan.

ADULT BEHAVIOR POLICY

All authorized adults must model appropriate behavior in their day-to-day relationships with Fun Club staff. It is understandable that a parent/guardian may sometimes become upset or concerned. This does not excuse maltreatment or inappropriate behavior toward a Fun Club or Child Development staff member.

UNDER NO CIRCUMSTANCES WILL OFFENSIVE, RUDE, OR MALICIOUS ACTIONS, PROFANITY, OR YELLING BE TOLERATED TOWARD ANY FUN CLUB OR CHILD DEVELOPMENT STAFF. ENROLLMENT MAY BE IMMEDIATELY TERMINATED WHEN AN ADULT COMMITS THESE ACTS TOWARD THE FUN CLUB OR CHILD DEVELOPMENT STAFF.

When adult behavior is deemed inappropriate, threatening, or dangerous by Fun Club staff or administration, the student may be immediately suspended from Fun Club and may not return until a meeting is held with the parent/guardian and administration. We reserve the right to ban any person from Fun Club property and/or terminate childcare for failure to follow the Adult Behavior Code. Inappropriate adult behavior will result in the termination of childcare services.

*Board Policy 1250 and Administrative Regulation 1250(b),
Visitors/Outsiders
Education Code Section 32210-3321
Penal Code Section 627.7*

DISCIPLINE GUIDELINES

All students are expected to conduct themselves appropriately and to follow all school and program rules. Appropriate behavior includes proper language and respect for all people and

property. Disruption of the program may result in subsequent dismissal from the Fun Club program. If equipment is destroyed or damaged due to inappropriate behavior, the parent/guardian will be held responsible for all costs incurred.

Staff utilizes positive discipline procedures to correct inappropriate behavior. They are designed to be fair, consistent, and effective. These include a problem-solving approach, redirection, reflection, warning, and assertive discipline.

The following progressive steps will be followed by Fun Club staff to respond to inappropriate behavior:

Step 1 Problem Solving: Staff will listen to the students involved to clarify the problem and discuss ideas for solutions, and, if needed, offer follow-up support.

Step 2 Warning: One verbal warning will be given, specifically informing the student of inappropriate behavior that needs to change and/or stop and the consequences if inappropriate behavior continues. Follow-up support will be provided.

Step 3 Parent/Guardian Notification: After the second verbal warning is given to the student, the parent/guardian will be notified of the student's inappropriate behavior verbally and in writing through use of the Student Conduct Notice form.

Step 4 Behavior Support Plan: After the second Student Conduct Notice form, the parent, Child Development Teacher, and Coordinator will hold a meeting to create a written agreement requiring specific behavior for the student to continue in the program.

Step 5 Suspension: A continuation of inappropriate behavior will result in a suspension. The amount of days suspended will be decided at the discretion of the Coordinator. Parents/guardians are expected to pick up their students immediately.

Step 6 Termination: When a student presents a real danger to other students and/or staff, there will be an immediate termination from the program. A third suspension may also result in termination from the Fun Club program.

Please Note: One or more steps in the progressive discipline process may be skipped at the discretion of the Coordinator in situations considered an emergency or extreme disruption to the program.

The following inappropriate behavior may result in an immediate suspension from the Fun Club Program as determined by the coordinator.

- Willful defiance of staff's authority
- Conduct that disrupts the orderly classroom or school environment
- Damage to or theft of property belonging to the district, staff, or students
- Possession and/or usage of objects as weapons
- Assaults, fighting, hitting, and aggressive behavior
- Leaving designated areas without program staff permission
- Humiliation of others, put-downs, name calling, bullying and harassment

Note: All incidents of alleged bullying and harassment will be addressed using the District's formal complaint process.

Board Policy 5131, Student Conduct

The Board of Education believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, while going to or coming from school, while at school activities, and while on district transportation.

Board Policy 5131.2, Bullying

The Board of Education recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No individual or group, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

Board Policy 5137, Positive School Climate

The Board of Education desires to enhance student learning by providing an orderly, caring and nurturing educational and social environment in which all students can feel safe and take pride in their school and their achievements. The school environment should be characterized by positive interpersonal relationships among students and between students and staff.

WAITLIST

When program space is not available at a program, families will be placed on a waitlist in the order in which they enrolled utilizing the enrollment process. Priority enrollment is given to unduplicated students and currently enrolled families. Enrollment is not guaranteed from school year to school year and is dependent on factors such as available space/staffing.

When space becomes available, families will be contacted by telephone and/or email and will have five (5) days to contact the office of Child Development. Failure to contact the office of Child Development within the five-day period will result in the family's removal from the waitlist. Parent/Guardian requests for transfer to another Fun Club will be based on space availability. If no space is available at the requested Fun Club, the parent/guardian will be placed on the waitlist effective the day of the transfer request. Currently enrolled families DO NOT have priority for enrollment at other Fun Clubs. In addition, priority to re-enroll is NOT given to families once they terminate their contract. Parents/Guardians wishing to re-enroll in a Fun Club with an existing waitlist will be placed on the waitlist in the order of their notifying the office of Child Development If the office is taking names for the waitlist at the time of the parent/guardian's call. The parent/guardian will be contacted when space becomes available.

QUESTIONS

If you have any questions, please contact the Office of Child Development at (909) 628-1202, Ext. 8917. Office hours are Monday-Friday from 7:30 a.m. to 4:30 p.m.

The office of Child Development is CLOSED on all school holidays.