

Temecula Preparatory School

Child Care Parent Handbook 2015/16



The Temecula Preparatory School Child Care Program is designed to assist parents with the childcare needs of their TPS students during the school year when school is in session. Childcare is offered before school on Late Start Days only, and after school, including “KinderRest” which is the time between Kindergarten dismissal and dismissal for grades 1-12. We also offer childcare on minimum days. There is no child care offered on school holidays or on full in-service days. Enrollment is optional and parents will incur fees depending on the schedule chosen.

Note: Child care is offered on a first-come/first served basis contingent upon ratios and space available.

ADMISSION

Enrollment, based on space available, is open to any enrolled student who attends TPS grades K-6.

Enrollment shall be granted without discrimination with regard to sex, race, color, creed, religion, disability, or national origin. All applications are accepted on a first come, first serve basis. A waiting list will determine new admissions when the program is full. Priority will be given to siblings of those students already enrolled in child care.

STAFFING

All staff and substitutes are employees of Temecula Preparatory School. Trained staff provides an organized, well-supervised and caring environment that is both educational and enjoyable.

REGISTRATION FORMS

Prior to attending the child care program, your registration form, including at least two local emergency contacts, and first month's tuition is required. Please keep telephone numbers current by informing child care staff in writing of any changes. Your child's safety could depend on having correct information in your child's file.

A non-refundable registration fee is required to enroll in the Child Care Program for each school year. The registration fee for 2015/16 is \$15 for the first child and \$5 for each additional sibling.

Parents that register to pay online through TuitionExpress.com in the month of August will have their child's registration fee waived.

HOURS

Late Start Days	7:00 am – 8:30 am	
KinderRest	1:00 pm – 2:15 pm	Minimum Day Child Care start times:
After School Care	2:15 pm – 4:00 pm	Kindergarten- 11:00 am
Extended After School Care	2:15 pm -- 6:00 pm	1 st – 6 th grade- 11:45 am

FULL-TIME AND PART-TIME PARTICIPANTS SCHEDULES

Days of attendance must be determined at the time of registration. Our child care program is staffed based on scheduled enrollment. The designated days can be changed by completing the “Student Change Request Form” and submitting the form to Child Care Staff. Please give a minimum of three working days to process the student change. Changes to your child's schedule are subject to child care availability. An increase in related tuition fees must be paid prior to the effective date of the

change. One program change per school year will be free. Subsequent changes will be assessed a \$10 administrative charge. If a scheduled day is missed, it is an absence and no credit may be given for another day.

Drop-in care for registered and unregistered students is available for emergencies or periodic participation. The purpose of this option is to provide parents a place for their child even if they are not enrolled in our program and only temporary child care is needed. The cost is listed on the rate sheet, registered and unregistered drop-ins are charged a significantly higher rate than registered, scheduled students. Please give as much notice as possible so we can staff accordingly.

MONTHLY TUITION

The total **monthly tuition is due on or before the first day of each month** and is due whether or not you receive a statement.

Fees are based on enrollment and not attendance. Credit is not issued for days missed due to illness, vacation or outside activities. Tuition is non-refundable and non-transferable.

This program is intended to be self-supporting. If at any point it is determined that the program is not paying for itself, it will be discontinued. Parents will receive at least thirty days notice if this should become necessary. Tuition rates and due dates are set forth in the "Child Care Rates" schedule available on our website or from the Child Care staff.

PAYMENT OPTIONS

We strongly encourage online payments through TuitionExpress.com. A simple registration is required. Visa, Master Card, Discover, American Express and bank account payments are accepted. Forms may be emailed to kwoodward@temeculaprep.com or dropped off with Mrs. Estrema in the TPS Activities/Athletic Office in Room 1. **Parents that register to pay online through Tuition Express in the month of August will have their child's registration fee waived.**

Payments made by Cash, Check, Cashier's Check, or Money Order should be dropped off with Mrs. Estrema in the TPS Activities/Athletic Office in Room 1. There is a \$25 per check fee for checks returned from the bank for any reason. **Checks will not be accepted if you have had one returned in the past.** Please make checks or money orders payable to TPS and note "Child Care" in the memo area. You may make your payment directly to the child care staff if necessary. Please be aware that the primary duty of child care staff is the safety of our students and you may need to wait for a receipt if they are busy with students.

LATE PAYMENTS

Payments received on or after 5 business days from the due date will incur a late charge of \$10.00 per family. Any family carrying a balance for 30 days will be dropped from the program and the account turned over to a collection agency for further processing. No child will continue in the program unless all past due balances are paid.

Families who have had their account turned over to a collection agency may be readmitted upon verification that the account balance has been paid in full to the contracted collection agency. Thereafter, monthly tuition must be paid prior to or on the due date or the child(ren) will be dropped.

Parent(s) that are consistently late in paying child care fees will be subject to having their child(ren) dropped from the program.

SIGNING IN AND OUT

Parents/authorized person must accompany the child to the Before School program on Late Start Days to sign their child(ren) in and to determine that there is adult supervision prior to leaving the premises.

Parents/authorized persons must sign the child(ren) out of child care each day. **NO STUDENT MAY SIGN HIMSELF OR HERSELF OUT OF CHILD CARE.**

LATE PICK UP

Parents are responsible for having their child(ren) picked up on time. A late pick-up fee of **\$1.00 per minute per child/student** will be charged after 6:00 pm. This fee is due immediately. A three day grace period will be extended if requested only if the account is in good standing.

Your child(ren) will be dropped from the program after five (5) late pick-ups.

If your child is not picked up by 7:00 pm your child/student will be considered abandoned and the appropriate authorities will be called. On any one occurrence of a late pick-up of one hour or more your child is subject to being dropped from the program.

ILLNESS/INJURIES

Please, do not bring your child to the program if he/she has missed the day at school, has a cold, cough, runny nose or eyes, fever, has vomited within the last 24 hours or any other signs of illness. It is important to notify staff of any illness that may be communicable.

Students who are ill will be refused admission. If a student becomes ill while in childcare, parents will be immediately notified to come and pick up their child. When a student's temperature reaches 100 degrees, parents will be contacted and must pick up their child within the hour. If the parent(s) cannot be reached, staff will telephone the emergency card contacts in the order they are written. Students must remain at home until they have been fever free for 24 hours.

The child care staff is trained in basic first aid procedures. Parents contacted by telephone regarding an illness or injury will be responsible for deciding if medical attention is needed. If parents cannot be reached, emergency personnel will be contacted. Parents are financially responsible for all medical care provided to their child. If a student is seriously ill or injured, the following steps will be taken:

- Give basic first aid
- Call paramedics
- Call parents
- Notify the Temecula Preparatory School Office

MEDICATION

If your child requires any medication, whether prescribed by a physician or over-the-counter, while attending the child care before and/or after school programs, a "Medication Authorization Form," signed by the physician, MUST be on file at the child care site. This form is available on the school website.

All medication must be in the original container and the directions MUST be legible. At no time may students carry any medication on their person or in their possession with the exception of an inhaler. Please notify child care staff in writing if your child carries an inhaler so precautions can be taken to prevent other students from accessing the inhaler.

ATTENDANCE/ABSENCES

Parents whose child(ren) participate in an outside activity (tutoring, scouts, sports practice, helping a teacher, etc.) during scheduled child care hours, must notify the Child Care Program in writing. The written notice must contain the name of the person picking up the child and the effective dates and times. The authorized person is required to sign the child out of the child care facility. If the child is returning to the child care facility during scheduled child care hours, the authorized person must sign the child back into the child care facility.

We apologize, but there is no reduction in tuition or refunds for days missed due to illness, vacation or outside activities. When you enroll, you are reserving time, space, and staff for your child whether he/she is in attendance or not.

Due to staffing requirements, students will only be allowed to attend the TPS Child Care Program at their scheduled times, unless otherwise approved prior to attending. All requests for additional days must be submitted in writing. Approval will be granted on a space available, emergency basis only. The fee for additional days must be paid prior to the effective date of the change. If additional days are needed frequently, you will be required to complete the "Student Change Request Form" to apply for additional time on a regular basis.

BEHAVIOR/DISCIPLINE

Students in the TPS Child Care Program will be subject to the behavioral expectations and disciplinary measures found in the TPS Parent/Student Handbook. Failure to adhere to these rules will result in the loss of child care services.

CLOTHING

Students in child care are required to be clothed in accordance with the TPS Dress Code. Failure to adhere to the TPS dress code may result in the loss of child care services.

COMMUNICATION

We encourage open communication between the family and our staff. Informal written notes are always welcome, and staff is always available for a quick chat with parents, email communication is encouraged. If you have a concern that warrants additional time, please contact the School Office for an appointment so that full attention may be given to you.

A message can be left with for the Child Care Staff at any time by calling the school office at (951) 926-6776 between 7am-3:30pm. The Child Care After Hours number is (951) 357-7114. Please remember that the Child Care telephone is a business number. We are happy to give messages to your child if your plans or those for your child have changed. However, we do not allow children to use the telephone to make social plans or chat with parents, siblings, or friends.

SAFETY/DISASTER

Before school on Late Start Days, while in KinderRest and during after school care, all students will be kept in child care until parents or another authorized person picks them up. An adult authorized by the parent to pick up a child/student will be required to present identification before the child is released to them. Anyone that is not on the authorized pick up list attempting to pick up a child without valid photo identification will be turned away. Please keep your pick up list current and make any additions or deletions in writing.

In the event of an emergency or natural disaster, such as an earthquake or flood, staff will follow the school site disaster plan.

PERSONAL BELONGINGS

Students may not bring personal belongings to the TPS childcare sites unless the Child Care Staff has given permission.

No iPods or other mp3 players
No large sums of money

No electronic games or devices
No valuable items

No phones
No Toys

Only items brought to school for sharing are allowed and will be kept by/for student during child care hours. These items must be clearly labeled with the student's name. A one-day advance notice is required. The TPS Child Care Program, Temecula Preparatory School, and Temecula Valley Unified School District **are not liable for any lost, stolen or damaged items.**

PICKING CHILDREN UP

Only those who have been authorized by parents on child care enrollment forms may pick up students attending child care. Staff will question those with whom they are unfamiliar and check their identification. Children will not be released to anyone without proper identification. If someone who is not listed on the student's child care enrollment forms is coming to pick up your child, PLEASE NOTIFY THE STAFF, IN WRITING, and IN ADVANCE. In the case of a "true emergency" you may telephone the child care staff with the needed information.

SNACKS

After school care children are provided with a snack each day. If your child has any dietary restrictions, it is important to include this information on the child care enrollment forms. If your child requires more than a small snack in the afternoon, please be sure to pack some extra food items. If there are children in the program with severe food allergies, the TPS Child Care Program reserves the right to prohibit those items being brought by any child.

Children attending the Late Start Before School program may bring a breakfast snack.

Children are not allowed to bring candy, gum, soda or caffeinated beverages to the child care program.

WITHDRAWAL FROM THE PROGRAM

If you decide to withdraw your child(ren) from the TPS Child Care Program, we require THREE DAYS WRITTEN NOTICE by filling out the "Change Request Form". This allows us time to make any needed changes in organization, staff and program. *Tuition is charged for this period.* Forms are available on our website or from the child care staff.

INSURANCE

The TPS Child Care Program, Temecula Preparatory School, and Temecula Valley Unified School District are not liable for injuries due to accident. All expenses incurred in the treatment of injuries will be the responsibility of the parent or legal guardian.

Please know that we value the trust you have placed in us and take our responsibility seriously. Your child's safety, development and character are our top priority.

**Temecula Preparatory School
35777 Abelia Street
Winchester, CA 92596**

**School Office (951) 926-6776
Fax number (951) 926-6797
Website www.temeculaprep.com**

**Child Care Phone Number: (951) 357-7114
Cathleen Coltrain: ccoltrain@temeculaprep.com**

On Campus Contact: Jill Estrema in the Activities and Athletics Office (Room 1)

**Billing / Scheduling Contact: Kimberly Woodward
(951) 926-6776 x 6054
kwoodward@temeculaprep.com**