

# Mission Statement

The staff at Campus Connection will lead children to discover friendship, independence, and confidence through art, music, sports, drama and recreational activities. The role of Campus Connection is to support the development of the whole child in a safe, caring environment, and maintain a vital link between school and home.

## GOALS

- Meet the child care needs of the school community in a safe, familiar, and healthy environment.
- Create a happy, warm and exciting environment which is inviting, comfortable, and flexible for children.
- Promote respect for self and others in a social setting.
- Provide a nurturing staff that shows genuine respect for children.
- Provide a variety of developmentally appropriate activities and encourage completion of homework.
- Work together with teachers and school administrators to build a consistent environment for children.
- Provide quality child care at an affordable cost to parents.

**Campus Connection does not discriminate on the basis of race, creed, gender, or national origin.**

Updated for 2021/22 school year.

## TO THE PARENTS

This handbook is designed to acquaint you with our policies and procedures. Please read and refer to this handbook as needed. The Campus Connection Office staff is available to answer any questions you may have concerning our program.

The Orcutt Union School District (OUSD) Campus Connection provides before and after school supervision in a positive, comfortable environment. Time for homework will be provided as well as daily activities developed by the Site Coordinator and Assistants. Varied learning opportunities and experiences are provided for children in kindergarten through sixth grade.

The Campus Connection Administrative Office is located behind the OUSD District Office main building at 500 Dyer St. Building I, Orcutt, CA 93455. We are open to the public from 8:00 a.m. until 4:30 p.m.

### **Emergency/Natural Disaster**

In the event of an Emergency or Natural Disaster in which the students must be evacuated to another location, parents may call **938-8900** to receive location and pick up instructions. Students will only be moved under the instruction of the OUSD Superintendent and/or Public Service Officers.

### **Days and Times of Operation**

6:30 a.m. – 6:00 p.m. Monday – Friday

Campus Connection is open at each site weekdays during the school year. During teacher in-service days, Campus Connection may be in session. If so, it is usually combined at one or two sites depending on enrollment. Campus Connection operates on the same holiday schedule as your school. You are not required to pay for care on national/state holidays.

Campus Connection typically provides an all day Camp during the Winter, Spring, and Summer breaks (depending on enrollment).

**Campus Connection will not be offered on the following dates. You are not required to pay for these days.**

- **The week before school starts**
- **Independence Day**
- **Veteran’s Day**
- **Thanksgiving Day and the day before and after or the entire week if schools are closed.**
- **Christmas Day and the day before and/or after, depending on how it falls and depending on enrollment**
- **New Year’s Day and the day before and/or after, depending on how it falls and depending on enrollment**
- **Martin Luther King Day**
- **Lincoln’s Birthday**
- **Presidents’ Day**
- **Good Friday –or the day after Easter, depending on the district calendar**
- **Memorial Day**

## **Registration Information and Fees**

Enrollment is available online on a first-come, first-enrolled basis. Spaces are limited; it is best to enroll as soon as possible. Kindergarten parents may enroll students in Campus Connection before school enrollment is complete. Individual student registration is complete only after the parent or guardian has completed the online enrollment and paid the registration fee. There is a three (3) business day processing period from registration until your child may begin attending Campus Connection. **If your child is absent from elementary school (for any reason) or sent home from school (for any reason), he or she may not attend Campus Connection on that day.**

**\*Students may remain inactive for up to eight weeks without being charged. After eight weeks of inactivity, a student’s spot may need to be relinquished if a wait list is in effect.**

## Registration Fees (Non-refundable)

|         |                  |
|---------|------------------|
| \$35.00 | Youngest Child   |
| \$30.00 | Second Child     |
| \$20.00 | Additional Child |

## Registration Requirements

1. Continuing accounts must be in good standing.
2. Completed online registration contract and student emergency information.
3. Non-refundable registration fee paid.
4. Written authorization from an Agency if you are receiving outside assistance for tuition payment.
5. Parents requesting separate accounts will be required to pay separate registration fees.
6. Parents must complete a new enrollment form prior to the beginning of each school year.
7. Each student is required to meet the five hour minimum on regular school weeks (five days of instruction) when care is needed anytime during the week. Students using the camp programs will be required to register for half day or full day care for each week they will attend.

## Emergency Information

For safety reasons, it is imperative that the student's information is kept current at all times. Should a change occur to your address, work/home/cell telephone number, employer, emergency contact information, or any other data, please notify the site staff and update the Emergency Card(s) immediately. Please include at least one contact person who will be available to receive phone calls/and or pick up your child as deemed necessary.

# Tuition

\$4.00 per hour

Youngest Child

\$3.50 per hour

Siblings

**\*Students needing care only on Wednesday afternoons due to early release time will be charged \$4.50/hour. No sibling discounts will apply.**

Information will be sent out soon after registering, regarding our new ProCare Parent Portal. You will have access to your account 24/7 to make payments, view schedules, and print year-end reports. Changes to your child's monthly schedule made by the 15th of the month will go into effect the first day of the following month. If schedule updates are not received by the 15th, the schedule in place will remain in effect.

Campus Connection is a prepayment program. Tuition fees, based on contracted hours, are due on the first (1<sup>st</sup>) of each month. A \$25.00 late fee will be assessed on accounts where the balance has not been paid in full by the fifteenth (15<sup>th</sup>) of each month.

Payments may be made with a debit/credit card, either online, over the phone or in person at the Administration Office. Statements will be emailed before the 1<sup>st</sup> of each month and again on the 15th if a balance remains.

You may also deposit your payments of cash or check at the Campus Connection sites or at the Administrative Office. All checks are to be made out to **OUSD CAMPUS CONNECTION**. When writing a check, please include your child's name and school name on the memo line. If you mail your check to our office, please send it to:

**OUSD CAMPUS CONNECTION**

**500 DYER ST.**

**ORCUTT, CA 93455**

**Cash will be accepted only at the Administrative Office and exact change is required.**

## **Returned Checks**

A \$25.00 bank fee will be charged for checks returned from the bank for non-sufficient funds (NSF). Re-payment of NSF checks and related fees must be made at the Campus Connection Administrative Office. Parents who have two (2) returned checks will be placed on a cash only payment method.

## **Past Due Payment Policy**

Please keep accounts in good standing. After two (2) reminders about an overdue account, you may be asked to find alternative care for your child. Delinquent accounts will be sent to a collection agency. If your account is sent to a collection agency, you will need to pay the agency the total amount due. Before you may register your child in the program again, you will need to pay Campus Connection a handling fee equal to fifty percent (50%) of the balance due that was sent to the collection agency.

## **Additional Documentation**

There will be an extra fee charged for the verification of the actual hours or monies received, including copies and/ or other written documentation provided by OUSD Campus Connection business office. Charges will apply when requests are made by the parent or guardian, but do not apply to year-end tax statements, monthly statements of account, receipts or signatures required for flex accounts.

**Copies will be billed at \$1.00 per page.**

**Prepared Documents will be charged at an hourly rate.**

**Additional fees may apply to special billing requests.**

## **Scheduling**

At the time of your annual registration, you will choose which days of the week you will need child care services. There are before and after school options available. For after school care, you may choose one hour, two hours or until 6:00 p.m. Before school options vary depending on the school site.

Each child must be scheduled for a minimum of five hours per week. If your child is with us longer than your scheduled hours, the charges for extra time will be added to your account monthly and will be billed at the same hourly rate.

\*Students bused to other sites before school will not be required to meet the one hour before school minimum if after school care will also be utilized.

If needed, you may alter your child's schedule during each month's open period, which closes monthly on the 15th. Changes will go into effect on the first day of the following month. If no changes are made, your schedule will remain in place for the duration of the school year.

Students participating in afterschool activities (enrichment, intervention, band, sports, etc.) who require care after said activity are to check in with Campus Connection Staff at the release of school, notify staff of the activity and location, then proceed to the activity. Students must return to Campus Connection immediately after the conclusion of activity. Parents are responsible for childcare expenses during the after school activities.

No credit will be issued for unused time. You may add time, but not deduct time. If a child stays in Campus Connection longer than his/her contracted hours, the charges for the extra time will be added to your account on a monthly basis and will be billed at the same hourly rate.

No credit will be offered for absences on contracted days due to short-term illness or changes in personal plans. If a child is sick five (5) or more consecutive days from *school*, he/she will be credited for those days scheduled in child care. Please notify the Administration Office to request credit for illness over (5) days.

Parents who pick up their child after 6:00 p.m. will be charged \$1.00 per minute after 6:00 p.m. Parents who are delayed in picking up their children more than three (3) times in a forty-five (45) day time period will be asked to find alternative child care.

## **Non-Attendance**

Please notify your child's Campus Connection staff by school dismissal time if your child will not be attending child care on a day that he/she is scheduled to attend due to illness, sports, early pick-up, etc. This is for the protection of your child. We will be looking for your child if he/she is not on site during the check-in period. Parents who routinely neglect to notify staff regarding absences on scheduled days, will be contacted by the program Director.

Parents/Guardians must notify the staff if they are allowing their child to be released from our program to walk home with another student. This

request must reach the Campus Connection staff before the end of the school day. Students will not be allowed to verbally pass this information along from the parent.

**No credit will be given for non-attendance. Repeated failure to notify the school site could result in my child being dismissed from the program.**

## **Tax Information**

The Campus Connection Tax I.D. number is 77-0074164.

Your cancelled checks, payment receipts, or monthly statements will act as a record for tax purposes. Tax statements are provided by request through the Campus Connection Business Office.

## **Child Care Reimbursement Forms**

Families using a payment assistance program must have all agency enrollment forms approved and returned to the Campus Connection office before the child may attend. After approval, parents must have all agency monthly forms signed by the last day of the month. Failure to have forms properly filled out by the end of each month for processing will result in termination from Campus Connection. Parents are liable for any unpaid tuition for scheduled hours including school and non-school days.

## **Sign In/Out Procedures**

The sign in/out procedure is a requirement of State Safety Guidelines.

1. Campus Connection sites have a sign in/out sheet that requires the parent (or authorized person) to initial and write in the current time each time the child is dropped off and/or picked up each day the child is scheduled.
2. We also maintain a computerized attendance program. This requires the parent (or authorized person) to check students in and out electronically.



3. **Failure to sign out on the computer and the sign in/out sheet will result in the parent being charged until 6:00 p.m.**
4. If a child is not picked up by the 6:00 p.m. closing time, the staff will make every effort to contact persons listed on the information/emergency card. If no one arrives to pick the child up by 6:30 p.m., the Sheriff's Department will be notified.
5. Parents who pick up their children after 6:00 p.m. will be charged \$1.00 per minute after 6:00 p.m. Parents who are late picking up their children more than three (3) times in a forty five (45) day time period will be asked to find alternative child care.
6. Parents using an outside agency for payment must sign in/out on the computer, sign in/out sheets, and their agency form. Failure to do all three (3) may result in loss of child care.
7. The parent (or authorized adult) must sign the child out of the program each day. A Campus Connection staff member will have already signed your child into the program from school.
8. Parents scheduling morning child care must sign their child into the program in the morning and the staff will sign them out to class.
9. Only adults listed in the child's emergency contacts will be allowed to take the child from the school site. Those picking up the child must be prepared to show picture identification. If a parent chooses to allow an older sibling or any other person under the age of eighteen (18) to pick up their child, they must be listed in the emergency contacts and/or have a signed Sibling Release Form on record.
10. **Campus Connection staff cannot release a child to anyone who is suspected of being under the influence of any mind altering substance.**

## **Termination of Service**

Enrollment in Campus Connection is important to all involved. Therefore, adherence to the regulations stated in the contract is mandatory. Services may be terminated at any time for the following reasons:

1. Three (3) late pick-ups in one forty-five (45) day period.
2. Failure to pay for tuition by the 15<sup>th</sup> of the month.
3. Disruptive Behavior: If a child commits an offense that results in suspension of childcare (i.e. physical injury to others, threats, foul language, continual disruptive or disrespectful behavior) the parents will be called to immediately pick the child up. The child may not be allowed to return to Campus Connection until a parent conference is held.
4. Parents who are on subsidized programs that fail to have all forms signed and ready to mail to the proper agency by the last school day of the month will be asked to find alternative care for their child.
5. If at any time the Campus Connection staff determines that a child is unable to benefit from the program, or that he or she impairs the ability of other children to benefit from the program, this agreement may be terminated by Campus Connection without notice. All regular school rules are in effect and failure to comply could necessitate consequences that might lead to suspension or termination from the Campus Connection child care program.

## **Medical Emergency/Illness Policy**

Children who arrive ill (i.e. runny nose, continuous cough, red throat, unexplained rash, swollen glands, head or stomach ache, etc.) will be isolated and their parents will be contacted immediately for prompt pick up.

When a child becomes ill or is seriously injured, the parent will be notified immediately. After such notification, the parent or other designee will be expected to pick up the child promptly.

When contacting the program to report your child's absence, please call the Campus Connection school site number and not the school office.

In the event of an emergency, 911 will be called and the parent will be notified immediately. Parent/Guardians will be responsible for all costs incurred in such emergencies. At no time will the Campus Connection Program staff transport an injured child to a medical facility. If the child incurs a minor injury, staff will administer basic first aid (clean injury, apply ice pack, secure bandage, etc.) and inform the parent/guardian of the incident when they pick up the student. An accident report will be completed and filed for all major injuries.

## **Medication Policy**

A special consent form for the administration of medication must be completed and signed by the parent and physician and must be on file at the Campus Connection site. Over-the-counter medication also requires the medication authorization form. Medications will not be administered unless all guidelines are followed. No medication of any kind may be carried to school or Campus Connection by the student without proper documentation. Only prescribed medication, in the original prescription container, will be administered to a child. The container must be labeled by the pharmacist to include the name of the child, date, dosage, name of medication and the method of administration. It is the parent's responsibility to pick up medication from the school site and deliver to camp location.

## **Discipline**

It is the goal of Campus Connection to provide a safe, caring and inviting atmosphere for all children. Every effort will be made to meet the needs of the children and their parents/guardians. We will work hand-in-hand with the parents/guardians of each child to identify problems and work on a common goal toward a solution. In order to provide quality care, it is important that both the parent/guardian and the child be aware of the policies concerning discipline and dismissal.

## Please Read and Review the Following with Your Child

### **General Program Rules**

1. All regular school rules will be enforced.
2. Students will not be disruptive.
3. Students will be respectful to adults and other students.
4. Students will exhibit a cooperative attitude while in attendance at Campus Connection.
6. Cell phones and Watch phones may not be used during Campus Connection.

### **Facility Rules**

Along with the General Program Rules, each Site Coordinator will post specific Facility Rules. The staff will review, model and enforce these rules with the students. Consequences for not following the rules will also be discussed with the students.

### **Playground Rules**

Students will adhere to the following rules on the playground. The Campus Connection staff will review the following Playground Rules with the children and also enforce School Rules.

1. Students will not throw any object, except designated playground equipment.
2. Students will stay away from the office area.
3. One student per swing only. Use swings appropriately, no twisting, etc.

4. Students may not play in trees or on walls or fences.

**The following behaviors are unacceptable and are not allowed.**

1. Playing in the bathrooms
2. Wrestling and/or play fighting
3. Using inappropriate language
4. Pushing others off playground equipment
5. Playing tackle football or using excessive physical contact
6. Running in the halls or indoors at any time
7. Throwing sand
8. Bullying or name calling

**Classroom and Multi-Use Room Rules**

1. Use good manners at all times.
2. Keep hands and feet to yourself.
3. Keep voice down to an acceptable level.
4. Use proper language and show respect for all adults, and students.

## **Consequences for Violation of Program Rules**

If a student chooses not to follow the stated rules as set by Campus Connection and the regular school rules, the site staff *may*, depending on the severity of the violation:

1. Issue a warning or warnings.
2. Take away privilege(s), isolate the student, or place the student in time-out.
3. Refer the student to the Site Coordinator.
4. Notify the parent/guardian by telephone or note of inappropriate behavior.
5. Refer the student to the Program Director.
6. Parents/Guardians are responsible for reimbursement for damages to property caused by their child.

## **Referral to the Director or the Site Coordinator**

If the student is referred to the Site Coordinator or the Program Director, they will (depending on the severity of the violation):

1. Hold a conference with the parent.
2. Issue a one (1) or more day suspension from the program.

### 3. Dismiss the child from Campus Connection Child Care Program.

If at any time the Campus Connection staff determines a child's behavior to be disruptive or dangerous, the Director reserves the right to suspend or expel the child from the child care program.

## Parent Involvement & Responsibilities

The student's Campus Connection experience is enriched with a partnership between parents and staff. Active participation in the following areas is essential.

- Notify the Campus Connection Administration Office immediately of changes to phone numbers, address, emergency contact information, health issues, medication, etc.
- Adhere to the schedule chosen for your child or make changes in a timely fashion.
- Check the Parent Information Board for new information and reminders when dropping off or picking up your child.
- Check your MyProCare Parent Portal often for information personal to your child and watch for emails coming from OUSD Child Care. In your portal you will find your current account balance, emergency contact information on file and the Schedule Change online form. Emails may consist of reminders for parents, accident/incident reports, or informational notes specific to your child.
- Call to inform staff if your child(ren) will not be attending that day.
- Sign in/out each day on the computer and sign-in sheets.
- Remember that Campus Connection is a pre-payment program. Pay your bill on time, on the first (1<sup>st</sup>) of the month. Accounts not paid by the fifteenth will incur a late payment fee. Families with balances not paid by the end of the month will be asked to find alternative child care.

- Visitors to the program: Children registered in the program may not bring non-registered friends or guests to the program due to liability and staffing.
- Open Door Policy: Campus Connection invites parents to visit and observe our program at any time. Please check in with the Site Coordinator to let her know you are there to observe. If a question arises, please communicate with Campus Connection Site Staff.
- Snack/Lunch: Afternoon snack is provided daily. Please send a snack with your child if he/she is an afternoon TK student using Campus Connection in the morning. Hot Lunch is not available during non-school days.

We are always interested in your comments regarding Campus Connection. The Site Coordinator will be able to help you with specific site concerns. The staff at the Administration Office can assist you with questions regarding enrollment, scheduling, billing, policies, etc.

We look forward to making your child's Campus Connection experience safe and enjoyable.