



Temecula Preparatory School

Child Care Parent Handbook 2016/17

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 1-8. 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. Parents/guardians will incur fees if they utilize the program.

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 is required. Children must be registered each school year. Please keep telephone numbers current by informing TPS 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 each school year. The registration fee for 2016/2017 is \$20 per family.

HOURS

Late Start Days	7:00 am – 8:30 am		
KinderRest	1:00 pm – 2:15 pm	(Minimum Day KinderRest	11:00 am – 2:15 pm)
After School Care	2:15 pm – 4:00 pm	(Minimum Day After School Care	11:45 am – 6:00 pm)
Extended After School Care	2:15 pm – 6:00 pm		

MONTHLY TUITION / SCHEDULED STUDENTS

For scheduled students 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. **Scheduled student tuition 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. Payments must be made online via Tuition Express.

FULL-TIME AND PART-TIME PARTICIPANTS SCHEDULES

In order to receive the lower scheduled rate, 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 will be given for another day.**

REGISTERED DROP-IN CARE

Drop-in care for registered students is available for periodic participation. Registration paperwork must be turned in and the registration fee paid online prior to the first day of child care attendance. The registered drop-in care cost is listed on the rate sheet. Registered drop-ins are charged a higher rate than registered, scheduled students. Please give as much notice as possible when drop-in care is needed. Registered drop-ins will be billed the following week for time used. Payment for drop-in care is due the week following the drop-in, even if a statement is not received. Please log in to your Tuition Express account to view your balance.

UNREGISTERED DROP-IN CARE

Drop-in care for unregistered students is for emergencies only. The purpose of this option is to provide parents a safe place for their child even if they are not enrolled in our program and only temporary child care is needed. Payment for unregistered drop-ins is due at pick up.

The Child Care 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 a thirty day 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

Child Care payments are made online through Tuition Express. A simple registration is required. The online payment registration form can be found on the last page of the handbook. Once it is completed and turned in a unique Tuition Express ID number will be generated and emailed to you. The ID number is used to login and make payments at TuitionExpress.com. Forms may be emailed to kollom@temeculaprep.com or dropped off in the school office.

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 may be dropped from the program. If a payment is not received the account may be turned over to a collection agency for further processing. No child will continue in the program unless all past due balances are paid. If a family has been dropped from the program and the student checks in to child care, the student will be taken to the Lower School Dean's office and the parents will be contacted.

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. If a child is not picked up from KinderRest by 2:15 pm, or After School Care by 4:00 pm, a drop-in fee will be charged for the time spent in the next program. See the rate sheet for After School Care and Extended After School Care drop-in rates.

Child Care closes at 6:00 pm. 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 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. If a student is seriously ill or injured, the following steps will be taken:

- Give basic first aid
- Call parents
- Call paramedics
- 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 TPS website under "Health Office" or through the School Office.

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.

Please also notify child care staff in writing if your child requires access to an EpiPen.

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 person picking up the child must be added to their authorized pick up list. 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. 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.

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 childcare 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 electronic games or devices
- No phones
- No large sums of money
- No valuable items
- No toys

Only items brought to school for sharing are allowed. Such items must be given to child care staff upon signing in and will be kept for the 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

TPS maintains a modest limit of accident insurance that covers injuries on a primary basis if the family does not have coverage or on a secondary basis if the family does have coverage. Beyond student accident insurance, 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) 294-6936
Website **www.temeculaprep.com**

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

Billing / Scheduling Contact: Kimberly Ollom
(951) 926-6776 x 6054
kollom@temeculaprep.com

Revised 7/1/2016



Automated Payment Processing Safe – Convenient – Easy

We are excited to offer the safety, convenience and ease of Tuition Express Online Payments. You can process on-time tuition and fee payments with your credit card at www.tuitionexpress.com

TUITIONEXPRESS.COM REGISTRATION

As a customer of Temecula Preparatory School Child Care, I (we) wish to register at www.tuitionexpress.com for the purpose of making Online Payments using a credit card.

Cardholder Name _____ Phone # _____

Student Name(s) _____

Cardholder Address _____ City _____ State _____ Zip _____

Cardholder Signature _____ Date _____

Website Registration Code: _____ (Please select a 4 digit PIN that will be used when you register at TuitionExpress.com)

For Official Use Only

Date Received _____

Employee Signature _____

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TEMECULA PREPARATORY SCHOOL
2016-17 Child Care Registration

Child's Name: _____

****Start date****: _____

Grade: _____ Teacher: _____ Room #: _____ Date of Birth: _____

Street Address: _____ City: _____ Zip Code: _____

Home Phone: _____ Best Contact Phone #: _____

Billing Email: _____

Mother/Guardian Name: _____ Mother/Guardian Email: _____

Mother/Guardian Cell Phone: _____ Mother/Guardian Work Phone: _____

Father/Guardian Name: _____ Father/Guardian Email: _____

Father/Guardian Cell Phone: _____ Father/Guardian Work Phone: _____

The following TPS student(s) may pick up my child for me:

Name: _____ Grade: _____

Name: _____ Grade: _____

Name: _____ Grade: _____

Any changes to those authorized to pick up your child must be in writing on the Child Care Change Form.

Emergency Contact: _____ Relationship: _____ Phone # _____

Emergency Contact: _____ Relationship: _____ Phone # _____

Emergency Contact: _____ Relationship: _____ Phone # _____

Child may **NOT** be released to: _____ *Please note that we must have a copy of the legal court document.*

May we photograph your child for the purpose of displaying on the TPS website and/or in publications? ☐ Yes ☐ No

Please indicate any allergies, health issues or medications we need to be aware of: ☐ None

If your child requires any medication, prescribed by a physician or over-the-counter, a Medication Authorization Form, signed by the physician, must be on file at the child care site. This form is available through the TPS Office or on our website.

(1) Please **check** the program(s) you would like to enroll in and (2) **check** the days your child will attend. Please note: KinderRest should be selected for Kindergarteners enrolling in After School Care or Extended After School Care, as those programs do not start until 2:15.

☐ Late Start Day Morning Care

☐ KinderRest Care 1:00 to 2:15PM

☐ M ☐ T ☐ W ☐ TH ☐ F

☐ After School Care 2:15 to 4:00PM

☐ M ☐ T ☐ W ☐ TH ☐ F

☐ Extended After School Care 2:15 to 6:00PM

☐ M ☐ T ☐ W ☐ TH ☐ F

No Scheduled Days: ☐ Drop-In Care as needed at the higher rates

A *non-refundable* Annual Registration Fee of \$20 per family will be billed once your registration is processed.

I agree to abide by the policies of the TPS Child Care Handbook as well as those of the TPS Parent-Student Handbook.

Parent/Guardian Signature: _____ Date: _____

2016/17 Child Care Rates

Registration fee \$20 per family

Monthly Fee Schedule for Registered, Scheduled Students attending Monday-Friday						
2016/17	Monthly Tuition Late Start K-6	Monthly Tuition KinderRest Only 1:00-2:15 pm	Monthly Tuition After School Care 2:15-4:00 pm	Monthly Tuition Extended After School Care 2:15-6:00pm	Monthly Tuition KinderRest and ASC combined : 1:00-4:00pm	Monthly Tuition KinderRest and XASC combined : 1:00-6:00pm
August	\$15.00	\$72.00	\$104.00	\$208.00	\$176.00	\$280.00
September	\$15.00	\$90.00	\$130.00	\$260.00	\$220.00	\$350.00
October	\$25.00	\$94.50	\$136.50	\$273.00	\$231.00	\$367.50
November	\$15.00	\$72.00	\$104.00	\$208.00	\$176.00	\$280.00
December	\$10.00	\$54.00	\$78.00	\$156.00	\$132.00	\$210.00
January	\$15.00	\$90.00	\$130.00	\$260.00	\$220.00	\$350.00
February	\$15.00	\$81.00	\$117.00	\$234.00	\$198.00	\$315.00
March	\$15.00	\$81.00	\$117.00	\$234.00	\$198.00	\$315.00
April	\$10.00	\$63.00	\$91.00	\$182.00	\$154.00	\$245.00
May	\$20.00	\$90.00	\$130.00	\$260.00	\$220.00	\$350.00

Registered, Scheduled Daily Rates - This is how the monthly rates are calculated.	
Late Start All Grades	\$5.00
KinderRest Only 1:00-2:15pm	\$4.50
ASC Grades 1-6 2:15-4pm	\$6.50
XASC Grades 1-6 2:15-6pm	\$13.00
Combined KinderRest and ASC 1:00-4:00pm	\$11.00
Combined KinderRest and XASC 1:00-6:00pm	\$17.50

*When you select one of these schedules on your child's registration form you will be billed for the month in advance. Payment is due on the 1st of the month.

**Additional hours for minimum days are included in this tuition price when students are registered and scheduled for minimum days.

2016/17 Child Care Rates

Registration fee \$20 per family

<i>Registered</i> Students, "Drop-in" Daily Rates	
Late Start All Grades	\$7.50
KinderRest Only 1:00-2:15pm	\$6.50
After School Care Grades 1-6 2:15-4pm	\$10.00
Extended After School Care Grades 1-6 2:15-6pm	\$20.00
Combined KinderRest and ASC 1:00-4:00pm	\$16.50
Combined KinderRest and XASC 1:00-6:00pm	\$26.50
Additional Charge for minimum days- Kinder Rest 11:00 -1:00pm	\$11.00
Additional Charge for minimum days- ASC 11:45 -2:15pm	\$14.00

If your child is registered for child care, but not scheduled for specific days, this is the amount you will be billed following the "drop-in" day at child care.

The amounts listed will be charged if your child is a drop-in at any time within the specified time range.
There is no hourly rate. Charges will not be prorated.

2016/17 Child Care Rates

<i>Unregistered</i> Students, "Drop-in" Daily Rates	
Late Start All Grades	\$10.00
KinderRest Only 1:00-2:15pm	\$9.00
After School Care Grades 1-6 2:15-4pm	\$13.00
Extended After School Care Grades 1-6 2:15-6pm	\$26.00
Combined KinderRest and ASC 1:00-4:00pm	\$22.00
Combined KinderRest and XASC 1:00-6:00pm	\$35.00
Additional Charge for minimum days- Kinder Rest 11:00 -1:00pm	\$15.00
Additional Charge for minimum days- ASC 11:45 -2:15pm	\$18.00

If your child is not registered for child care, this is the amount you will be charged following the "drop-in" day at child care.

The amounts listed will be charged if your child is an unregistered drop-in at any time within the specified time range. There is no hourly rate. Charges will not be prorated, this includes instances of late pick up.

Temecula Preparatory School

2016/17 Child Care Change Form

All changes require at least three business days notice.

Child's Name: _____ Grade: _____ Effective Date*: _____

*Effective date is three business days from today. Tuition will be charged during this period.

Parent/Guardian Name(s): _____ Phone #: (____) _____

TPS will allow one change of program during the school year at no charge.

Subsequent changes will be assessed a \$10 fee.

Changes to authorized pick up persons are always free.

☐ **Withdrawing from the program**

Reason for dropping: _____

☐ **Change to Schedule**

Description of change: _____

NEW Schedule: **Check** the program(s) and **Circle** the days requested.

☐ Late Start Day Morning Care ☐ Drop In as needed ONLY at higher rate

☐ KinderRest Care to 2:15PM M T W Th F

☐ After School Care to 4:00PM M T W Th F

☐ Extended After School Care to 6:00PM M T W Th F

☐ **Change to Authorized Pick Up Persons**

☐ Add or ☐ Remove

Name: _____ Phone # (____) _____

Relationship to child: _____

Parent/Guardian Signature: _____ Date: _____