

MISSION STATEMENT AND GOALS FOR CARE THE PROGRAM

MISSION:

CARE will provide a secure, supervised learning and playing experience that will enhance the quality of the time a child spends away from parents and the school classroom.

GOALS:

- * To provide an atmosphere that is safe, relaxed and accepting where children feel welcome and can develop a sense of belonging.
- * To provide a balanced schedule of activities, indoors and outdoors, quiet and noisy, individual and whole group.
- * To provide a physical environment that is safe, stimulating and clean.
- * To guide the children with consistent and positive direction.
- * To make available activities and materials which are developmentally appropriate.
- * To keep communication open with parents, staff and students through monthly newsletters and open dialogue.
- * To provide nutritious snacks.
- * To meet requirements of AZ. Dept. of Health Services, Office of Child Care Licensing.

LOCATION

CARE Main Office	2101 E. River Rd.	209-7549
Canyon View CARE	5725 N. Sabino Canyon Rd.	209-7752
Manzanita CARE	3000 E. Manzanita Ave.	209-7814
Sunrise Drive CARE	5301 E. Sunrise Dr.	209-7944
Ventana Vista CARE	6085 N. Kolb Rd.	209-8023

REGISTRATION

Children who meet Catalina Foothills School District enrollment requirements and are currently enrolled in one of the District's elementary schools are eligible to register for CARE. Registration is taken on a space available basis. Registration is held at the CFSD/Community Schools District Office, Building C, 2101 E. River Rd. A \$70.00 nonrefundable registration fee for the first child in the family is due upon registration. Each additional child will be charged a nonrefundable registration fee of \$40.00.

LICENSED FACILITY

CARE is regulated by the Arizona Department of Health Services; 400 W. Congress Suite #100; Tucson, AZ 85701. (520) 628-6540. You may ask your Site Manager for inspection reports that are available for your review.

SAMPLE SCHEDULE OF ACTIVITIES

BEFORE SCHOOL PROGRAM

6:30-7:50	Free Play, Choices, Homework
7:00-7:30	Breakfast
7:50-8:00	Clean-up, Dismissal to School

AFTER SCHOOL PROGRAM

3:00-3:20	Check in, Snack
3:20-3:35	Meeting
3:35-5:30	Outdoor, Indoor Activity Choices, Homework
5:30-6:00	Indoor Quiet Activities

Weekly activity plans will be posted on the parent bulletin board at each CARE location. Above is a sample schedule and may be subject to change based on the needs and wants of the children.

SPECIAL NEEDS

Children with special needs are integrated into the CARE Program. However, safety issues must always be evaluated with every student. Children whose behavior or needs create an issue of unreasonable risk or harm to themselves, others or property cannot be accommodated.

LIABILITY INSURANCE

CARE is a Community Schools program. Community Schools is a nonprofit division of Catalina Foothills School District. CARE is covered under the school district's liability insurance policy.

HOURS AND DAYS OF OPERATION

Each CARE site is open from 6:30 a.m. to 8:00 a.m. for the Before-School Program and 3:00 p.m. to 6:00 p.m. for the After-School Program, Monday through Friday. On days of "Full Day" CARE we are open from 6:30 a.m. to 6:00 p.m. On the school's "Early Release" days CARE operates from 1:30 p.m. until 6:00 p.m., For Early Release dates and school holiday information refer to the calendar on the last page. On the school's "Half Days" we are open from school dismissal at 11:30 a.m. until 6:00 p.m. The following are the holidays CARE will be closed:

September 6, 2010	January 17, 2011
November 11, 24, 25 and 26, 2010	March 31 and April 1, 2011
December 20, 21, 22, 23, 24, 27, 29 and 31, 2010	

CARE will open on July 26, 2010 and will close after May 26, 2011.

TRANSPORTATION

Parents are responsible for transporting their children to and from CARE. We require that children be walked into the program and signed in. Conversely, children are to be signed out of the program by an adult. This is for the safety of the children.

FIELD TRIPS

Field trips may occur on a limited basis. Large groups will be transported on school buses. Small group field trips may occur with volunteer drivers. Drivers must have a valid Arizona driver's license and proof of liability insurance. Children will be required to wear seat belts. Field trip permission slips must be signed by a parent or guardian and returned to CARE prior to each trip.

PRIVATE EMPLOYMENT OF CARE STAFF

Catalina Foothills Community Schools does not sanction, encourage, or endorse their employees or volunteers to enter into any private arrangements with families for child-care or any other services. Such activities are considered to be outside of the scope of an employee or volunteer's duties with CARE. Employees and volunteers may not engage in any conduct relating to after-hours child-care during CARE work hours. In addition, employees or volunteers may not be authorized to sign children out of the program to leave campus.

PARENT INVOLVEMENT

Parents are invited to visit all CARE sites at any time during hours of operation. Parents are welcome both to observe and to participate in activities with their children. During school hours, all visitors must first check into the school office. Visitors to the program will be supervised at all times. Parents are encouraged to share their special interests and vocations with the children. Volunteers also provide individual attention to a child through storytelling, playing a game or assisting in homework. If you are interested in sharing interests or volunteering, please speak to the Site Manager at CARE.

COMMUNICATION

All **calendars and account summaries** will be placed in your parent mailbox or "cubby" at your CARE site. Please check your cubby on a weekly basis. If you choose to share your email address with us we will send monthly email reminders. Each site creates a monthly newsletter. It will be posted on our district website:

www.cfsd16.org/schools/communityschools

SNACKS

Snacks are provided both in the morning and afternoon for all grades. If your child requires an additional snack, you may send one with him/her. On "half days" and "full days" of CARE you will need to prepare a sack lunch for your child. Include an ice pack if you include perishable items. Children are encouraged, but never forced to eat.

PERSONAL BELONGINGS

It is important to label your child's clothing and accessories, especially outerwear and lunch boxes. We cannot be responsible for each child's belongings unless they can readily be identified with a name.

HEALTH / MEDICATION / EMERGENCIES

Illness

It is to the benefit of all children and staff that sick children do not attend CARE. Your child may not attend CARE if experiencing any of the following symptoms: inflammation, fever, rash, vomiting, diarrhea, severe coughing, pink eye, head lice, chicken pox or other contagious diseases. If your child becomes ill while at CARE, you will be contacted. He/she will be kept in a quiet, isolated area until picked up by an authorized person. If your child is absent with a potentially infectious disease, please notify your CARE site. We will post a notice at the site to inform you if the children have been exposed to an infectious disease. If your child does not attend school, due to illness, then your child may not attend CARE.

Medication

If a child requires medication while attending CARE a parent or guardian must complete a "CARE Request For Giving Medication" form. All medication, including inhalers, prescription medications, sunscreen or over-the-counter drugs, should be furnished by the parent or guardian in an **original** container labeled with the student's name, date, name of medication, dose, time to be taken and date to be discontinued. Over-the-counter medications such as Tylenol must be accompanied by a **doctor's note** specifying the dosage and frequency of administering. Any medications given will be logged in on a chart with the time, date, dose and signature of the staff person who administers the medication. You will need to provide CARE with an original container of medication, separate from the school health office, because we are unable to access medications kept in the school health office before or after school hours.

Emergencies

In the case of emergency, parents, guardian or emergency contact person will be notified immediately and authorized medical attention will be given. In the case of a minor injury, the child will be treated in accordance with first aid procedures. You will be informed of the minor injury either verbally or with a minor injury report placed in your child's cubby.

CARE CODE OF CONDUCT FOR CHILDREN

CARE children are expected to respect the rights, feelings and opinions of all staff members and of all other children. Children are always expected to conduct themselves in an orderly, polite, and safe manner. It is the staff's responsibility to see that the children know and understand the following rules:

- *Respect yourself and others.
- *Respect property and all living things.
- *Keep your hands, feet and objects to yourself.
- *Use acceptable language.
- *Listen to and follow directions the first time.
- *Always get permission to leave your assigned area.

CARE CODE OF CONDUCT FOR ADULTS

All adults who enter the CARE Program are considered to be role models for the children and should act accordingly. The physical and emotional safety of the children is our highest priority. The conduct of a parent, or adult listed as an emergency contact, may not interfere with the ability of CARE staff to provide quality and safe childcare. Any behavior that could be interpreted by staff as threatening, intimidating, aggressive or abusive will not be tolerated. Failure to adhere to this code may result in loss of childcare services.

THREATS

Under Arizona Revised Statute 15-341-(33) the school district shall report "any suspected crime against a person or property that is a serious offense or that involves a deadly weapon or dangerous instrument or serious physical injury and any conduct that poses a threat of death or serious physical injury to employees, students or anyone on the property of the school." As a result of this law the district is obligated to report to local law enforcement:

*Any suspected serious crimes against persons or property.

*Any incidents that could potentially threaten the safety of security of the students or staff.

PLEASE HELP US EDUCATE YOUR CHILDREN REGARDING THE SERIOUSNESS OF THIS MANDATED LAW.

PROCEDURE FOR REMOVING A CHILD FROM THE PROGRAM

Our philosophy for CARE is based on providing participants with optimum learning and recreational opportunities. CARE needs to be a stimulating and exciting environment within an organized framework. Our staff is committed to meeting both the needs of the individual child and the needs of the group. The expectations for behavior are based on appropriate developmental levels. Our goal is to encourage children participating in CARE to be responsible for their actions and experience the consequences of their behavior. If a child is disruptive, the staff will attempt to redirect the child to more appropriate behavior. Logical and natural consequences will be applied. Consequences may include verbal directions, a cool down time, or loss of privilege. In the event that a child's behavior repeatedly disrupts the activity and prevents other participants from having a quality experience, the following steps will be taken:

1. The Director of CARE will be informed of the situation and the CARE Site Manager will contact the parents. Strategies for behavior modification may then be developed.
2. If the disruptive behavior continues, the Director of CARE will remove the child from the program either on a temporary or permanent basis.
3. If a child is removed from CARE due to disruptive behavior, parents are entitled to receive a prorated refund based upon the number of days paid for and unused.

If a child is suspended from school, it must follow that the child will also be suspended from CARE. Full credit will be given for tuition lost during this time period.

CUSTODY LAWS-BOTH PARENTS' RIGHT TO PICK UP THEIR CHILD

Under the laws of the state of Arizona, both parents may have the right to pick up their child, unless a court document restricts that right. The enrolling parent, who chooses not to include the child's other parent on the authorized pick-up list, must file an official court document (e.g., current restraining order, sole custody decree, divorce decree stating sole custody). Absent that document, the childcare center may release the child to either parent, provided that parent documents his paternity/her maternity of the child.

YOUR CHILD'S SAFETY AT PICK-UP TIME

We will not allow a child to leave our program with an adult if we believe that the safety of that child is better served if the adult does not drive. We will offer to contact another authorized person to pick up the child.

DISENROLLMENT

If you no longer need CARE services for your child, please call the main CARE office at 209-7549. We will remove your child from the attendance schedule.

SCHEDULING AND DUE DATES

You will receive a CARE calendar in your cubby at CARE two to three weeks prior to the month of service, each month. You will use this calendar to schedule your child's CARE days and times. If you pay **monthly***, your calendar *and* payment due dates are listed below. These dates are also on each CARE calendar and posted at each site. If you pay **weekly**, your calendar *and* payment are due every Wednesday (unless otherwise posted) prior to the week of service. These dates are also stated on each CARE calendar. It is the responsibility of the parent or guardian to submit the CARE calendar and payment to the CARE site, to the CARE main office or to fax to the CARE main office (209-7575) by the due date. Please do not assume that CARE calendars or notes sent to school or CARE with your children will be submitted on a timely basis.

2010-2011 Monthly due dates:

July/August (full days) due Thurs., July 8

August due July 23

September due August 13

October due September 10

November due October 8

December due November 5

January due November 19

February due January 14

March due February 11

April due March 11

May due April 8

***Reminder:** All CARE calendars received after the monthly deadline for the calendar month concerned will be calculated using the weekly rate.

FEES AND RATES

Registration fee

A \$70.00 nonrefundable registration fee for the first child per school year is required upon registration. The registration fee for each additional child in the family is \$40.00.

Rates

If you pay monthly, the rate is \$3.60 per hour. If the CARE monthly calendar and payment are not received by the due date for that month's calendar, you must pay using the weekly rate for that month. If you pay weekly, the rate is \$3.80 per hour. CARE "hours" are based on the time schedule in the left margin of each CARE calendar.

On days of "full day" CARE your child may attend our program from 6:30 a.m. to 6:00 p.m. You may schedule and pay **by the hour** (at the \$3.60 rate), choosing the block(s) of time needed. This is a change from our previous policy of offering only half-day or full-day payment options on full days.

Multi-child discount

If a family has three (3) or more children concurrently enrolled and using CARE there is a 10% discount on CARE monthly or weekly tuition. This discount does not apply to any additional fees or overtime charges that may be incurred.

Late calendar or payment

If a calendar and/or payment are received after the due date, there is a **\$10.00 late fee** per child account. Monthly and weekly calendars are not considered "late" if they are submitted to the CARE site by **6:00 p.m.** on the due date. Another option is to use our after-hours drop box at the CARE main office. Payments may be made **before 8:00 a.m.** on the first business day to follow a calendar due date. This extension of the due date is **not an option** at the CARE sites.

Drop-in and unscheduled attendance

Unscheduled attendance occurs when a child comes to the program **without a current calendar and payment submitted**. Drop-in attendance is subject to the \$10.00 late calendar/payment fee plus your hours of usage. Additional unscheduled attendance beyond the 1st day without a calendar will be charged \$7.00 per day plus hours of usage, until we receive your CARE calendar and payment.

Overtime

Overtime occurs when a child is picked up after or dropped off before their scheduled time. There is a charge of \$3.80 /hr. per occurrence for overtime. If a child is picked up after 6:00 p.m., according to the site clock, there is a charge of **\$1.00 per minute** per child. If you have an emergency and cannot pick up your child by 6:00 p.m., please call the CARE site to let the CARE staff know. They can then put your child's mind at ease.

SCHEDULE CHANGES

Please call the **CARE main office** (209-7549) with any scheduling changes, or concerns regarding fees or policies between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday. We ask that you do not leave schedule changes on the CARE voicemail or e-mail.

If your child will not be attending CARE on a day when he/she is scheduled to attend, it is **imperative** that you call the CARE Main Office. We will notify the CARE site and school (if applicable). This will help to ensure the safety of your child by maintaining an accurate attendance list.

In order to ensure your child will arrive safely at CARE each day they are scheduled, we must have any schedule changes by Wednesday prior to the week of service. This is considered **sufficient notice**.

Adding days to your submitted calendar

Unlike an unscheduled drop-in attendance, adding days occurs when you have notified the CARE office that your child will be attending CARE for additional days beyond what is scheduled on your submitted calendar.

When adding days with sufficient notice (by Wednesday prior to the week of service) you will be charged only for the additional hours of use.

When adding days without sufficient notice (after Wednesday prior to the week of service) you will be using an “emergency add on”. After you have submitted a current calendar, your first emergency add on will result in a charge for hours of use without an additional fee. However, any additional emergency add-ons to that current submitted calendar will be charged the additional hours of use plus a \$7.00 fee per occurrence.

Canceling days

If canceling a day, with sufficient notice (by Wednesday prior to the week of service) you will receive credit for that day minus 20%. If canceling without sufficient notice (after Wednesday prior to the week of service) no credit is given.

Generally, credit for absence is not given. However, under some circumstances, such as extended illness of greater than one week, we will consider giving credit that may then be applied to future attendance. For consideration of credit, the CARE office must be notified as soon as you know the nature of your child’s illness. We will also request a doctor’s note.

ARREARS

It is mandatory that payments be made on time and that accounts are current. If your account is 30 days past due, your family may be suspended from the program. To avoid suspension, payment plans for those in arrears may be set up. It is your responsibility to call the CARE office (209-7549) to discuss the possibility of setting up this plan. Once established, payment plans must be adhered to, or your family will be suspended from the program. Accounts over 60 days past due that have not had a minimum payment posted for 30 days will be sent to collection.

SIGN IN AND SIGN OUT

An adult must sign every child who attends CARE, before attending school, into the CARE Program. Children may not sign themselves into the program.

Parents, or persons authorized to pick up a child, must come into the main CARE room to sign the child out of the program to leave campus. Our staff will not allow the child to leave CARE until they are properly signed out. Children may sign themselves out of the program to attend **on-campus activities**. Children may not sign themselves out of the program to leave campus. CARE staff may not sign children out of the program to leave campus.

Your child may be picked-up only by people listed on the CARE Information/Registration card. However, exceptions can be made providing arrangements have been made in writing to the CARE staff, stating who will be picking up your child and the date that this exception will occur. In the case of an emergency, and with your prior written approval, authorization by telephone may be given. Please be ready to provide the code number that you provided on your registration-emergency form. A picture I.D. is required of anyone who is picking up a child who is unknown to the staff.

*Please note that siblings who you list as “authorized to pick up” must be at least 16 years of age. Any exception will need to be approved by the CARE Director.

ATTENDING COMMUNITY SCHOOLS CLASSES AND OTHER ON-CAMPUS ACTIVITIES

Children who are scheduled in the C.A.R.E. Program may also attend Community Schools afterschool classes. The class fee may be discounted, as designated in the Community Schools brochure. This applies **only** for children who are regularly enrolled in C.A.R.E. on the **day** and **time** of the class and **only if** the child is scheduled to return to C.A.R.E. after class. This discount **will be subtracted from the cost of the class** at the time of class registration. C.A.R.E. and Community Schools classes must be at the same location in order to receive this benefit. This discount does not include classes which are contracted by Community Schools with outside vendors, offsite or “extra”, which are denoted by an asterisk (**) near the class title in the brochure.

If you take advantage of this opportunity, the C.A.R.E. staff will be responsible for assisting your child to and from these classes. You will need to complete a “C.A.R.E. Activity Information” form to advise us of your child’s class schedule.

We realize that the availability of the C.A.R.E. calendars and the Community Schools class brochures do not always coincide. If you have scheduled your child for C.A.R.E. and decide to enroll him/her in a Community Schools class instead, please call the C.A.R.E. main office at 209-7549. We will be glad to adjust your schedule with no penalties.

If you have any further questions regarding Community Schools classes, please call 209-7551.