

NEW HAVEN UNIFIED SCHOOL DISTRICT

**KIDS FIRST
PROGRAM**

PARENT HANDBOOK

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CONTACT INFORMATION

Site Contact Information

Alvarado Kids First
31100 Fredi Street
Union City, CA 94587
471-1039 ext. 5

Hillview Crest Kids First
31410 Wheelon Avenue
Hayward, CA 94544
471-5720 ext. 5

Guy Emanuele Kids First
100 Decoto Road
Union City, CA 94587
471-2461 ext. 5

Pioneer Kids First
32737 Bel Aire Street
Union City, CA 94587
487-4530 ext. 5

Tom Kitayama Kids First
1959 Sunsprite Drive
Union City, CA 94587
475-3982 ext. 5

Delaine Eastin Kids First
34901 Eastin Drive
Union City, CA 94587
475-9630 ext. 5

Searles Kids First
33629 15th Street
Union City, CA 94587
471-2772 ext. 5

District Contact Information

Mark DeMuri
Pupil Services Manager
510-476-2605

WELCOME

On behalf of the New Haven Unified School District and program staff, we would like to welcome you to the Kids First Program. The Kids First Program was established to help meet the child care needs of children in the New Haven community.

We hope to establish a mutually beneficial relationship with you and your child that will enhance his/her growth, give you peace of mind while you are at your work place, and provide a quality school-age child care program.

Non-Discrimination Policy

The Kids First Program operates on a nondiscriminatory basis; giving equal access to services without regard to gender, race, color, creed, ancestry, ethnic group, citizenship, religion, age, national origin, or physical or mental disability.

The Kids First Program observes some traditional celebrations such as birthdays, Halloween, Christmas, Easter, Hanukkah, etc. Anyone not wishing their child(ren) to participate in these celebrations must notify the Program Specialist in advance. The parent may provide alternative activities for his/her child(ren). Religious education is prohibited in the Kids First Program.

Confidentiality of Service

The use or disclosure of any information concerning enrolled children and their families will be limited to the purposes directly connected with the administration of the Kids First Program and the school administration. No other use of this information shall be made without prior written consent from the enrolling parent(s)/legal guardian.

GENERAL INFORMATION

Admission Policy and Procedures

The Kids First Program is available to children who are enrolled in elementary school in the New Haven Unified School District. Children must be enrolled and attending the school at the designated Kids First site in order for child care services to begin. The Kids First Program provides service on student school days only.

The Kids First Program has a maximum capacity for kindergarten students based on the individual site's facilities. There is no maximum for any other grade. Once the site has reached its capacity for kindergarten students, a waiting list is maintained. Kindergarten enrollment is based on a first-come, first-served basis. When a student has enrolled in the program, the family will receive a parent handbook about the program policies and procedures.

Program Calendar

Kids First operates only on student school days. During the school year, the program will provide before-school and after-school care for the children.

The Kids First Program will be closed on scheduled holidays in accordance with New Haven Unified School District's operating calendar. A schedule of dates the program will be closed is provided to enrolled students each September. In addition, the program will post a reminder notice.

Payment Policies

- Payments for Kids First services are due by the **25th** of each month for the following month of service. If the 25th falls on a weekend or other non-school day, the payment will be due the last school day **prior to the 25th**.
- If payment has not been received by the last school day of the month, your child will not be allowed to attend the Kids First Program until full payment has been received. **This will also result in a \$25.00 late fee.**
- December and June payments will be **half** the normal monthly fee.
- January payment will be due after Winter Break.
- **The program will not accept cash for payment.** Payments must be made by personal check, money order, or cashier's check. Please make checks payable to NEW HAVEN UNIFIED SCHOOL DISTRICT(N.H.U.S.D.) and **include your child's name in the memo portion of the check.**
- If you are enrolled in an alternative payment plan (4 C's, Child Care Links, etc.), it is your responsibility to accurately complete monthly time sheets on a daily basis. If a current contract is not maintained, it is the responsibility of the parent or guardian to pay any remaining balance.

- Kids First operates on a fiscal year from July 1-June 30th. It is important that you maintain your receipts for child care tax credits since this information is required for a calendar year.
- The Federal Tax ID number for New Haven Unified School District is: #94-1717886

Miscellaneous Fees

- Late Payment Fee is \$25.00.
- Returned Check Fee is \$32.00, due immediately upon notification along with any outstanding childcare fees. This payment will only be accepted in the form of a money order or cashier's check. One returned check could result in all future fees to be paid in the form of a money order or cashier's check. (This form of payment will be required for the duration of enrollment).
- Change of Schedule Fee is \$10.00. This fee will only apply to changes in program schedule made after the first school day of the month.
- Late Pick Up Fee is **\$1.00 per minute** up to 6:35. After 6:35 the fee is \$ 5.00 per minute. This fee may be paid to the program staff at the time the child is picked up or billed to the monthly invoice (No cash will be accepted). The late pick-up fee, as well as the regular payment, needs to be received in full by the 25th of the month in order for your child to continue in the program. Outstanding balances will be reported to the school and may cause the holding of your child's report cards.
- Additional Services Charge will apply when you wish to access services beyond your registered hours for events such as minimum days. These charges will be determined per the hours that you will be utilizing our services and you must sign your child up prior to the day that the service is needed.

Emergency Payment Policy

Kids First understands that there are unforeseen circumstances which may prohibit you from picking up your child on time. The program will allow you to access the emergency payment for the following reasons:

- Family emergencies (hospitalizations, accidents, sudden illnesses, etc.)
- Car problems/Traffic
- Work related issues

The cost for these circumstances will be \$5.00/hour and will only be available a **maximum of 5 times per school year**. **This policy will not apply before 7:00 a.m. or after 6:20 p.m.** Parents must notify the Program Specialist the day of the incident. **This policy will not be retroactive to any event that occurred prior to that day. This option cannot be transferred between families.**

Prepaid Service

Kids First offers a prepaid drop in service. The prepaid service is available for \$30.00, a one-time \$10.00 registration fee, and is valid for 5 one hour time blocks of service. Prepaid hours may not be split into lesser time increments. See your Specialist for more details.

Termination of Services

Enrollment is withdrawn, terminated or postponed if:

- The experience is too stressful for an individual child.
- The child's behavior has an adverse effect on the other children, either directly, or because the child requires excessive staff time that takes away from the supervision of other children.
- The fees are not paid on time. Fees are due by the 25th of the month for the following month of service. (See Fees)
- The child is not signed in and out in accordance with policy.
- Repeated late pick-ups/early drop-offs occur.
- Current child/family information is not provided.
- A staff member or another child is verbally or physically abused.
- Lack of parent cooperation with program staff.
- Child is not toilet trained.

COMMUNICATION

Parent Information Board

This board is located near the sign-in/out book for parents to have up-to-date information about program events, upcoming holidays, etc. Also included are community events of interest to families as well as services that are available. It is the parent's responsibility to check the information board on a daily basis for updated program information and any other announcements.

Parent Participation

Parents may observe the program at any time without an appointment, but a visitor's pass must be obtained from the school office or Kids First office immediately upon arrival at the site. We do ask that if you wish to have time set aside to speak with the Program Specialist, you arrange for a convenient time when he/she is not supervising the children. We encourage parents to share with us special skills, hobbies, crafts, cooking experiences, etc. If you have something you would like to share with us, please do so.

HEALTH

Nutrition

A snack is served on a daily basis in accordance with state nutritional guidelines. **Snacks must be consumed on site.**

It is important to notify staff of any known or suspected allergies your child may have.

Breakfast - Children who attend the morning portion of the program (7:00 a.m.-9:00 a.m.) may bring breakfast with them, or they may purchase breakfast from the school cafeteria. The program will provide a place for them to eat. Please help to get your child's day off to a good start by encouraging him/her to eat a nutritious breakfast.

Lunch - Kindergarten children may purchase the school lunch or bring their own lunch from home.

Illness Policy

The Kids First Program is not equipped to care for sick children. A child who exhibits any of the following conditions should remain at home:

- Fever
- A runny nose with colored discharge
- A persistent or severe cough
- Red or inflamed eyes, or any discharge from the eyes
- Any skin rash, unless diagnosed as non-infectious by a physician (note required from doctor)
- Contagious sores
- Headache or other pains
- Nausea or vomiting
- Head lice, scabies, mites
- General listlessness

Parents will be called by the program staff and asked to pick up their sick child. **Sick children are to be picked up within 1 hour of notification by the staff.** It is recommended that children remain home at least 24 hours after their fever has broken.

Parents need to notify program staff if their child has been exposed to a contagious disease. Likewise, the program will notify parents in the event of exposure via the program. It is important that all parents have a workable plan for care of their sick child. Parents should report any illness or medical condition as soon as possible.

Medication

Kids First policy requires the following procedures for medication to be given to children:

Prescription Medication:

1. Must be in the original prescription bottle (clearly labeled with child's name).
2. The parent must sign the school medication authorization form indicating:
 - a. when to take - exact time
 - b. how much to take - dosage

Children who require special prescription medications in the event of a medical need such as inhalers, bee sting kits, etc. need to have a form on file and the medication must be kept in the school office.

Over-The-Counter/Store Bought Medication:

This type of medication will not be given to your child unless Kids First staff receives the doctor's written instructions, on the physician's letterhead, indicating:

1. Name of medication
2. Dosage
3. Method of administration
4. Time medication is to be given
5. Doctor's signature and date

Parents will also need to complete a school Medical Authorization form. **Do not send medication with your child to administer to themselves. This includes Tylenol, cough drops, eye drops, etc.**

Emergencies

In the case of an accident, the student's emergency phone numbers are accessible to the Kids First staff. If the parents or emergency contacts cannot be reached, the child will be taken to the hospital listed on the emergency form for immediate attention. Continued efforts will be made to reach parents and emergency contacts. **It is the parent's responsibility to have an up-to-date emergency form on file at Kids First at all times.** Transportation for a child will be by ambulance if the parent or emergency contact cannot be reached. Transportation by ambulance will be the financial responsibility of the parent. It is not the responsibility of staff to transport children.

Insurance

The Kids First Program takes appropriate steps to protect your child from injuries. Unfortunately, accidents can and do happen while participating in normal activities that take place at the program. Kids First does not provide accident medical insurance for program related injuries. The school district makes an affordable plan available to help in the event of an accident. If you are interested in this plan, ask your school site office for more information.

Disaster Preparedness

In the event of a major catastrophe (i.e. earthquake, fire, etc.), children will be evacuated to the school field. After all children are accounted for, it will be determined whether the building is safe for occupancy. If the children and staff are ordered by emergency personnel to go elsewhere for safety, signs will be posted as to where the children can be located.

In case of a major disaster, parents should know:

- All staff will remain with children.
- All Program Specialists have current First Aid and CPR training.
- In case of injury to your child, the information on your child's emergency form will direct us on who to contact. **Please keep the information on this form current.**

GUIDANCE

Video Policy

It is the policy of the Kids First Program that videos shown to the children will have a “G” rating, meaning appropriate for all ages. Occasionally a child will want to share a movie with us that has a “PG” rating. Prior to showing a “PG” rated video, a sign-up sheet will be posted for parents who do not wish to have their child view the video.

We ask that you consider our policy if your child wants to share a movie with us so that we can avoid hurt feelings in the event that their selection cannot be shown.

Photos

Photos of children are taken on occasion for the purpose of promoting the program. If you do not want your child’s picture taken, please notify the Program Specialist when signing to confirm that you have read the handbook.

Homework Policy

As part of the daily schedule, Monday through Thursday, a time is set for children to start their homework. The program will provide a quiet space and materials such as pencils, paper, dictionaries, etc. All children are encouraged to use this time for their homework. In the event that a child completes his/her homework or does not have homework, he/she will be able to participate in other academic activities such as reading, educational games, etc. Staff will be available to give homework assistance as well as encourage positive study habits.

Suspension

Suspension is disciplinary action which excludes a child from the program. A child shall be suspended when it is determined that the child’s presence causes danger to persons or property or threatens disruption of the program. Children who receive several white slips may be suspended from the program as a consequence for their actions (see next page). Students who are suspended from school and are enrolled in Kids First cannot attend Kids First on days that they have been suspended from school. Families are responsible for making other child care arrangements on those days and no adjustments in fees are given. If you participate in an alternative payment program (4 C’s, Child Care Links, etc.), you are responsible for paying Kids First fees that are not covered by the alternative payment program due to the suspension.

Behavior Guidelines

Parents, please review the following with your child. District behavior expectations apply to the Kids First Program and are listed in the New Haven Unified School District Parent Handbook. General rules that are designed specifically for Kids First are listed below. Specific rules are posted at each site and will be reviewed periodically with students.

General Guidelines

- Follow all school rules
- Be respectful
- Be safe
- Be a Peace Keeper
- Keep our school clean and beautiful
- Accept the consequences of your behavior

Consequences

If a child chooses not to follow the Kids First guidelines, he/she will receive a consequence based on his/her behavior. Consequences will be assigned depending on the severity and/or frequency of the behavior (at the discretion of the Program Specialist) and may include, but not be limited to, the following:

- Warning
- Timeout/Benching
- Loss of privileges
- School community service
- Assigned writing
- Issue white slip and contact with parent/guardian
- Student conference/implement a behavior plan
- Suspension from the program
- Termination from the program

White Slips

A white slip will be given for serious or repeated misconduct in the Kids First Program. White slips must be signed by the parent/guardian.

RESPONSIBILITIES

Child Arrival

The Kids First Program opens at 7:00 a.m. Kids First staff cannot take responsibility for children prior to that time or for children not signed in by the parent. It is your responsibility to sign your child in each day per site procedures.

The following are program requirements:

- You must sign-in your child with full signature (no initials) on our daily attendance sheets. Once you sign your child into our care, we are responsible for your child.
- Each child must be accompanied into the room by an adult. (This makes the transition smoother for the child and assures you that the staff is aware your child has arrived.)
- Children arriving at the Kids First Program from school will be checked in by Kids First staff.
- Kindergarten children are escorted to and from their classrooms on a daily basis. All other children are released for school by the staff in accordance with their school schedules and signed in when they return at the end of their school day.

Child Departure

It is the parent's responsibility to sign your child out each day with a full signature and correct time. Children may leave the program only with a person who has been authorized to pick up the child. When someone other than an authorized person is to pick up your child, a written note is required from you. The person who will be picking up the child should be instructed to bring a photo ID (driver's license) to be shown to Kids First staff prior to releasing your child. If you would like to ask staff to release your child over the phone, please be prepared to verify your child's birth date for verification purposes.

When your child is signed out at the end of the day, responsibility for the care of the child is given back to the authorized person departing with the child.

Parking

It is important to park in general use parking spaces when arriving to the program in the morning or departing in the evening. Parking in fire lanes or blocking gates, driveways or bus zones may result in termination of childcare services.

Early Arrival/late Pick-Up Fee

There is a \$1.00 per minute early arrival/late pick-up fee charged for any child who is not picked up or dropped off within their registered time. This fee may be paid to the program at the time the early arrival or late pick-up occurs or be billed to the monthly invoice. A child who is dropped off prior to the program opening at 7:00 a.m. will be dropped from enrollment.

Late Pick-Up Policy

The Kids First Program closes promptly at 6:20 p.m. each day. When a parent finds it impossible to pick up his/her children by 6:20 p.m., it is the parent's responsibility to:

- a) Contact authorized persons designated on the authorization form.
- b) Inform the authorized person that the child must be picked up from the program by 6:20 p.m.
- c) Notify the program staff of the action taken.
- d) Pay any late pick-up fee.

If your child has not been picked up by 7:00 p.m. and emergency contacts cannot be reached, staff will call the Union City Police Department.

Absences

Please call the program if your child will be absent from the program. It is important to notify the program if you take your child from school for doctor appointments, illness, etc. as the program will be expecting your child to report to Kids First at the end of the school day.

Toys/Games/Trading Cards

Please keep home toys at home and school toys at school. A broken or lost toy is a very upsetting circumstance. We do not allow toys or equipment from the program to go home with your child.

If your child has a special movie, book, vacation souvenir he/she wishes to share at Kids First, label the item with his/her name and give it to the Program Specialist or staff for safe keeping until sharing time.

Money

It is best if money is not brought to the program. If your child has money for lunch or a special school event, please place it in a sealed envelope with your child's name and what the money is to be used for.

Telephone Calls

Each program site is equipped with a telephone answering machine for your convenience as well as ours. In the event you need to leave a message for the staff, you can do that at any time. Answering machines are checked by staff, on a routine basis throughout the day in the event your call comes in when we are outside or away from the program. In addition, we ask that phone calls to your child be kept to a minimum as the phone needs to be accessible for emergencies and families who need to notify the program of pick-up or scheduling changes. We appreciate your cooperation.

Clothing

We feel badly when clothes are lost or misplaced. This can be avoided by marking your child's jackets, sweatshirts, sweaters, etc. with your child's name. Book bags, backpacks, etc. should also be labeled.

Recreational/Outside Activities

Parents need to notify the Kids First program if their child(ren) is attending on-site tutorial or recreational activities (Leisure Services, Scouts, soccer, clubs, etc.). Your child must check-in with the program before leaving to attend the other activity. If the child is scheduled to return to the Kids First program after the activity, he/she will be checked back in again by the staff upon their return.

Help in Classrooms

Children sometimes request to remain in their classroom with their classroom teacher or to accompany site specialists or administrators to help with various activities. Children are required to check in with the Kids First program and are released at the discretion of the Kids First Program Specialist.

If you do not wish your child to participate, please notify the Kids First Program Specialist when signing to confirm that you have read the handbook.

You will be required to sign the registration form to confirm that you have read and understand the procedures and policies outlined in this handbook. Please see the Program Specialist if you have any questions or concerns with any items outlined in this handbook before signing the check off list.