

THE EXTENDED DAY CALENDAR & HOURS

Cajon Valley Union School District employees receive holidays pursuant to the California Education Code, plus local holidays set by the Board of Education; therefore, the program is closed on the following days:

2025-2026 SCHEDULE

Jul 4 (closed)	Independence Day
Aug 14	First Day of School
Sept 1 (closed)	Labor Day
Oct 3 (closed)	No School
Nov 10 (closed)	No School
Nov 11 (closed)	Veteran’s Day
Nov 21-28 (closed)	Thanksgiving Recess
*Dec 22 – Jan 12	Winter Recess
Jan 19 (closed)	Martin Luther King Day
Feb 9 (closed)	Lincoln’s Day
Feb 16 (closed)	Presidents Day
*March 23 – April 3	Spring Recess
May 25(closed)	Memorial Day
Jun 17	Last Day of School
*Jun 18-August 14th	Summer Recess

* SPRING & SUMMER VACATION
CAMPS MAY BE AVAILABLE

SITE HOURS NUMBER

	SITE HOURS	SITE NUMBER
Avocado	6:30 am–6:00 pm	(619) 441-5737
BlossomValley	6:30 am–6:00 pm	(619) 441-5744 Crest
	6:30 am–6:00 pm	(619) 590-2786
Flying Hills	6:30 am–6:00 pm	(619) 441-5740
Fuerte	6:30 am–6:00 pm	(619) 590-2795
Jamacha	6:30 am–6:00 pm	(619) 441-5733
Meridian	6:30 am-6:00 pm	(619) 441-5739
Rancho SanDiego	6:30 am–6:00pm (619) 590-2787 Rios
	6:30 am–6:00 pm	(619) 441-5744
Vista Grande	6:30 am–6:00 pm	(619) 590-2788

Cajon Valley Union School District
Extended Day Program
750 E. Main St. Rm. 10
El Cajon, CA 92020

**Cajon Valley Union
School District**

Children are first

Extended Day Program

**Parent Information
& Program Policies**

**Elementary Schools
Non-ASES Sites**

2025-2026

Nicolle Starr, Program Manager
Amanda Orwen, Supervisor
Natalie Perez, Supervisor

General Information (619) 590-2789

Office Technician
Chase, Magnolia, Rancho SD & Flying Hills
JumpStart, Hillsdale Middle School, APP
Family Accounts (619) 441-6172

Office Technician
Other EDP Accounts (619) 441-5720

Mail To:
P.O. Box 1566
El Cajon, CA 92022-1566

www.cajonvalley.net/edp

Office Hours: 8:00 am – 4:00 pm

MISSION STATEMENT

The mission of the Cajon Valley Union School District’s Extended Day Program is to provide an emotionally and physically safe environment for all students before and after school. In order to keep students engaged, children will enjoy a wide array of ultra-engaging, high-energy, and super-fun activities in a structured camp-like setting. Children’s academic, social, emotional, behavioral, and physical skills are enhanced in a safe and caring environment.

PROGRAM ACTIVITIES

EDP strives to create an emotionally and physically safe environment for all students, every day, when parents are working or attending school. The program includes a nutritious snack, homework support and academic activities that link to the California State Standards. Enrichment activities are an important part of the program and include fine arts, science, literature, physical activity, sports, crafts and cooperative games. Children enjoy these activities as well as other special events, guest speakers and field trips during our full day vacation camps. The cost of admission for the vacation camps is required upon registration. **Please note that for the safety of our students, all staff provide supervision during field trips; therefore, school sites will be closed on field trip days.**

SUPERVISION

Children are supervised by our Extended Day Program Staff. These staff include site Leads, who are responsible for the daily site operations, Program Assistants, Program Aides and Student Aides. Staff are employees of the Cajon Valley Union School District, have met the District’s hiring criteria and must maintain their CPR/First Aid certification. To benefit our school community, we require that all employees are able to demonstrate positive behavior techniques with children, have child development units at the high school or college level, and/or are enrolled in a teacher preparation program. Staff are also required to attend ongoing in service training programs.

ELIGIBILITY

Children in EAK through Eighth grade currently enrolled in the Cajon Valley Union School District are eligible to participate in the Extended Day Program.

THE EXTENDED DAY SCHEDULE

Children are supervised before and after school and the entire day during school breaks.

EXTENDED DAY PROGRAM FEES

Fees provide the salaries for the staff, daily snacks, and all other expenses for the program.

Non-refundable Annual Registration Fee
\$40 – 1 Child \$50 – 2 or More Children

Billing Cycle	AM/ PM	AM	PM	Due Date
Aug 14 - Sep 05	\$362.95	\$158.95	\$259.25	8/7/25
Sep 08 - Oct 03	\$427.00	\$187.00	\$305.00	9/1/25
Oct 06 – Oct 31	\$427.00	\$187.00	\$305.00	9/29/25
Nov 03 - Nov 21	\$277.55	\$121.55	\$198.25	10/27/25
Dec 01 - Dec 19	\$320.25	\$140.25	\$228.75	11/24/25
Jan 12 - Feb 06	\$427.00	\$187.00	\$305.00	1/5/26
Feb 9 - Mar 06	\$427.00	\$187.00	\$305.00	2/2/26
Mar 9- Mar 20	\$213.50	\$93.50	\$152.50	3/2/26
Apr 06- May 01	\$427.00	\$187.0	\$305.00	3/30/26
May 04- May 29	\$427.00	\$187.00	\$305.00	4/27/26
Jun 01- Jun 17	\$277.55	\$121.55	\$198.25	5/25/26

Fees are subject to change on a yearly basis with necessary board approval. Should rates increase; guardians will be notified with 30 day written notice prior to the first billing cycle taking effect for the school year. Fees will be charged on a flat 5 day/week rate including single day holiday.

20% Sibling Discount

EXTENDED DAY PROGRAM PRACTICES

1. So that we may be adequately prepared for the day, please call the Extended Day Site Lead if your child is absent from school.

2. For the safety of our students, parents or their designee must sign their child(ren) out daily - without exception. Please do not list Extended Day staff on the student registration form as “authorized individuals” to pick child(ren) up from program. Please see your site Lead to update in writing, your child’s emergency information.

3. For the safety and comfort of your children, please do not drop off until the Extended Day site opens and be prompt in picking children up by closing.

4. It is in the best interest of our students that they are picked up on time. A \$1 per minute late pickup fee will be charged for the first 15 minutes and thereafter a \$2 per minute fee will be charged.

5. Parents are required to sign the late form, when picking up children after closing. In addition to the late fee, parents picking up their child(ren) past closing will on the 1st offense receive verbal warning of non-compliance from EDP Lead. At 2nd offense parent/guardian will receive written warning of non-compliance and suspension from program. After the 3rd offense child(ren) will be suspended for 30 days and placed at the bottom of the waitlist. Note: No guarantee that a spot will be open within 30 days. Some waitlists can be longer than 6 months, or longer.

6. Staff will contact an adult listed on the registration when child(ren) are not picked up by 15 minutes past closing time. If by one hour past closing time and no authorized adult has come to pick up the child(ren), authorities will be notified.

7. Your child’s safety is our priority. Should a designated adult arrive to pick up a child and appear to be in any condition that might endanger the child, staff will contact another authorized adult for pick up.

8. Our positive behavior practices help ensure an emotionally and physically safe environment for all of our students. Extended Day staff promote respect between staff, parents and students. Our culture is based on these four *Respect Rules*: • **Respect Yourself**

- **Respect Others**
- **Respect Materials**
- **Take Responsibility for Your Actions**

9. Positive validations are used to reinforce desired behaviors. In addition, a Color Chart behavior system is used with systematic consequences designed to reinforce desired behaviors and to eliminate undesirable ones. Children who need extra support to be successful in the program may be placed on an individual contract. Parents will be contacted; the specifics of the contract reviewed and agreed upon with both parent and student signatures. EDP’s goal is for every student to experience success in the program. However, with continued violation of the Respect Rules, children may lose the privilege of participating in the program.

10. Although Extended Day is not part of the instructional school day, we strive to offer a welcoming environment to all students. This includes students with special needs, as long as their needs can be reasonably accommodated. Our goal is to create an emotionally and physically safe environment for all children; therefore, admission to the program occurs following a thoughtful process to determine whether the EDP setting is an appropriate placement for the child’s extended day needs.

11. Parents/Guardians may not solicit program staff to provide childcare for child(ren) outside of Extended Day hours.

12. Mutual respect and professional relationships must be maintained between parents and staff. It is not our intent to prevent parents from expressing their views, but we must avoid scenes which upset the children, disrupt our activities or adversely affect the respect for and rapport between children and staff. Violation of this standard may result in termination of the child from the program.

13. Extended Day cannot be responsible for toys or personal belongings brought from home. Children are reinforced for respecting other’s property; however, if a child damages personal or public property, parents are held financially responsible.

14. For the safety of the children in the program, please do not send your child to the Extended Day Program for the

duration of any communicable illness.

15. For the safety of our students, overseeing medication for children shall be done only when: • Medication cannot be adjusted so that all doses are given at home.

- Administration has been requested and approved by the student’s parent/guardian.
- The appropriate physician forms are on file at the site.

16. In an emergency, program staff will make every effort to contact the parent or designee. If unable to do so, the parent signature on the registration form gives permission for administering first aid and/or emergency treatment that is in the child’s best interest. Parents are responsible for payment of emergency medical treatment. If you are interested in obtaining medical insurance offered through the school district, please contact your school office.

17. In an emergency, staff will do the following:

Injury

- Call parent at work/home
- Call 911 as appropriate

Late pick up (15 to 60 minutes after closing) • Call emergency contact numbers or authorities as appropriate

EXTENDED DAY PROGRAM BILLING POLICIES

We understand that consistency is important for children, so to ensure that your child’s program continues without any disruption, please note our billing policies below.

1. **A two-week written notice is required when dropping from the program.**

2. Program fees are billed in advance of services and accounts must be kept current. **For your convenience, fees have been pro-rated to cover the entire school year and are charged regardless of the hours or days your child attends.**

3. Fees are payable one week in advance of services. Fees not received by the due date are subject to a late charge of \$25 and your account becomes past

due. There is a 3-day grace period before the late charge of \$25 is applied to your account. Immediate payment in full will be required for your child to remain in the Extended Day Program. Please avoid disruption in your child’s program by ensuring payments are made by the due date.

4. Outstanding balances must be paid in full prior to re-enrolling in program.

5. Delinquent accounts are referred to a licensed collection agency.

6. During our summer camp program, the fees to offset field trip costs are billed conveniently to your account. Field trips are an incentive for respectful behavior; therefore, in the interest of safety, children demonstrating inappropriate behavior will not be permitted to attend field trips.

7. Payment by check, cash or credit card can be made in person at CVUSD, 750 E. Main Street, El Cajon, 92020; by mail to CVUSD EDP, P.O. Box 1566, El Cajon, CA 92022 or online at ezchildtrack.com/cajon/parent.

