

**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

|                         | <b><u>SITE HOURS</u></b>   | <b><u>NUMBER</u></b> |
|-------------------------|--|----------------------|
| <b>Avocado</b>          | <b>6:30 am–6:00 pm (619) 441-5737</b>  |                      |
| <b>Blossom Valley</b>   | <b>6:30 am–6:00 pm (619) 441-5744</b>  |                      |
| <b>Crest @ Madison</b>  | <b>3:00 pm–6:00 pm (619) 590-2786</b>  |                      |
|                         | Crest: PM Only Program. Students are bussed to Madison, Transportation provided at no cost to participating families |                      |
| <b>Flying Hills</b>     | <b>6:30 am–6:00 pm (619) 441-5740</b>  |                      |
| <b>Fuerte</b>           | <b>6:30 am–6:00 pm (619) 590-2795</b>  |                      |
| <b>Jamacha</b>          | <b>6:30 am–6:00 pm (619) 441-5733</b>  |                      |
| <b>Meridian*</b>        | <b>6:30 am-6:00 pm (619) 441-5739</b>  |                      |
| <b>Rancho San Diego</b> | <b>6:30 am–6:00 pm (619) 590-2787</b>  |                      |
| <b>Rios</b>             | <b>3:00 pm–6:00 pm (619) 441-5744</b>  |                      |
| <b>Vista Grande</b>     | <b>6:30 am–6:00 pm (619) 590-2788</b>  |                      |

\*Meridian PM program is an ASES Grant funded site, with attendance requirements.

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**

**2018 – 2019**

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

Mail To:

P.O. Box 1566  
 El Cajon, CA 92022-1566

[www.cajonvalley.net](http://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 Kindergarten through Fifth 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.

**Yearly Non-refundable registration fee**

**\$25 – 1 Child    \$40 – 2 Children  
 \$50 – 3 or More Children**

| Billing Cycle   | AM/PM | AM       | PM       | Due Date |
|-----------------|-------|----------|----------|----------|
| Aug 22 - Sep 19 | \$328 | \$143.50 | \$235    | 8/15/18  |
| Sep 20 - Oct 17 | \$328 | \$143.50 | \$235    | 9/13/18  |
| Oct 18 - Nov 16 | \$328 | \$143.50 | \$235    | 10/11/18 |
| Nov 26 - Dec 14 | \$328 | \$143.50 | \$235    | 11/9/18  |
| Jan 8 - Jan 29  | \$164 | \$71.75  | \$117.50 | 12/10/18 |
| Jan 30 - Mar 1  | \$328 | \$143.50 | \$235    | 1/22/19  |
| Mar 4 - Mar 29  | \$328 | \$143.50 | \$235    | 2/22/19  |
| Apr 1 - Apr 12  | \$164 | \$71.75  | \$117.50 | 3/25/19  |
| Apr 29 - May 23 | \$328 | \$143.50 | \$235    | 4/22/19  |
| May 24 - Jun 20 | \$328 | \$143.50 | \$235    | 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 \$57.00/month, per child.**

**20% Sibling Discount  
 20% Discount for CVUSD contracted employees**

**Cost for Vacation Programs: weekly rate of \$125  
 (\$100/week for each additional child).**

### 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 1<sup>st</sup> offense receive verbal warning of non-compliance from EDP Lead. At 2<sup>nd</sup> offense parent/guardian will receive written warning of non-compliance and suspension from program. After the 3<sup>rd</sup> 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 child care 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 5 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.