

Woodbridge Children's Center

Parent Handbook

Welcome to Woodbridge Children's Center, a Child Development Enrichment Activities Program for children in the Martinez Unified School District Elementary schools. During the school year we provide childcare on weekdays before, during (for kindergarteners), and after school. Woodbridge is open for all holidays except National holidays, the day after Thanksgiving, the day after Christmas and New Years, when these days fall on a Thursday, and one week before school starts in the Fall. Woodbridge is open for "All Day Woodbridge" special programs, as well as Winter and Spring Break fun weeks. Summer Camp offers a full day program activities including traveling field trips as well as "In House" field trip adventures. Children registered to attend Kindergarten in the Fall are welcome to participate in our summer Camp Programs.

The Woodbridge Program brings together the best of what children want and need, providing a family type atmosphere in which children can grow through social, educational, and recreational opportunities. With Woodbridge resources, activities are planned to stimulate the children's curiosity, stretch their imagination, and help them acquire positive self-esteem through personal and educational growth. The many activities provided at Woodbridge enhance the education the children receive in the classroom. Woodbridge also provides information regarding funding resources for families who qualify for financial assistance.

Our Mission is to Provide
For all children in our care,
A safe and nurturing environment,
Intellectual challenge, creative opportunities,
Guidelines for human behavior, and
Emotional security for individual needs.

Registration & Enrollment

Important Enrollment Procedures

In order to enroll a child at a Woodbridge Center, the following forms must be downloaded and completed. After completing all thirteen (13) forms, an interview with the Site Director at your Woodbridge Center must be arranged to discuss and verify completion of ALL required forms as the final step before a child can be considered fully enrolled. Thank you for your cooperation regarding completion of this important registration process.

Registration Forms

1. Registration information
2. Admission Contract
3. Emergency Information
4. Consent for Pictures
5. Parent Handbook
6. Personal Rights
7. Identification and Emergency Information
8. Child's Preadmission Health History
9. Parents Rights
10. Caregiver Background Check Process
11. Caregiver Background Check Information
12. Consent for Emergency Medical Treatment
13. Woodbridge Children's Center Program Contract

(All forms can be found and downloaded from www.woodbridgechildren.org under the registration tab)

Woodbridge Daily Schedule

Morning Program

7:00 AM	Open
7:00 - 7:45 AM	Free Choice & Games
7:45 - 8:00 AM	Group Time
8:00 AM	Sign Out & Dismiss Children

PM Kindergarten Program

8:00 - 8:45 AM	Free Choice
8:45 - 9:00 AM	Snack
9:00 - 9:45 AM	Outdoor Activity
9:45 - 10:15 AM	Art/ Activities
10:15 - 10:30 AM	Bathroom Call
10:40 - 11:00 AM	Lunch
11:00 - 11:20 AM	Story Time
11:20 AM	Bring Kinders to School

AM Kindergarten Program

11:20 - 11:30 AM	Pick Up Kinders
11:30 - 11:45 AM	Bathroom Call
11:45 - 12:15 PM	Lunch
12:15 - 12:35 PM	Group Time
12:35 - 1:30 PM	Outdoor Activity
1:30 - 2:00 PM	Free Choice/ Art
2:00 - 2:15 PM	Snack

Afternoon Time

2:35 PM	Sign in Children
2:35 - 3:15 PM	Snack
2:50 - 3:00 PM	Pickup Kinders/ Snack
2:50 PM	Super Group
3:00 - 3:45 PM	Homework Club/ Outdoor Activities
3:00 - 5:00 PM	Outdoor Activities/ Free Choice
5:00 - 5:50 PM	Group Time
6:00 PM	Close

WOODBIDGE CHILDREN'S CENTER

PARENT HANDBOOK

The Woodbridge Children's Center Program is for School Age children, TK - Kindergarten through Fifth Grade. Woodbridge admits all elementary age children regardless of race, sex, sexual orientation, religion, or national origin.

Woodbridge Centers are open weekdays between the hours of 7:00 a.m. and 6:00 p.m. The Centers are also open during "All Day Woodbridge", the days when school is closed, Spring Break, Winter Break, and Summer Camp Weeks. Woodbridge is closed on Legal Holidays and some days during the week before school starts.

Enrollment to the Woodbridge Children's Center Programs will include acknowledgement of, and agreement to by signature, the following policies: A yearly contract must be filled out completely with days and times (hours) needed. The non-refundable registration fee will be accepted only after contracts and Woodbridge policies have been read and agreed upon, and an interview with the Site Director completed. Both parents and Site Director must agree that the child's needs can be met with the Center Program.

Since Woodbridge hires Staff according to the number of children contracted to attend daily, there will be no refunds available for contracted hours not used. After a contract is signed by the parent and accepted by the Site Director, only two changes in the contract may be made during the school year. COURT ORDERS regarding child custody and parent pick-up permission must be presented at the time of registration, and will be kept on file with the child's emergency information.

Rates will be reviewed in January and April, and any increases for the upcoming school year will be made at those times.

PARENTS ARE RESPONSIBLE FOR SIGNING CHILDREN IN AND OUT USING THE SIGN-IN- SIGN OUT SHEET. STATE LICENSING REQUIRES THAT PARENTS USE A FULL SIGNATURE (LEGIBLE) WITH THE CORRECT TIME. (please do not use military time). PHOTO ID WILL BE REQUIRED FOR THOSE OTHER THAN PARENTS WHO HAVE PARENT PERMISSION (name must be on emergency card), TO PICK UP A CHILD. PARENTS ARE ALSO RESPONSIBLE FOR ASSURING THAT ANYONE OTHER THAN THEMSELVES PICKING UP THEIR CHILD IS FULLY AWARE OF OUR SIGN-IN/OUT POLICY, AND THAT PARENTS ARE RESPONSIBLE FOR ANY MISSING SIGNATURES OR FINES INCURRED BY THOSE OTHER THAN THE PARENTS WHO HAVE USED THE SIGN-OUT SHEET. THIS IS A LEGAL DOCUMENT, MONITORED BY COMMUNITY CARE LICENSING.

ANY LICENSING FINES FOR NONCOMPLIANCE WILL BE PASSED ON TO THE PARENTS. FINES IMPOSED FOR NON-COMPLIANCE COULD RANGE FROM \$50 -\$150 FOR EACH PIECE OF MISSING INFORMATION, IN ADDITION TO THE \$10 FEE FOR EACH MISSING PIECE TO WOODBRIDGE.

If a child registered at Woodbridge is suspended from school, he/she may not attend Woodbridge during the time of suspension.

ILLNESS: If a child is absent because of illness with fever, he/she may not return to Woodbridge until fever free for 24 hours. Please be aware that any staff member can refuse to admit a Child with any of the following signs of illness: temperature over 100 degrees, diarrhea or vomiting, head lice/nits, rash, impetigo, nasal, eye or ear discharge, or any contagious ailment. In the event of a medical emergency, every effort will be made to contact parents. If parents cannot be reached, Woodbridge will seek whatever medical care is necessary for the well being of the child, including a 911 call.

INCIDENTAL MEDICAL SERVICES: Woodbridge will administer

prescriptions and nonprescription medications. If your child must take a medication while at Woodbridge, you must request and complete a medical authorization form (lic.9221), which includes written instructions, including the exact dosage and times to be administered. The medicine must be in its original container and must show the name of the child, prescription #, name of Doctor, and administration instructions. **ONLY TRAINED STAFF IN ADMINISTERING MEDICATIONS WILL DO SO. THIS INCLUDES, BUT IS NOT LIMITED TO EPIPENS, ALBUTEROL INHALERS, AND ANY OTHER MEDICATIONS.**

AUTHORIZATION MUST BE ON FILE FOR A CHILD TO WALK HOME ALONE. A CHILD MAY BE PICKED UP BY A SIBLING WITH WRITTEN PARENTAL PERMISSION ONLY.

MANDATED CHILD ABUSE REPORTING: The State of California requires that all members of Day Care institutions be on the lookout for, and report to the State, any and all cases of suspected child abuse and/or neglect.

Families who leave the program for longer than two weeks must re-register for a fee of \$25 on a space available basis only. **ACCOUNTS TWO WEEKS PAST DUE WILL RESULT IN TERMINATION FROM THE PROGRAM.**

BEHAVIOR POLICY:

Periodically, Woodbridge Children's Center reviews its policies and procedures to ensure that they are fair, clear, and comprehensive. Woodbridge reserves the right to terminate care for children whose behavior or emotional maturity is, in our judgement, unsuitable for our program. When disruptive, inappropriate, or harmful to others becomes a continual problem, a child may be

terminated. Behaviors that infringe upon the personal rights of others, including Staff, will not be tolerated. The following are examples of inappropriate behavior, and include, but are not limited to, violent behavior such as causing bodily harm, (kicking, biting, attacking a Staff member, scratching, choking, intimidation, harassment, verbal put downs, profanity, vulgar language, discriminatory remarks, racial slurs, degrading or demeaning language, Leaving the area of supervision, (walk away=immediate termination), shoving. In addition, sexual innuendos or anything that can be perceived as sexual harassment is considered inappropriate. A child can be suspended or terminated from the program (without credit for tuition), for repeated offenses, or immediately if the offense is considered serious enough to warrant it. Consequences will be in keeping with the severity of the behavior and age of the child. If a child registered at Woodbridge is suspended from school, he/ she may not attend Woodbridge during the time of suspension. Parents must be aware that they are included in this policy while communicating with the Staff. Rough, rude or abusive language, threatening body language, use of profanity either on the phone or at the Center. Can result in the removal of that parent's child from the program.

Community Care Licensing has the right to interview children or Staff, and to audit child or facility records without prior consent.

Because we are licensed by the State of California to provide a supervision ratio of 1 adult to 14 children, we are unable to provide one on one. Please speak with your Site Director regarding possible resources regarding this issue.

Health, Safety and Nutrition

Food Provisions/ Nutrition

We are committed to serving food that is healthy and nutritious for children. The Site Director and Head teacher will plan, prepare, and serve snacks. Snacks will be served daily according to the licensing nutritional guidelines (one afternoon snack on regular school days and two snacks on non-school days, a morning snack and an afternoon snack). Menus will be posted bi-weekly.

It is important that parents notify staff of allergies or other dietary needs your child may have. A Nut free Zone will be available for children with allergies.

Breakfast: children who arrive early to the site before school may bring breakfast. The site will provide a place for them to eat.

Lunch: Transitional Kindergartners and kindergartners must bring a lunch daily. On non-school operation days, all children need to bring a lunch, as cafeteria services are not available.

We ask parent to refrain from sending the following:

- Soda
- Candy
- Chocolate
- Fast Food
- Cookie, Cakes, Donuts

Children will always have access to water and will be reminded to stay hydrated throughout the day.

A packed lunch that has a variety of healthy foods with emphasis on plenty of fresh fruits, vegetables and protein.

There are occasional times when celebrations occur and we allow the children to have a sweet treat.

Emergency Procedures:

Basic first aid is used for scrapes and minor cuts: Water is used for cleaning and sterile bandage will be applied. Ice packs will also be offered to children. Woodbridge cannot use antiseptic solutions or first aid creams. For insect bites, bee stings, bumps swelling, ice packs will be used. Any minor injuries will be communicated to you with an Accident Report. In case of a serious emergency, as determined by Woodbridge, 911 will be contacted and parents/caregivers will be contacted. All costs such as emergencies will be the responsibility of the parents/ caregiver. In case of dental emergency, the same procedure will be followed. A Doctor and/ or Dentist will be contacted as indicated in "Child's Preadmission Health History Form" and on "Consent Emergency Medical Treatment Form".

Field-Trip Provisions:

Woodbridge provides weekly field trips for our Summer Camp Program. We provide School Bus Services for pick-up and drop off to our Centers.

Required forms to be considered for Admission:

The following forms are required to be filled out to completion and signed by both parents.

- Registration Information
- Admission Contract
- Emergency Information
- Consent for Pictures
- Parent Handbook
- Personal Rights
- Identification and Emergency Information
- Child's Preadmission Health History
- Parents Rights
- Consent for Emergency Medical Treatment
- Woodbridge Children's Center program Contract

I have read and understand woodbridge children's center's policies and regulations stated in the parent Handbook.

PLEASE SIGN BELOW WITH LEGIBLE SIGNATURES:

Parent/Guardian signature _____ date _____

Name (print) _____ Child's name _____

Parent/Guardian signature _____ date _____

Name (print) _____ Child's name _____

Site Director's signature _____ date _____