

Woodbridge Children's Center

Parents Handbook

Woodbridge Children's Center is a child development program that provides enrichment activities to the children in Martinez Unified School District's Elementary schools. During the school year we provide childcare on weekdays before, and after school. Woodbridge is open for all school breaks, with the exception of national holidays, as well as teacher work days. During school breaks we hold what we call, "All Day Woodbridge" which are special all-day programs days that are considered separate from normal contractual hours. Woodbridge does close the week prior to the new school year starting and the week after the last day of school. Children who are registered to attend TK and Kindergarten for upcoming school years are welcome to participate in our summer camp programs prior to their first school day in the Fall.

The Woodbridge Program brings together the best of what children want and need, providing a family style atmosphere in which children can grow through social, educational, and recreational opportunities. With Woodbridge resources, activities are planned to stimulate children's curiosity, stretch their imagination, and help them acquire positive self-esteem through personal and educational growth. The many activities provided at Woodbridge are intentionally planned to enhance the education 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 Woodbridge Children's Center, the following forms must be downloaded and completed. After completing all thirteen (13) forms, an interview with the Site Director 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 registration process.

Registration Forms

1. Registration Information
2. Admissions Contract
3. Emergency Information
4. Consent for Pictures
5. Parent Handbook (Submit Last Page Only)
6. Personal Rights
7. Identification and Emergency Information
8. Child's Preadmission Health History
9. Parents Rights
10. Care Giver 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 AM – 7:45 AM	Free Choice- Games- Breakfast (from home)
7:45 AM – 8:00 AM	Group Time
8:00 AM	Sign Out & Dismiss Children

T/K & Kindergarten Program

1:05 PM (Morello & John Swett)/ 1:20 PM (John Muir & Las Juntas)	Pick Up T/K & Kindergarten Students
	Story/Group Time
	Table Choices/Art Project
	Snack
	Free Choice

Afternoon Program

2:35 PM	Sign In
2:35 PM – 3:00 PM	Snack
3:00 PM	Super Group
3:00 PM – 3:30 PM	Homework Club/ Outdoor Activity
3:30PM – 4:30PM	Outdoor/ Indoor Free Choice
4:30 PM – 5:00 PM	Indoor Free Choice
5:00 PM – 5:50 PM	Group Time
6:00 PM	Close

Wednesdays are Early Release Days- student's school release is 1 hour earlier than M,T,Th,F

Health Safety and Nutrition

Food Provisions/ Nutrition

Woodbridge is committed to serving food that is healthy and nutritious for children. The Site Director and Head Teacher will plan, prepare, and serve daily snacks to students. Snacks will be served in accordance to California Community Care Licensing nutritional guideline: One afternoon snack will be served on regular school days, on non-school days (All Day Woodbridge) two snacks will be served- a morning and afternoon snack. Menus will be posted for parent(s)/guardian(s) to review bi-weekly.

It is important that Woodbridge is notified of any allergies or dietary restrictions that your child may have. A nut-free zone will be available for children with allergies.

Breakfast: Children who arrive early may bring a breakfast from home. Woodbridge will provide a place for students to eat.

Lunch: It is required that students bring a lunch packed from home on 'All Day Woodbridge' days. It is recommended that students bring a lunch from home on minimum school days. A packed lunch that has a variety of healthy foods with emphasis on plenty of fresh fruit, vegetables, and protein is highly recommended

Snacks From Home: Students may bring extra or alternative snacks from home. Woodbridge will provide a place for students to eat.

We do ask that parents refrain from sending any of the following:

- Soda
- Candy
- Chocolate
- Fast Food
- Cookies, Cake, Donuts

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

There are occasional times when celebrations occur and we do allow students to have a sweet treat. Please reach out to Site Directors for any concerns regarding this.

POTTY TRAINING POLICY:

Students who attend Woodbridge must be potty-trained and no longer wear diapers or pull-ups.

Woodbridge Children's Center

Parent Handbook Agreement

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

Woodbridge Centers are open weekdays between the hours of 7:00am- 8:00am and 1:00pm- 6:00pm. The centers are also open for "All Day Woodbridge" during school closures with the exception of national holidays, the week before school comes back in Fall and the week following the last day of school.

Enrollment to the Woodbridge Children's Center Programs will include acknowledgement of, and agreement to the following policies: A yearly contract must be filled out with days and time (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 is completed. Parent(s)/Guardian(s) and Site Director must agree that the child's needs can be met with the Center's Program.

Due to Woodbridge hiring staff according the number if children contracted to attend daily, there will be no refunds available for contracted hours not used. After a contract is signed by Parent(s)/Guardian(s) 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 and Prices will be reviewed in January and April, and any increases for the upcoming school year will be made at those times.

Families who leave the program for longer than two weeks must communicate with the Site Director that they plan to do so and must re-register for a fee of \$25 per student. Acceptance for re-registration is based on availability.

TUITION: Tuition is due on the 1st day of the month and considered late if delivered after the 5th. If the 5th of the month falls on a weekend, the payment will be due on the following Monday. A fee of \$25 will be assessed for late payments. A child may not attend Woodbridge without tuition having been paid in advance of attendance. **Accounts two weeks past due will result in termination for the program.**

SIGN IN/OUT SHEETS: Parent(s)/Guardian(s) are responsible for signing children in and out using the Sign-In/Out sheets. State Licensing requires that a full (legible) signature is used, along the correct time of pick up/ drop off – please do not use military time. Photo ID will be required for those other than parent(s)/guardian(s) who have permissions (name must be listed

on emergency card), to pick up a child. Parent(s)/Guardian(s) are also responsible for assuring that anyone other than themselves picking up is fully aware of our sign-in/out policy. By signing this agreement parent(s)/guardian(s) agree to responsibility of payment for any fine incurred from missing signatures from the sign in/out sheets. **The Sign In/Out sheets are legal documents that are monitored by Community Care Licensing.**

Any Licensing fines for noncompliance will be passed on to the parent(s)/guardian(s). 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.

ILLNESS: If a child is absent due to illness with fever they may not return to Woodbridge until they are 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, vomiting, 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 non-prescription medications. If your child must take medication while at Woodbridge, you must request and complete a Medical Authorization Form (LIC 9221), which includes written instructions, including times and the exact dosage medications are to be administered. The Medicine must be in its original container and must show the child's name, prescription #, name of doctor, and administration instructions. **Only staff trained in administering medications will be allowed to administer medications. This includes but is not limited to EpiPens, Albuterol Inhalers, and other medications.**

FIRST AID: Basic first aid is used for minor cuts and scrapes: Water is used for cleaning and a sterile bandage will be applied. Ice packs are also offered to children. Woodbridge cannot use antiseptic solutions or first aid creams. For insect bites, bee stings, and bump swelling ice packs will be used. Any minor injuries will be communicated to parent(s)/guardian(s) with an 'Accident Report'.

In cases of serious injury, as determined by Woodbridge Staff, 911 will be contacted as well as parent(s)/guardian(s). All costs for such emergency response will be the responsibility of the family.

In cases 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/or on the child's "Consent for Emergency Medical Treatment Form'.

POTTY TRAINING POLICY: Students who attend Woodbridge must be potty-trained and no longer wear diapers or pull-ups.

BEHAVIOR POLICY: If a child registered at Woodbridge is suspended from school, they may not attend Woodbridge during the time of suspension. This includes being sent home for single days due to behavior.

Periodically Woodbridge will review its policies and procedures to ensure that they are fair, clean, and comprehensive. Woodbridge reserves the right to terminate care for children's who behavior or emotional maturity is, in our judgment, unsuitable for our program. When disruptive, inappropriate, or harmful behavior becomes a continual problem, a child's contract with Woodbridge may be terminated. Behaviors that infringe upon the personal rights of other, including Staff, will not be tolerated. The following are examples of inappropriate behavior, and include, but are not limited to, violent behaviors that cause bodily harm (kicking, biting, scratching, choking, shoving, intimidation, harassment, attacks on staff members, verbal putdowns, profanity, vulgar language, discriminatory remarks, racial slurs, degrading or demining language. Leaving the area of supervisor (Walks away=immediate termination). In addition, sexual innuendos or anything that can be perceived as 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 considered based on the severity of the behavior and with consideration of the age of the child.

Parent(s)/Guardian(s) must be aware that they are included in this policy. With regard to communicating with the staff rough, rude, abrasive language, threatening body language, use of profanity either on the phone or in person can result in removal of their child(ren) from the program.

COMMUNITY CARE LICENSING: Community Care Licensing has the right to interview children or staff, and to audit child facility records without prior consent.

Due to Woodbridge being licensed by the State of California-Community Care Licensing we are required to provide a supervision ratio of 1 adult to 14 children; we are unable to provide one-on-one supervision. Please speak with your Site Director regarding possible resources and opportunity to provide extra support.

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. All Woodbridge Children's Center staff members are trained in identification of such incidences and are mandated reporters of child abuse and/or neglect.

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 _____