

**Bonita Unified School District
School Age Care Program
Extended Learning Opportunities Program**

Parent & Student Handbook

2022-2023



School Age Care Office Address and Phone Number:

**115 W. Allen Avenue
San Dimas, CA 91773
(909) 971-8330
Ext. 5361, 5362**

School Age Care (SAC)/Extended Learning Opportunities Program (ELO-P) District Office Contact Information:

School Age Care Office	(909)971-8330
Nancy Sifter, Coordinator: sifter@bonita.k12.ca.us	Ext. 5360
Lilliana Garcia, Manager: lgarcia@bonita.k12.ca.us	Ext. 5364
Patti Eide, Secretary: eide@bonita.k12.ca.us	Ext. 5361
Sue Gribbon, Account Technician: sgribbon@bonita.k12.ca.us	Ext. 5362

Elementary School Site SAC Supervisor Contact Information:

Allen Avenue	Nicole Robison	(909) 971-8362
Ekstrand	Jannette Kalar	(909) 971-8363
Gladstone	Vivian Randall	(909) 971-8364
Grace Miller	Ashley Hernandez	(909) 971-8366
La Verne Heights	Yadira Lara	(909) 971-8365
Oak Mesa	Nicole Carone	(909) 971-8369
Roynon	Marilyn Palencia/Veronica Juare	(909) 971-8367
Shull	Susy Griffith	(909) 971-8368

Middle School Teen Scene SAC Supervisor Contact Information:

Lone Hill	Bonnie Perez	(909) 971-8370
Ramona	Shaquiesha Hampton	(909) 971-8360

Communication:

Our primary form of communication is by email. The School Age Care office uses the same email addresses listed at the school sites for all students. Please make sure the emails we have for you on file match those at your child(s) school. Please be on the alert for emails received by this office. If your email address changes, please inform the SAC office immediately.

Program Goals, Purpose, Staff and Description:

The School Age Care Program: grades TK-8/Extended Learning Opportunities Program: grades TK-6 is operated by the Bonita Unified School District's School Age Care Office. Our School Age Care staff consists of qualified BUSD personnel who supervise all program activities.

The program provides supervision and guidance in an environment in which children can grow to the best of their abilities. It is expected that all students enrolled in SAC/ELO-P are able to independently address all personal toileting needs. To resolve the occasional but immediate toileting accidents, parents will be notified by SAC/ELO-P staff with a request to bring a change of clothes or to be picked up from daycare.

Dates to Remember 2022-2023:

First Day of School	Monday, August 22, 2022
Labor Day – SAC Closed	Monday, September 5, 2022

Non-Pupil Day – SAC Open	Friday, October 7, 2022
Non-Pupil Day – SAC Open	Friday, October 28, 2022
Veteran’s Day – SAC Closed	Friday, November 11, 2022
Thanksgiving Break (11/21-11/25)	SAC Open November 21-22, 2022: Must be pre-registered in CAMP to attend.
Winter Break (12/26-1/6)	SAC Open January 4-6, 2023: Must be pre-registered in CAMP to attend.
Martin Luther King Day - SAC Closed	Monday, January 16, 2023
Lincoln’s Birthday - SAC Closed	Monday, February 13, 2023
President’s Day - SAC Closed	Monday, February 20, 2023
Non-Pupil Day – SAC Open	Friday, March 3, 2023
Spring Break (4/3-4/7)	SAC Open April 4-7, 2023: Must be pre-registered in CAMP to attend.
Memorial Day - SAC Closed	Monday, May 29, 2023
Last Day of School – SAC Open	Thursday, June 8, 2023
No School/SAC Closed	Friday, June 9, 2023

SAC Camps - Must be re-registered in CAMP to attend:

The Bonita Unified School District SAC Program reserves the right to combine child care facilities on dates of student-free days, Thanksgiving, Winter, and Spring breaks, and Summer Camp. On these days, parents and/or guardians will be required to drop-off and pick-up their child(ren) from the child care facilities that are open. Tuition for Thanksgiving, Winter, and Spring Camps: \$21 per day with a 10% discount for additional children. This tuition is non-refundable.

In order to attend any of the CAMPS below, you must pre-registered in advance to secure enrollment. Walk-in attendance is not an option. Call the SAC office with any questions.

Thanksgiving Camp 2022 (2 days). Location: TBD

Dates: Monday, November 21 and Tuesday, November 22, 2022

Hours: 6:30 a.m. to 5:00 p.m.

The SAC program and school will resume Monday, November 28, 2022

Must be pre-registered to attend Thanksgiving Camp.

Winter Camp 2023 (3 days). Location: TBD

Dates: Wednesday through Friday, January 4-6, 2023

Hours: 6:30 a.m. to 5:00 p.m.

The SAC program and school will resume Monday, January 9, 2023

Must be pre-registered to attend Winter Camp.

Spring Camp 2023 (4 days). Location: TBD

Dates: Tuesday, April 4 through Friday, April 7, 2023

Hours: 6:30 a.m. to 5:00 p.m.

The SAC program and school will resume on Monday, April 10, 2023

Must be pre-registered to attend Spring Camp.

Summer Camp 2023 information will be available in the spring of 2023.

Registration for SAC School Year and Camps (camp details vary; call the SAC office for specific details on Camps):

Registering your child(ren):

- Students must be enrolled in a BUSD school prior to registering for daycare.
- Enrollment is limited and will be determined by lottery if need exceeds capacity.
- If registrations exceed capacity, students not placed in the program via lottery will be placed on a waiting list. The wait list will then be determined by timestamp, not by lottery.
- Complete the SAC registration form and submit with registration fees.
- Registration will be cancelled if registration fees/tuition are not paid by the assigned deadline.
- Registration is a **non-refundable** fee:
 - \$35.00 for the first child
 - \$25 for the second child
 - \$20 for the third child, not to exceed \$80.00 per family in the program.
 - Checks or money orders are to be made payable to BUSD for the exact amount due.
 - Cash is acceptable in the exact amount owed.
 - **All previous balances incurred and due to the SAC program must be paid in full before a student will be allowed to register or enroll in any SAC program (past due tuition, late payment fees, NSF and/or late pick-up fees, etc.).**
- Please keep your personal information current: email addresses, cell and home phone numbers, home address, employment contact information, emergency contact lists, etc.

Hours:

- Daycare is open for grades TK-8 from 6:30 a.m. to 6:00 p.m. when children are NOT in school.
- Daycare is open on pupil-free days; additional fees may apply.
- Thanksgiving, Winter, Spring, and Summer break programs are available at an additional cost.
- Transitional Kindergarten programs for the 2022-2023 school year are as follows:
 - August 22-September 16 Release time 11:15am
 - September 19-June 8 Release time 12:00pm
- Kindergarten programs for the 2022-2023 school year are as follows:
 - August 22 - September 16 Release time 11:20am
 - September 19 - March 24 Release time 1:05pm
 - March 27 - June 8 Release time 2:00pm

Late Pick-Up:

Regardless of the SAC program your child is enrolled in (SAC or SAC ELO-P), parents must pick up their child(ren) before the 6:00 p.m. closing time. Should a parent be delayed and unable to reach the center by 6:00 p.m., he/she must arrange for one of the adults listed as an emergency contact to pick up their child.

If parents do not reach the center by 6:00 p.m. and have not contacted the center by telephone, staff will contact the person(s) listed as emergency contacts. **If staff is unable to locate anyone to pick up the child by 7:00pm, the Sheriff's Department/La Verne Police Department will be notified.**

All student accounts, regardless of program (SAC or SAC ELO-P), will be billed \$1.00 per minute for each child remaining after the 6:00 p.m. closing time. Three (3) or more late pick-ups may result in suspension or dismissal from the program.

Fees/Tuition:

Fee Schedule Changes Process

- Written request is required to change your fee schedule; a change of fee schedule request must be submitted to the SAC office or emailed to sgribbon@bonita.k12.ca.us.
 - Fee schedule changes will not be accepted after the third Friday of September.
 - Program schedule changes are limited to once a year.
 - If the change is due to an emergency, contact sgribbon@bonita.k12.ca.us.
 - Fee schedules are provided to parents every year.

All fees are paid monthly in advance on either the 1st or 15th

- All fees are based on a weekly rate and are paid monthly in advance based upon the payment option selected at registration. Prorated weekly tuition is not offered; daily rates are not offered.
- Family Discount: 10% discount for 2 or more children enrolled. Discount will be applied to the lower of the two fees.
- Children must attend daycare for at least two weeks out of every month and miss no more than two consecutive weeks at a time. Due to the high demand of daycare, if attendance is less than two weeks per month, the student's enrollment may be suspended or terminated.
- Tuition can be paid online or by cash, check or money order made payable to BUSD.
- If paying by personal check, blue or black ink is required in the exact amount due. If paying by cash, the exact amount must be submitted.
- All checks must indicate the child's name and school of attendance. (See check example on last page)
- All payments are made directly to the district office SAC location. Payments are not accepted at the SAC school sites. An after-hours drop vault is available at the SAC office.
- All returned checks will be assessed a fee of \$20.00 plus the amount of the check. Only cash, money orders or cashier's checks will be accepted for any account who has had two or more returned checks from the bank.
- If paying online through Community Pass, see the instructions at the end of this document.
- If an account becomes delinquent, reminders will be emailed until the account is up to date.
- Unpaid balances will result in a suspension of daycare services until all charges are paid in full.

Late Fees/Non-Payment

- Fees are considered delinquent and a late fee will be assessed as follows:
 - Tuition due on the 1st: Late fee will be assessed on the 6th.
 - Tuition due on the 15th: Late fee will be assessed on the 20th.
 - More than three (3) late payments, may result in suspension from the program.

- Please call our office if your payment will be late. Communication with us in these matters is crucial.
- PAYING BY MAIL or by ELECTRONIC BANK CHECK
 - If mailing: please address your envelope to **"BUSD SAC"**.
 - If paying by electronic bank check: please make payable to **"BUSD SAC"**.

1st of the Month Fee Schedule:

A late fee will be charged to your account if the postmark or bank transaction date are after the 5th of the month.

15th of the Month Fee Schedule:

A late fee will be charged to your account if the postmark or bank transaction date are after the 19th of the month.

- Tuition not received within eight (8) days of the due date will result in the suspension of program services until fees are paid in full.

Students Leaving the Program

- Notify the SAC office and your school SAC supervisor immediately if your child will no longer attend the program. Fees and tuition continue to accrue if no notification is received.

Termination of Service

- SAC reserves the right to terminate service at any time. Reasons for termination can include but are not limited to:
 - Late payment (more than 3) and/or non-payment of tuition or fees
 - Repeated late pick-up of child(ren)
 - Non-attendance: less than two weeks per month or more than two consecutive weeks
 - Repeated disruption of the program

Student-Free Days and Fees

- No additional charge for student-free days for those enrolled in full-day care or grades K-5 PM only.
- Children enrolled in grades K-5 in AM only, there is an additional charge of \$8.40.
- Children enrolled in grades 6-8 in AM or PM only there is an additional charge of \$5.40.

Student-Free days are as follows:

- Friday, October 7, 2022
- Friday, October 28, 2022
- Friday, March 3, 2023

Extra Care:

An Extra Care option for families enrolled in AM Care only or PM Care only is offered. Extra Care can be used if you need Full Day daycare on an occasional basis. This \$6.00 Extra Care fee does not replace weekly rates.

Extra Care fee: \$6.00 an hour, or for any portion of an hour. Example: if a child is dropped off at 6:30 and goes to school at 6:50 that would be considered 1 hour with a charge of \$6.00.

BUSD Employee Discount:

BUSD permanent employees who work at least 10 hours per week on an ongoing basis with students enrolled in the District have the option to enroll their students at a reduced rate.

Attendance:

- **Children must attend daycare at least two (2) weeks out of every month and miss no more than two (2) consecutive weeks at a time. Due to the high demand for daycare, if a child does not attend the SAC program for at least two weeks per month, the child may be dropped from the program.**
- **It is required that parents notify SAC in all instances when we should not expect to receive their child in our care at the time that he/she is scheduled to attend. This notification is crucial to ensuring the safety of each and every child. A written notice is required one week in advance if a child will not attend one full week. This includes weekly accounts. This notice can be emailed to sgribbon@bonita.k12.ca.us.**

Each site has voicemail to report an absence. If there is an emergency and you are unable to reach the school site, call the SAC office at (909) 971-8330 ext. 5361 or 5362. **Children may not attend the SAC program on any day they do not attend school.**

- If a child is checked out of school on any given day for any reason and is not checked back into school before his/her grade level release time, he/she may not attend the SAC program that day.
- A child cannot be checked back into SAC if he/she has been checked out of SAC for a personal reason: i.e.: medical appointment, family engagement, etc.
- A child may be checked out of SAC to participate in organized sports, after school activities, and other adult organized district authorized functions held at the school site if arrangements have been made in advance, SAC has written permission from the parent, they are under the supervision of a responsible adult, and all sign-out procedures are followed.

Your child **should not attend** the SAC Program if...

1. there are signs of a communicable illness including COVID-19
2. he/she has a high fever, vomiting, diarrhea, or a bad cold
3. the child is too sick or uncomfortable to participate in regular activities
4. the child has not attended school that day

Sign-In and Sign-Out Procedures:

Children must be signed in and signed out of the program each day by an authorized parent, guardian or emergency contact.

- When bringing a child to the SAC program, a parent/guardian or adult designated by the parent, must accompany the child into the facility and sign the child in.
- At the end of the day the adult must come into the facility and sign the child out. A full signature, date, and time must be provided on the daily sign in/out sheet.
- **Original Picture identification of parents or other adults is required in order to sign-out a student from School Age Care. This is without exception. For your child's safety we reserve the right to not release a child without proper picture identification.**

Only those listed on a child's emergency contact list or who have written permission signed by a parent or guardian on file with the site supervisor will be allowed to sign the child in or

out of the program center. Please keep your child's emergency contact list current. Call the SAC office with any changes.

Minor Release Form: The Bonita Unified School District recommends against allowing a child to be released from the School-Age Care Program to the care of an individual under the age of 18 years; however, should you find it necessary to do so, you must complete the minor release form before your child will be released to a minor of at least 14 years of age. No exceptions will be made to this requirement. Please obtain a minor release form at the SAC office; these forms are not available at the school sites.

Custody Alert:

Educational Rights: Biological parents hold educational rights for a student unless those rights have been specifically limited or removed by the court; this is true even when a custody order is in place. Unless the order states one parent has sole educational rights, both parents still hold rights.

In the event a child's parents are divorced and have joint custody, children may be released to either parent. A parent will be denied access to that child only when a signed court order states one parent has the right to see and/or pick up the child.

Parents are to provide the SAC Office a copy of any custody papers or court orders for our files to ensure those papers/orders are followed.

Per Ed Code 51101(d):

"A parent may not exercise "bill of rights" when those rights conflict with a valid restraining order, protective order, or order for custody or visitation issued by a court of competent jurisdiction."

Medication:

The Education Code, Section 49423 allows school personnel or program staff to administer medication if the following steps are taken:

1. Authorization for Medication form is completed and signed by the child's physician and parent(s), and the form is on file with the SAC supervisor.
2. Medication is brought to the SAC Supervisor by the parent.
3. Medication is in the original container labeled with the child's name, name of medication, name of prescribing physician and the physician's instructions. The instructions on the container must match the physician's written instructions.

If a child is on a continuous, regular medication, new medication orders must be filled out annually or as necessary. The Authorization for Medication form can be found on the BUSD website.

School Related Injuries:

The district does not carry insurance that pays for the cost of treatment for students injured on school grounds while under school supervision or while participating in school sponsored activities, including the SAC program. Parents may have private insurance that provides such coverage or parents may wish to purchase student accident medical insurance. An insurance brochure/application is available in your child's school office.

Injury, Illness, Prolonged Illness:

Students returning to school after an injury, accident, hospitalization, or serious illness must have a medical release. This release should include any limitations and list assistance devices, i.e.: crutches, slings, wheelchair, etc., and an expected date they may resume normal activities.

Sick children must be excluded from the program until they are no longer contagious so as not to expose other children. Parents are asked to exercise good judgment and keep children at home while ill and seek medical attention as appropriate. Symptoms which are signs of possible impending infection or disease include:

- Fever over 100 degrees F
- Signs of a new cold, cough, sore throat, watery eyes, etc., green mucus
- Headache or head pain
- Loss of appetite
- Excessive irritability or unusual passivity
- Vomiting
- Diarrhea
- Inflammation of the eye (conjunctivitis)
- Abscess or draining sores
- Rash, unless the cause is determined to be non-contagious
- Behavior not normal for the child
- Head Lice (please contact your child's school health office)

To protect the health of your child and others, if a child arrives at the program with a contagious condition or symptoms of possible illness we will contact you immediately. If we are unable to contact you or you cannot pick up your child, we will phone the person(s) you list as alternates for us to call in an emergency. In the event of a serious or life threatening emergency, we will seek emergency services by calling 911 first, then attempt to contact you.

In the case of prolonged illness, please contact the SAC Office immediately. A credit and/or refund may be issued after five (5) consecutive days of absence due to illness. A request for credit/refund must be submitted within five (5) working days of the child's return to the SAC program. A doctor's note may also be required.

Personal Articles:

The program is not responsible for any personal articles brought from home—including portable games, electronic devices, toys, etc. which may be damaged or lost. All left items will be disposed of after 5 days of the conclusion of all offered programs and camps.

Photograph Permission:

We may have the opportunity to use child's likeness in newspaper articles or presentations to the BUSD Board of Education. Please complete the photo authorization form and return it to the SAC site with your registration materials.

G-Rated Movies:

Occasionally, G-rated movies may be shown at School Age Care or Teen Scene.

Emergencies:

If a child becomes ill or is injured, school/district policy will be followed. Parents will be required to come to the SAC site and take the child home. If, in the opinion of the staff, a child needs immediate medical attention, the following steps will be taken:

1. If deemed necessary by staff:
 - a. Call 911
 - b. Child will be taken by emergency vehicle to a hospital upon recommendation of paramedics. If a child needs to be transported to the hospital by an emergency vehicle, it will be at the parent's expense.
2. Attempt to contact parent or guardian
3. Attempt to contact parent through persons listed on child's emergency information form.

Snack and Food:

If your child is allergic to any foods, please contact the SAC site supervisor at your child's school immediately.

To mitigate food reactions such as anaphylaxis, if any students in the daycare program have food allergies, the daycare will post notices identifying the foods and will articulate a process for food consumption at her/his site to limit exposure to said food products. Such foods are not to be brought into the daycare rooms and handling of these food products must be followed by thorough hand washing.

Behavior Interventions:

All students are expected to conduct themselves appropriately and follow school/district rules while in the SAC program. Disruption of the program may result in suspension or dismissal from the SAC program. During a one to five-day suspension, tuition is not refundable.

- Children are expected to follow all school/district and SAC program rules by:
 - Maintaining a hands-off policy at all times
 - Use of appropriate language at all times
 - Appropriate dress according to school dress codes
 - Respect for all people by maintaining appropriate behavior at all times
 - Respect for all property. If equipment or property is destroyed or damaged as a result of inappropriate behavior, parent may be held responsible for all costs incurred.
 - Gum is prohibited.

The following are the progressive behavior interventions in the event a student does not demonstrate appropriate behavior or is disruptive to the program:

1. Verbal notification to parent/guardian
2. Written warning
3. One to five-day suspension from the program
 - a. During a suspension, fees are not prorated or refundable
4. Suspension for the remainder of the semester and/or school year from the program

One or more steps in the progressive discipline guidelines may be skipped at the discretion of the program site supervisor and/or coordinator in situations that are considered an emergency or extreme disruptions to the program.

BUSD Uniform Complaint Procedures:

If a parent wishes to appeal a decision made by the SAC site supervisor or principal, appeals shall be made to the Coordinator of the SAC program at the District Office. If the parent wishes to appeal a decision made by the Coordinator, the appeal shall be made to the Assistant Superintendent of Educational Services or designee. Appeals will be heard and a decision rendered within ten working days.

Bonita Unified shall not discriminate against students/parents, or community on the basis of gender, race, color, religious creed, ancestry, age, marital/parental status, mental/physical disability, or sexual orientation.

CHECK EXAMPLE: Please follow the format below for ANY check submitted for tuition.

The image shows a sample check form for BUSD - SAC. The check is dated 1936 and is payable to BUSD - SAC for the amount of \$244.00. The check includes a memo section with the text "Memo: Donald Duck, Shull; Daisy Duck, Lone Hill". The check is signed by "Your signature". The check is annotated with several instructions:

- Postdated checks are not accepted.** (Annotation pointing to the date field)
- The amount paid must match the amount due.** (Annotation pointing to the amount field)
- In the memo section of your check, please include your child(ren)'s name(s) and school name(s).** (Annotation pointing to the memo field)
- Please make your check out to: BUSD - SAC** (Annotation pointing to the payee field)

The check form includes the following fields and text:

- Payor Information:** Mickey Mouse, 2222 Disney Way, Anaheim, CA 92222, (714) 555-5555
- Payee:** BUSD - SAC
- Amount:** \$244.00
- Amount in Words:** Two hundred forty-four & 00/100
- MEMO:** Donald Duck, Shull; Daisy Duck, Lone Hill
- Signature:** Your signature
- Security Features:** Details on back
- Check Number:** 000000186
- Check Number:** 000000529
- Check Number:** 1000

See next page for Community Pass Online Payment Information.

Bonita USD School Age Care Community Pass Online Payment Information

(The options to pay by cash, personal check, cashier's check or money order are still available. This has not changed.)

Online Payment Instructions:

Once you've logged into your Community Pass Account, you will do the following to make online payments:

1. Click View & Pay Balances.
2. Click on the applicable Season.

Season	Current Amt Due	Balance
SAC 2019-2020/15th of Month Payments	\$0.00	\$0.00
2019-20 Vacation Break programs	\$0.00	\$0.00
SAC 2020-2021/15th of Month Payments	\$0.00	\$0.00
SAC 2020-2021/1st of Month Payment	\$0.00	\$0.00
SAC 2021-2022 1st of Month Payment	\$145.00	\$145.00
SAC 2021-2022 15th of Month Payment	\$0.00	\$0.00
Summer Camp 2021 (1st of the Month Billing)	\$0.00	\$0.00
Summer Camp 2021 (15th of the Month Billing)	\$0.00	\$0.00
Thanksgiving Camp 2021	\$42.00	\$42.00

3. You will see the option to pay via Credit Card (2.9% processing fee) or e-Check (debit card) (1.0% processing fee).
4. Choose your Method of Payment.
5. Click "Continue" to enter your credit card or e-Check information.

Season	Current Amt Due	Balance
Community Programs - Before and After Care/Early Learning Academy 2021-2022	\$145.00	\$145.00

☒ Credit Card **VISA** (2.9% Processing Fee)

☐ e-Check (1.0% Processing Fee)

Cancel Back Continue

Continued on the next page.

6. Follow the directions on the screen. After you've entered your payment information, click Complete Transaction. Your payment will appear in your account's transaction summary.
7. A receipt will automatically be emailed to you.

Bonita Unified School District
SCHOOL AGE CARE - BONITA USD

SCHOOL AGE CARE - BONITA USD - SAC 2021-2022 1ST OF MONTH PAYMENT

Please confirm the information below. Be sure to use the name that appears on the credit card you are using, along with the billing address for that card. Required fields are in red.

PAYMENT SUMMARY

Payment Amount:	\$145.00
Processing Fee:	\$4.21
Total:	\$149.21

SELECT CREDIT CARD

☒ Use New Credit Card

BILLING INFORMATION

First Name: Tony	Last Name: Coyle
Billing Address: 123 Maple	Billing City: Morristown
Billing State: NJ	Billing Zip Code: 07930
Phone (w/ area code): 201-388-6947	Email: mcoyle@capturepoint.com

CREDIT CARD INFORMATION

Credit Card Number:
[Redacted]

Expiration Date:
Month: [Dropdown] Year: [Dropdown] **CVV Code:** [Redacted]

☐ By checking this box I authorize Morristown Recreation to charge my credit card for the Payment Amount above and for CommunityPass to charge my credit card for the Processing Fee amount above.

☐ I'm not a robot

Every month you receive a tuition reminder. That will continue. Within that email, there is a link to Community Pass.