

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:

2018-2019 SCHEDULE

| | |
|----------------------|------------------------|
| July 4 (closed) | Independence Day |
| August 22 | First Day of School |
| Sept 3 (closed) | Labor Day |
| Nov 12 (closed) | Veteran’s Day |
| Nov 19 – 23 (closed) | Thanksgiving Recess |
| *Dec 17 – Jan 7 | Winter Recess |
| Jan 21 (closed) | Martin Luther King Day |
| Feb 11 (closed) | Lincoln’s Day |
| Feb 18 (closed) | Presidents Day |
| *Apr 15 – Apr 26 | Spring Recess |
| May 27 (closed) | Memorial Day |
| June 20 | Last Day of School |
| June 21 | Closed (No School) |
| *June 24-August | Summer Recess |

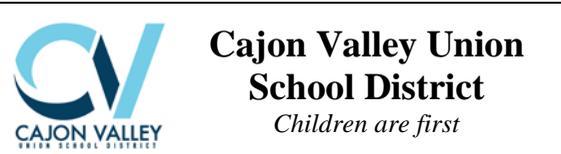
*WINTER, SPRING & SUMMER VACATION CAMPS AVAILABLE

| | <u>SITE HOURS</u> | <u>NUMBER</u> |
|-------------------|--------------------------|----------------------|
| Anza* | 2:00 pm–6:00 pm | (619) 590-8547 |
| Chase | 6:30 am–6:00 pm | (619) 590-2794 |
| Hall* | 2:00 pm–6:00 pm | (619) 441-5742 |
| Johnson* | 2:00 pm–6:00 pm | (619) 441-5727 |
| Language Academy | 6:30 am–6:00 pm | (619) 590-2793 |
| Lexington | 6:30 am–6:00 pm | (619) 588-3075 #3 |
| Madison | 6:30 am–6:00 pm | (619) 590-2786 |
| Meridian** | 6:30 am-6:00 pm | (619) 441-5739 |
| Magnolia | 6:30 am–6:00 pm | (619) 590-2796 |
| Naranca* | 2:00 pm–6:00 pm | (619) 588-3087 |

**Only PM Programs Available at these sites*
*** AM program DOES NOT have ASES grant regular fees of \$143.50 apply*

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

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



Extended Day Program

Parent Information &



Program Policies

Elementary Schools

ASES Sites

2018 – 2019

You may qualify for free or reduced rates based on household income.

Kaarn Hopkins-Wolfe, Supervisor

Nicolle Starr, Supervisor

Bilingual Secretary

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

www.cajonvalley.net
 Extended Day Program

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 Early Admission Kindergarten (EAK), Transitional Kindergarten (TK), Kindergarten through Fifth grade currently enrolled in the Cajon Valley Union School District are eligible to participate in the Extended Day Program at the school they attend. Per the Assembly

Bill 1567: This bill, beginning July 1, 2017 states priority will first be given to pupils who are identified by the program as homeless youth, as defined, and pupils who are identified by the program as being in foster care, 2nd Priority will be given to students who attend the E.D.P. for the entire duration the program is in operation.

EXTENDED DAY PROGRAM FEES

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

**Non-refundable registration fee
 for incoming new families:
 \$40/child or \$50/family**

Rates for families who do not qualify for Free or Reduced rates (must meet AM/PM ASES attendance requirements):

| Billing Cycle | AM/PM | AM | PM | Due Date |
|-----------------|---------|---------|---------|----------|
| Aug 22 - Sep 19 | \$119 | \$48 | \$72.50 | 8/15/18 |
| Sep 20 - Oct 17 | \$119 | \$48 | \$72.50 | 9/13/18 |
| Oct 18 - Nov 16 | \$119 | \$48 | \$72.50 | 10/11/18 |
| Nov 26 - Dec 14 | \$119 | \$48 | \$72.50 | 11/9/18 |
| Jan 8 - Jan 29 | \$59.50 | \$24.00 | \$36.25 | 12/10/18 |
| Jan 30 - Mar 1 | \$119 | \$48 | \$72.50 | 1/22/19 |
| Mar 4 - Mar 29 | \$119 | \$48 | \$72.50 | 2/22/19 |
| Apr 1 - Apr 12 | \$59.50 | \$24.00 | \$36.25 | 3/25/19 |
| Apr 29 - May 23 | \$119 | \$48 | \$72.50 | 4/22/19 |
| May 24 - Jun 20 | \$119 | \$48 | \$72.50 | 5/17/19 |

**Not all sites offer AM or AM/PM programs. See staff for details.

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.

**Monday – Minimum Day-Based on availability
 PM only \$58.00/month, per child.
 Sibling discount not applicable.**

**CVUSD contracted employees receive a 20% discount.
 Cost for Vacation Programs: weekly rate of \$125 (\$100/week for each additional child).**

To ensure that your child’s program continues without any disruption, please note our billing

policies.

EXTENDED DAY PROGRAM PRACTICES

- In accordance with the intent of the state legislation that provides major funding for the ASES before/after school programs, students must attend the program every day for the full range of hours. Per the Assembly Bill 1567: This bill, beginning July 1, 2017 states priority will first be given to pupils who are identified by the program as homeless youth, as defined, and pupils who are identified by the program as being in foster care. Second priority will be given to those attending for the full range of hours. Attendance requirements are associated with this program. Students enrolled in the program must meet these requirements in order to access and remain in the program. Students are required to attend the program each day the program is open. Elementary students that are enrolled in the before school program must arrive at 6:30am. If enrolled in the after school program, students must stay until the end of the program 6:00pm. Students who do not meet ASES attendance requirements must either begin meeting attendance requirements, drop from the program, or parents may choose to pay the OPT-Out Non-ASES rates. Non-ASES rates are as follows for AM/PM \$328 per month, AM Only \$143.50 per month, PM only \$235 per month. If your child fails to meet the attendance requirements 3 times in a 4 week period, your student will be dropped from the program.**
- So that we may be adequately prepared for the day, please call the Extended Day Site Lead if your child is absent from school
- For the safety and comfort of your children, please be prompt in picking children up by closing.

- 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. **These charges are not covered by the Free or Reduced Program.**
- 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, 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.
- 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.
- 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.
- 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
- 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.
- 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.

- 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
- 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**
- 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
- 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.
- 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.

- Parents/Guardians may not solicit program staff to provide child care for child (ren) outside of Extended Day hours.
- Mutual respect and professional relationships must be maintained between parents and staff. Violation of this standard may result in termination of the child from the program. 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.
- 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.
- During our summer camp program, the fee to offset field trip costs is conveniently included. In the interest of safety, children demonstrating inappropriate behavior will not be permitted to attend field trips. Field trips are an incentive for respectful behavior.

****FREE & REDUCED RATES AVAILABLE FOR QUALIFYING FAMILIES****
SEE YOUR SITE LEAD FOR DETAILS.
(Reduced Rate: \$31.50 per month for PM)
No Registration Fee required