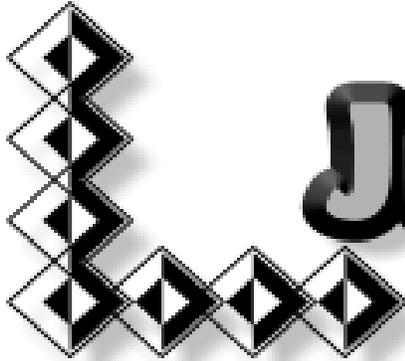


Cajon Valley Union School District
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JumpStart

Early Childhood Program Parent Handbook





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School Information

Staff

JumpStart! staff are qualified by education, experience, and personality to work with young children. In addition, staff are required to have units in child development. All *JumpStart!* staff participate in a continuous program of in-service education and studies for professional advancement. In addition, regularly scheduled staff meetings are held.

2019-2020 School Calendar

The Early Childhood Program is on the Cajon Valley Union School District Traditional Calendar.

The following dates are to inform you of our schedule for 2018-2019. Please note that if dates change you will receive written notification in advance.

- August 21.....First Day of School
- September 2.....Labor Day (Holiday)
- November 11.....Veteran's Day (Holiday)
- November 25-29.....Thanksgiving Recess (5 days)
- December 23-January 13..... Winter Recess (15 Days)
- January 13.....(Closed- Professional Development Day)
- January 14.....School Resumes
- January 20.....Martin Luther King Jr. Day (Holiday)
- February 10.....Lincoln Day (Holiday)
- February 17.....Washington Day (Holiday)
- April 6-17.....Spring Recess (10 Days)
- April 20.....School Resumes
- May 25.....Memorial Day (Holiday)
- June 18.....Last Day of School
- June 19..... Jumpstart CLOSED/No students
- June 22 - August..... Summer Recess



Purpose of This Handbook

We hope to enjoy a supportive and collaborative relationship with you and your family. To assist in this endeavor, the *JumpStart!* handbook was developed to represent an agreement between the *JumpStart!* Early Childhood Program, the Cajon Valley Union School District and you. Please read the information included in this handbook carefully. ***All individuals involved will be held responsible and accountable for information found within.***

“It is imperative to change the way we look at education. We should invest in the foundation of school readiness from birth to age 5.”

James Heckman, 2000 Nobel Laureate in Economics, University of Chicago



Mission

We Believe

Children are active learners

- Children's physical, social, emotional, and intellectual growth is promoted through play, exploration, discovery, and guided learning
- Parents are their child's first and most important teachers
- It is the school's responsibility to work with and support parents in promoting their child's development of social, cognitive, communication, emotional, and motor skills that promote school success.

Preschool Philosophy and Goals

A child's lifelong attitude toward learning can be enhanced by positive early experiences appropriate to his/her development. All children benefit from early group experiences to the extent that individual differences are considered and provisions are made to meet each child's needs and capabilities, making preschool programs a valuable supplement to the stimulation young children receive at home.

The family has the most influence on a child's learning potential. A parent's increased understanding and skills can help enrich and reinforce the total growth of each child. Therefore, parent education and parent involvement are an integral part of a preschool program. In addition, other critical factors influence a child's growth and ability to learn. Good health, sufficient nutrition and an adequate living environment contribute to a child's ability to reach his/her full potential. Preschool programs have a unique opportunity to assist families in attaining these basic goals.



JumpStart! Overview

Goal of the JumpStart! Preschool

The primary goal of the *JumpStart!* program is to:

1. Develop each child's sense of self-worth.
2. Provide a wide range of experiences which form a foundation for future learning in all areas, including language, mathematics, science, music, social skills, and art.
3. Encourage the child's natural curiosity about the world.
4. Develop each child's communication skills.
5. Provide opportunity for physical development and healthful living.
6. Help each child learn how to handle his/her own emotions and consider the feelings of others.
7. Develop problem-solving skills.
8. Develop children's readiness for kindergarten.
9. Help each child develop a sense of respect for all people.
10. Encourage creativity.

Another goal of the program is to expand parents' understanding and knowledge by offering opportunities such as:

1. Learning more about child growth and development.
2. Being included as an active participant in their child's preschool experience to:
 - a. Acquire an understanding of the rationale and procedures of the early childhood program.
 - b. Gain skills for effective participation in the classroom and reinforcement of the child's learning at home.
3. Increasing their self-confidence to:
 - a. Better understand themselves and the importance of the roles they assume.
 - b. Learn about and compare child rearing practices in various settings and cultures.
4. Developing an awareness of community resources.



Developmentally Appropriate Curriculum

To achieve program goals, the *JumpStart!* curriculum is based on guidelines established by the National Association for the Education of Young Children (NAEYC). The following tenets of the NAEYC are fundamental to any quality early childhood program:

1. Interactions between children and staff provide opportunities for children to develop an understanding of self and others and are characterized by warmth, personal respect, individuality, positive support, and responsiveness.
2. The curriculum encourages children to be actively involved in the learning process, to experience a variety of developmentally appropriate activities and materials, and to pursue their own interests in the context of life in the community and the world.
3. Parents are well informed about the program and welcomed as observers and contributors.
4. The program is staffed by adults who understand child development and who recognize and provide for children's needs.
5. The program is efficiently administered with attention to the needs and desires of children, parents, and staff.
6. The program is sufficiently staffed to meet the needs of and promote the total development of children.
7. The indoor and outdoor physical environment fosters optimal growth and development through opportunities for exploration and learning.
8. The health and safety of children and adults are protected and enhanced.
9. The nutritional needs of children and adults are met in a manner that promotes development.
10. Systematic assessment of the effectiveness of the program in meeting its goals for children, parents, and staff is conducted to ensure that a quality program is provided and maintained.



A well-designed curriculum, based upon these criteria, places an emphasis upon the child learning through direct experiences. Since play is a child's work and is the process through which children learn, our activities are designed to:

1. Be child centered.
2. Involve action oriented, hands on concrete experiences.
3. Provide opportunities to promote autonomy and initiative.
4. Promote understanding of and respect for diverse cultures.

Program Design

These interrelated components are necessary to create a well-designed early childhood program:

1. A carefully planned physical environment, both indoors and outdoors which encourages exploration and problem solving.
2. A consistent daily schedule which provides a balance of adult-directed and child-selected activities presented in a variety of individual and group settings.
3. Development of identified thematic units which are child centered and emphasizes integrated activities.
4. Lesson plans which are carefully developed to reinforce identified concepts.
5. Child/adult interactions which are joyful, warm and nurturing.

The *JumpStart!* daily schedule will include:

- Large motor activities, both indoor and out.
- Fine motor activities, with manipulatives and a variety of table toys.
- Sensory play using mediums such as paint and play-doh.
- Discovery and exploratory activities that promote cognitive development and problem solving skills.
- Language and early literacy development.
- Social skills in the dramatic play area.
- Puzzles and games.
- Music and movement.



General Policies

Admission Criteria

Children between the ages of 3 and 5 are eligible for the early childhood program. Enrollment applications are processed in the order in which they are received with priority given to siblings of children currently enrolled in the program. There is no discrimination on the basis of race, sex, national origin, or physical or mental disability.

A parent of a child with special needs requesting enrollment into the *JumpStart!* program will be required to have an intake meeting with early childhood staff. This is to ensure the child will have a successful and rewarding experience in the JumpStart program.

All parents are required to submit the following enrollment information **before** children may begin the *JumpStart!* program:

1. Enrollment Application
2. Identification and Emergency Information Form
3. Verification of birth, with birth certificate, baptismal certificate, or affidavit
4. Physician's Report (within 30 days of enrollment or before)
5. Health History Parent's Report
6. Record of immunizations for DPT (Diphtheria, Tetanus, Pertussis), Polio, and MMR (measles, Mumps, Rubella), Hib Meningitis (MMR and Hib need to have been given on or after the first birthday), Varicella (chicken pox) and a series of 3 Hepatitis B
7. Consent for Medical Treatment Form
8. Notification of Parent's Rights
9. Notification of Personal Rights

When classes have been filled, a waiting list will be developed and prioritized by date of application received, siblings currently in program, and family need.



Children's Records

All records must be accurate and up to date. Please inform the *JumpStart!* staff of any changes or special conditions regarding phone numbers, address, custody arrangements, emergency numbers, babysitters, health conditions, or legal actions (i.e., restraining orders), etc. Copies of legal documents affecting custody and visitation must be provided. Please inform staff of any changes.

Family Confidentiality

All family records and information are confidential and are kept in a secure location. The early childhood staff maintains a policy of confidentiality in all discussions regarding children.

Sign In/Sign Out Forms

For safety purposes, licensing requires that all children must be brought into the classroom by a Parent/Guardian and must be signed in and out DAILY with a full signature. No one under the age of 16 will be allowed to sign in and out.

Authorized Adults

Your child will only be released to persons who are authorized by you on the identification and emergency form. If you are sending another adult to pick up your child, you must send a note signed by you, authorizing the release of your child to the person named. In case of emergency, you may call the program and give the name of the person picking up your child. This person will be asked to show identification before he/she may take your child.



Fees

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

- **Non-refundable annual registration fee:** \$25 for one child, \$40 for two children (first child and one sibling), or \$50 for three or more children (maximum yearly registration fee per family).
- **Monthly Rates:** The program fees are prepaid monthly and are dependent on the program/number of days enrolled. Please see the attached fee schedule for specific program fees.
- **Refund Policy:** If an account has a credit balance at the time of withdrawal from the program, a refund will be issued within 60 days.
- **Rate Change:** A 30 day advance written notice will be given for any rate increases.
- **Discounts:** A 20% discount will be offered for each sibling enrolled in the program.

Fees are prepaid every month and due one week in advance of service. Fees not received by the due date are subject to a late charge of \$25, and your account becomes past due. Any account that is "PAST DUE" is payable immediately to assure continued service in the program. The \$25 late fee will be added each month to invoices not paid by due date. There is a five (5) calendar day grace period before the late charge of \$25 is applied to your account. If your child(ren) **leaves the program for more than three weeks**, the outstanding balance must be paid in full before your child(ren) may re-enter (pending space availability). **Delinquent accounts will be referred to a licensed collection agency.**

A fee of \$15 will be charged for any returned checks.



Late Pick-Up Policy

We understand that circumstances sometimes occur that result in a late pick-up; however if this occurs on a regular basis, a late pick up fee of \$1 per minute for the first 15 minutes will be charged and \$2 per minute for each minute after 15. In addition to the late fee, parents picking up their child(ren) past closing three times in a 12-week period **may lose the privilege of having their child(ren) in the program.** All parents picking children up after hours are required to sign the late log.

Please pick up your child(ren) on time. If you are more than 15 minutes late and we are unable to reach you, the following steps will be taken:

1. We will call your home/employer/school.
2. We will call your emergency phone number(s).
3. If a parent is more than 30 minutes late and cannot be reached, staff will call the police and have the child(ren) transported to the appropriate Child Custody Facility.

This is in accordance with district policy regarding children left at school beyond a reasonable period of time.

As a parent please remember to:

1. Contact the program if you are going to be late.
2. Make arrangements with authorized adults to pick up your child.
3. If these arrangements have not been made, go directly to the classroom.
4. If the school is closed, please read the note posted on the classroom door informing you of the whereabouts of your child.

Please Note: Staff are not permitted to transport children to or from your home or take children to their home. Additionally, staff are not permitted to care for children outside of *JumpStart!* program hours.



Positive Behavior Procedures

The *JumpStart!* Program uses positive guidance and redirection when children are having difficulty making appropriate choices. The goal of these positive procedures is to help children establish their own self-control and to modify behavior that is socially unacceptable, inappropriate, or non-productive in nature. Self-control is acquired through guidance and learning, not punishment. Techniques used will be applied in a way to maintain or enhance the child's self-esteem. Consequences will immediately follow the behavior. Talking with children after they regain self-control will help them to understand why the behavior is undesirable. Time out will be used when a child has lost control and is unable to reason. If a child is constantly exhibiting disruptive behavior, parents/guardians will be consulted. The staff shall follow these guidelines:

- Discipline is teaching and provides children with choices.
- Correcting behavior shall be done in a caring and respectful manner (corporal punishment will not be permitted).
- Behavior guidelines shall be consistent and individualized for each child and appropriate to the child's level of understanding.
- Behavior guidelines are directed toward teaching the child acceptable behavior.
- Consequences are not associated with food, rest, or isolation.

A variety of positive procedures will be used to generate voluntary compliance from children. These will include:

- Re-direct behavior in a positive, patient and professional manner.
- Behavior Modification that includes the use of positive validations to reinforce desired behaviors, accomplishments and logical consequences
- Natural and Logical Consequences that teach and reinforce desired behaviors.
- Time Out (The child will be removed from the situation for one minute for every year of age)

Toys

Please leave inappropriate toys and other items at home. Children should not bring toys to the program except on "Show and Tell" days or when otherwise asked to bring them. This eliminates problems with loss, sharing, and breakage. The program is not responsible for toys or personal belongings brought from home. Parents are financially responsible for children damaging any personal or public property.



Rest/Nap Time

Mandated by state regulations, children who stay for the afternoon "stay and play" *JumpStart!* Program will be given the opportunity to rest and/or nap. Napping cots or mats will be provided; however, parents are required to supply a sheet and blanket for their child during rest time. Please take sheets/blankets, etc. home weekly to be cleaned.

Holidays

The Early Childhood Program will follow the school calendar. No allowance will be made for holidays, with the exception of December and January. Program closures due to holidays are taken into consideration at the time fees are established. All holidays resulting in program closings will be posted on our Parent Board as a reminder. Parents are responsible for making appropriate alternative child care arrangements for the school holidays.

Withdrawal From the Program

Two weeks written notification that includes the child's last day of participation is required when you intend to withdraw your child from the program.



Health

Health Requirements

All children in the JumpStart Program are required to have a physical examination and up-to-date immunizations (DPT, POLIO, MMR, HIB, Varicella & Hepatitis B) on file. Parents will also be required to complete a Pre-Admission Health History Form for their child. Failure to obtain a physical examination before enrollment may delay your child's start in the program.

Health Habits

Please help to develop good health habits by:

- Sending your child to school with a healthy breakfast.
- Sending your child clean and well-groomed.
- Reminding your child to wash before and after meals and to brush his/her teeth regularly.
- Establishing good sleeping habits.

Toileting

All children admitted to the program must be toilet trained. Please send a change of clothing for occasional accidents to be stored in your child's cubby. If your child has borrowed clothing from the program, please return it as soon as possible.

Illness

Licensing requires that children be checked daily by the staff to determine if any are ill or contagious. A child who is ill or contagious cannot be accepted in the classroom to ensure good health for everyone. For the protection of your child as well as classmates, please keep your child home if there is evidence of any of the following:

- **Cold:** First 1-3 days or longer if persistent coughing, fever, or other symptoms are present



- **Fever:** Until fever free for a full 24 hours
- **Vomiting:** Until vomiting has not occurred for a full 24 hours
- **Diarrhea and/or upset stomach:** Until child is symptom free for a full 24 hours
- Contagious diseases, including but not limited to:
 - Measles, mumps, chicken pox, unknown rashes
 - Conjunctivitis (pink eye)
 - Lice (child may return to program when they are **free** of nits)

If your child becomes ill during the day or has an accident, you will be contacted to pick up your child. If you cannot be contacted, the staff will notify a person you authorized for emergencies on the Identification and Emergency Information Form. Your child's emergency information must provide the names of two available, responsible adults who are available to pick up and care for your child. We will release your child only to the persons you have designated. Be sure that the adults you have chosen are aware they may be called. Emergency information **must** be kept updated.

Medication

Parents are encouraged to arrange necessary medication doses before or after the program. If medication is required during program hours, specific district approved forms must be completed by parents and the physician. Please contact program staff for these forms if your child requires medication during the school day.

Biting Policy

We are aware children are orally explorative and we will attempt to work with you and your child during this stage; however, if your child continually bites or hurts other children we cannot compromise the safety of others. This may result in immediate removal from the program until the biting behavior ceases. The child may be eligible to return to the program if space is available.



Nutrition

Cooking Experiences

Some cooking is done in the classroom. These experiences are designed to introduce new foods to the children and to promote an awareness of good nutrition and food choices. If your child has an allergy to certain foods, please give the staff a written notice of this fact.

Snacks

The program provides a mid-morning and/or a mid-afternoon nutritious snack. A monthly snack menu will be posted on the parent board. If we are providing a particular menu item your child has an allergy to or dislikes, please provide an alternative snack from home.

Lunch

Children attending JumpStart's full day program may bring their own lunches or purchase a school lunch.



Safety

Parking and Traffic Control

Parking and traffic control is a considerable safety concern; therefore, it is critical that all parents follow the parking requirements developed at each school site. These requirements are designed to keep children and adults safe as they arrive and depart from class daily. Adults must hold children's hands at all times as they walk through the parking lot and around the school. It is illegal to leave a child unattended in a vehicle for any period of time or to park in a handicapped parking space without a handicapped placard.

Clothing

Dress your child in play clothes that are washable, comfortable, able to withstand occasional paint stains, and appropriate for physical play. Outdoor play is very important and potentially dirty; therefore, the **Cajon Valley Union School District is not responsible for soiled or tattered clothing due to active and creative play.** Mark all coats, sweaters, and jackets with your child's name. Closed-toed shoes must be worn during JumpStart hours.

"Ouch" Reports

Whenever a child is injured an "Ouch" Report is filled out and sent home. It will specify the nature of and treatment for the injury. Please take note of the "Ouch" Report if you receive one, and inform us if the problem or injury persists.

Emergencies

If a child is injured at school, 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 the administration of first aid and/or emergency treatment that is in the child's best interest. **The parent is responsible for payment of emergency medical treatment.**



If a school-wide emergency/disaster should occur, staff will follow procedures outlined in the school site emergency/disaster plan.

Field Trips

Field trips may be offered that involve either walking or riding the bus. Parents will be required to sign permission slips for these outings and a nominal fee may be charged. Parents are encouraged to participate as chaperones on field trips.

Child Abuse

The primary intent of the child abuse reporting law is to protect the child. Protecting the identified child may also provide the opportunity to protect other children in the home or yet unborn children.

Suspected cases of child abuse must be reported by all legally mandated reporters. Legally mandated reporters include "child care custodians. Teachers, classroom aides, and some other school employees are trained in the duties imposed by the penal code. (P.C. 11165(h), 11165.1, 11165.5, 11165.6(b).

Zero Tolerance

The district has a strict policy regarding any items that can be considered dangerous, such as knives, realistic toy guns, or look-alike weapons. Any incident involving a dangerous item brought to school must immediately be reported to the Program Director, who will discuss the situation with parents and determine the appropriate consequence, which could include suspension or termination in the program.

Tobacco-Free Facility

Secondhand smoke and its toxins have proven to be harmful to children's health. In compliance with State Law, the JumpStart program observes a tobacco-free policy. Our outside surroundings and program must remain tobacco-free at all times.



Special Services

Assistance is available from the School District in the area of speech therapy, health guidance, and psychological services for those children in need of such services and with the consent of the parent. You are encouraged to request help from the staff or the Coordinator regarding any social services or health needs of your family. The Coordinator will refer you to an appropriate community service agency or to the various special services departments of the District for more information. The names and telephone numbers of local resources and community service agencies that are available to help in various ways are posted in the program on the parent bulletin board.

Developmental Program

*There are only two lasting bequests
we can hope to give our children.
One is roots; the other, wings.*

Hodding Carter

The Early Childhood Program staff provides a variety of activities to promote and enhance social, language, cognitive, and small and large motor skill development. The curriculum is highly individualized and recognizes the importance of developing children's creativity, problem solving, and self-help skills. Through art, music, literature, science, pre-math and pretend play, children will develop skills and express their understanding of the world around them. Children will participate in games, free choosing time, learning centers, individualized instruction, story time, and free play. Nutrition education, exercise and outdoor play are other important components of the program to help children develop physically, as well as expand their language and stimulate brain growth.

Outdoor Play

JumpStart!'s daily schedule includes a balance of time spent indoors and outdoors. As licensed child care facilities, we follow the expectation from Community Care Licensing that children play outside every day. To properly develop coordination and muscles, children need practice. Active, vigorous play develops a wide range of motor-coordination skills and provides children a chance to acquire concepts and expand language. Most children are healthier with regular outside play, benefiting from exercise and fresh air.



Celebrations and Special Events

JumpStart! staff plan the celebration of holidays and special events with the understanding that young children are easily over stimulated. Events in children's lives such as birthdays, or the end of the school year will be celebrated in a simple, developmentally appropriate manner. Please talk to the *JumpStart!* staff if you have a question about the way a special event will be celebrated in your child's program.



Recognition of Religious Beliefs and Customs

In accordance with the Education Code and Cajon Valley Union School District Board Policy, all public school staff shall be highly sensitive to the philosophical or religious development of each child, in whatever tradition the child embraces. Public school programs must not favor nor promote the beliefs and customs of any particular religion over any others and must refrain from religious instruction. School programs should not be, nor have the effect of being, religiously oriented or a religious celebration. Recognizing that holidays demonstrate the diversity and rich heritage of our community members, public school staff may use classroom decorations and costumes that express seasonal themes that are not of a religious nature.



Parent Involvement

We believe everyone benefits from parents participating in their child's preschool experience; therefore, you are welcome to visit your child's program at any time. Please remember that all visitors must sign in at the school office and we ask that you enter the classroom quietly, so you do not disrupt the environment. We invite you to share your special talents, hobbies, or skills with the children to enrich our program.

Each parent is required to have a TB chest x-ray or TB skin test prior to volunteering regularly in the *JumpStart!* program. Contact the school office for further information on health center locations, as well as available dates and times for appointments. This test is provided for a nominal fee at the East Region Public Health Center located at 460 N. Magnolia Avenue, Suite 110, El Cajon, CA 92020, (619) 441-6500.



Changes in Policies and Procedures

When new rules and/or procedures are to be added or changed in the parent handbook, parents will be given a 30 day written notice prior to the effective date of those changes.



Rights and Responsibilities

Termination

We desire to work with the parent in every way possible to prevent non-voluntary terminations; however, at times we must terminate a family from the program. Some of the reasons a child or family may be terminated from the program are:

1. Failure to follow program policies and procedures.
2. Failure to pay monthly fees.
3. Learning or behavior difficulties which the program is not staffed to deal with. In these instances, staff will work with the parent to try to find assistance for the problem, as well as other alternatives for the family.
4. Failure to provide needed information.
5. Giving false information.
6. Failure to observe program hours.
7. Failure to properly sign in and out.
8. Failure to follow rules related to the parking lot or other established school rules.
9. Disruptive, abrasive, unprofessional, or abusive behavior on the part of the parent or guardian or child can result in termination of the child from the program. It is not our intent to prevent the parent from expressing his or her views, but we must prevent scenes which frighten the children and disrupt our activities, or adversely affect the respect for and rapport between children and staff.

Licensing Information

This program is licensed by the State of California and will comply with the regulations of the Community Care Licensing Division. The Community Care Licensing Division and the State Fire Marshall will conduct periodic inspections to ensure the program meets or exceeds the standards. If you wish to inquire into our licenses the Community Care Licensing Division recognizes children 2–6 years of age as Preschoolers.

Community Care Licensing Division
7575 Metropolitan Drive, Suite 110
San Diego, CA 9210 (619) 767-2200

2019-2020

Monthly Fee Schedule

8:00AM - 12:00 PM: One Child

Program Option	2-Day	3-Day	5 Day
Regular Monthly Rate	\$181	\$270	\$452
December payment	\$90.50	\$135	\$226
March Payment	\$45.25	\$67.50	\$113
April Payment- see next page for more details about cycle #8	\$226.25	\$337.50	\$565

8:00 AM-1:45 PM: One Child

Program Option	2-Day	3-Day	5 Day
Regular Monthly Rate	\$205.50	\$321.50	\$562
December payment	\$102.75	\$160.75	\$281
March payment	\$51.38	\$80.38	\$140.50
April Payment- see next page for more details about cycle #8	\$256.88	\$401.88	\$702.50

Please call (619) 441-6172 with additional billing questions.



Welcome to JumpStart!

We hope you and your child(ren) will have a wonderful year with us.



**JUMPSTART
BILLING CYCLE CALENDAR FOR 2019-2020**

Cycle	Dates of Service	Billing Date	Payment Due Date
1	Aug 21 - Sept 18	7/31/19	8/14/19
2	Sept 19 - Oct 16	8/29/19	9/12/19
3	Oct 17 - Nov 15	9/27/19	10/10/19
4	Nov 18 - Dec 20	10/28/19	11/11/19
5	Jan 14 - Jan 28	12/4/19	12/17/19
6	Jan 29 – Feb 28	1/8/20	1/22/20
7	Mar 2 - Mar 27	2/10/20	2/24/20
**8A	Mar 30 - Apr 03	3/2/20	3/15/20
**8B	Apr 20 - Apr 24	3/26/20	4/2/20
9	Apr 27 – May 21	4/14/20	4/21/20
10	May 22 - Jun 18	5/6/20	5/15/20

**Please make checks payable to CVUSD
or pay online at www.ezchildtrack.com/cajon/parent**

****Billing Cycle 8:** Please note, due to Spring Break being in the middle of the billing cycle, and due to our billing system being unable to recognize Spring Break as a separate charge, we had to break billing cycle 8 into two (2) 1-week cycles. You will be billed separately for each of these 1-week cycles, each of which is due on different dates.