



CAMPUS CLUB PARENT HANDBOOK



**Clovis Unified School District
Child Development Department
1735 David E. Cook Way, Suite C
Clovis, CA 93611
(559) 327-9160 FAX (559-) 327-9189
www.cusd.com**

TO THE PARENTS

We are pleased that you and your child are a part of our Before and After School Enrichment Program, Campus Club. Campus Club is offered through the Clovis Unified School District Child Development Department and provides your child with a wholesome, caring and enriching activity program.

Campus Club operates on the premise that each child is unique and deserves the opportunity to develop at his/her own rate. Children should be given meaningful experiences that enable them to become responsible persons. We believe learning activities should acknowledge the cultural and ethnic backgrounds of the children and community. We welcome parents to visit our programs and believe they should have opportunities to become involved in supporting activities.

CAMPUS CLUB PROVIDES

- A curriculum based on the developmental needs of school-age students.
- Program activities that foster the social, emotional, academic and physical development of children.
- Positive interactions among staff, parents and children that promote respect and sensitivity toward all people.
- A safe, healthy and nurturing environment where character counts.
- Homework time.

PLEASE DISCUSS WITH YOUR CHILD

As a student in CUSD and a member of Campus Club, you have certain responsibilities. You, the student, are held accountable for the choices you make in your behavior while at Campus Club.

In order for Campus Club to be a place that is enjoyable for everyone, and for you to get the most of your experience while you are there, it is important for you to understand and accept the following personal responsibilities:

- Be on time and report to Campus Club immediately after school.
- Be responsible to clean up after yourself.
- Follow all the rules.
- Respect other people and their property.
- Respect yourself.

STUDENT BEHAVIOR

Our staff uses positive methods of discipline which encourage self control, self direction and cooperation among children. By setting reasonable limits, we help a child understand what is expected of him/her. Our goal is to give the children the security of knowing we care enough to prevent him/her from hurting himself/herself or others and provide each child with a happy experience by encouraging success and minimizing failure.

The same rules and regulations apply in Campus Club that are in effect at every CUSD school site. Participation in the Campus Club program is a privilege. Any disruptive behavior that affects the program is grounds for exclusion.

DRESS CODE

The dress code established by the CUSD (Board Policy No. 2105) for all students, applies to students participating in Campus Club.

TERMINATION OF SERVICES

Enrollment in Campus Club is a privilege. Therefore, adherence to the regulations in the Campus Club Parent Handbook and Campus Club Application/Contract is mandatory. Services may be terminated at any time for the following reasons:

1. Eight late pick-ups in one school year.
2. Failure to pay for childcare services.
3. Any disruptive behavior that negatively affects the program.
4. Successive failure to notify the Child Development office of schedule changes, non-attendance, or drop-off and pick up of the child without signing in/out.

If you wish to terminate services for your child, a one-week notice is required. You must call our office at 327-9160.

You are liable for any monies due on your child's account. If you choose to re-enroll, there is a \$10/\$20 per family re-enrollment fee and you must notify the Child Development Department at least one week in advance.

ILLNESS

According to State Regulations, ill children cannot be accepted into Campus Club. Should a child have a health concern, he/she will be secluded and the parents will be immediately notified to promptly pick up the child (not to exceed 30 minutes). Please notify us at once if your child has a communicable disease. The following guidelines will be used to determine if your child will be excluded from program due to illness:

1. A fever of one hundred degrees, or has had one in the past 24 hours.
2. A constant cough, wheezing, nasal discharge, sneezing, vomiting or diarrhea.
3. Symptoms of a communicable condition.

MEDICATION

A student is not allowed to carry medication with him/her on the school grounds. **Campus Club personnel are not permitted to administer medication to children.** All medication must be dispensed by the school office prior to coming to Campus Club. Students who need inhalers need to follow the protocol set up by CUSD. During full-day programs only trained personnel are allowed to administer medicine.

INJURIES

The staff makes every effort to insure the safety of your child. Unfortunately, minor accidents may occur. If your child is injured, first-aid procedures will be followed. In the case of serious accidental injury, we will make every attempt to contact you and 911 will be called when appropriate.

PERSONAL BELONGINGS FROM HOME

Campus Club provides a variety of recreational and enriching activities. Therefore, personal belongings from home are not permitted. **Cell Phones:** The cell phone policy established by the CUSD Board of Trustees for all students applies to students participating in Campus Club. Children are allowed to keep cell phones in their backpacks **turned off** while at Campus Club. If an item is used for "sharing" during the school day, the student must keep the item in his/her backpack while at Campus Club. ***The Child Development Department maintains that it is not responsible for damaged or stolen personal items.***

SNACKS

During the regular school-year program, students are provided a snack after school. Full-day programs include an AM and PM snack. Lunches are not provided by Campus Club.

RELIGIOUS INSTRUCTION

The Campus Club program refrains from religious instruction or worship.

CHILD PROTECTIVE SERVICES

All Campus Club staff are child-care custodians and are mandated reporters inclusive of public school employees.

UNIFORM COMPLAINT PROCEDURE (CUSD Board Policy No. 9207)

At the site level, complaints should be reported to the following people in the listed order:

1. Lead Instructor
2. Program Supervisor
3. Coordinator of Child Development
4. Director of Child Development

It is the policy of the district to develop and publish complaint procedures for the prompt and equitable resolution of complaints filed by students, employees, parents/guardians and the public, regarding District personnel at the earliest level in any of the programs or activities of the district.

Any person, including any parent of a pupil enrolled in a federal or state funded categorical aid program, may file a complaint alleging a violation of law, policy, or regulation governing such program. The procedure for handling any such complaint shall be the procedure detailed in the California Administrative Code Section 3951.

(For a complete description of Clovis Unified School Districts Uniform Complaint Procedures, please refer to either the CUSD Uniform Complaint Procedure brochure or poster, available in the CUSD Campus Club Classrooms. The policy is also delineated in CUSD STUDENT/PARENT RIGHTS & RESPONSIBILITIES)

CIVILITY POLICY (CUSD Board Policy No. 9210)

This policy promotes mutual respect, civility and orderly conduct among District employees, parents and the public. Members of the CUSD staff will treat parents and other members of the public with respect and expect the same in return. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain a safe, harassment-free environment for our students, staff, parents and the public. CUSD encourages positive communication and discourages disruptive, volatile or hostile communications or actions. The District seeks public cooperation with this endeavor.

SEXUAL HARASSMENT PROCEDURES

In accordance with Board Policy No. 2111 prohibiting sexual harassment, the purpose of this administrative regulation is to provide procedures to process complaints of sexual harassment, to investigate such complaints, to prohibit retaliation against victims of sexual harassment, and to work toward the prevention of sexual harassment. (Complaint procedures are delineated in CUSD STUDENT/PARENT RIGHTS & RESPONSIBILITIES)

SEX OFFENDER DATABASE

Each child care facility shall post, in a prominent location, information about the registered sex offender database that is available on the Megan's Law Web site, www.meganslaw.ca.gov, and give families a copy of Notification of Parents' Rights, provided by the State Department of Social Services.

KEEPING YOUR CHILD SAFE

The safety of your child is our primary goal. The following is an outline of the Campus Club accountability system:

- All students are checked in upon arrival. Rosters must be signed by an authorized adult and the same roster must be signed when the student leaves the Campus Club Program.

- If your child will not be attending Campus Club for any reason, please call the Campus Club portable to report the absence. Failure to do so may result in a \$25.00 missing child search fee. **If the absence cannot be verified, it may result in a report to the local authorities as a "missing child".**
- Students will only be released to authorized adults listed on the application. **Please have identification ready upon pick-up of your child.** Your child will not be released to any adult not included on the Campus Club application. It must be in writing and authorized by the enrolling parent.
- Students are only authorized to sign in or out if a Release of Liability form is completed by the enrolling parent. This form is also used if anyone under 18 is picking up the Campus Club child.
- Please make sure that your Campus Club school site always has your correct address and telephone numbers. You may update your information at any time at the Child Development office.
- Campus Club staff monitors students at all times, including transitions from one facility to another.

IN SUPPORT OF THE PARENT

We are always interested in your comments regarding the Child Development programs and have an "open-door" policy. A parent communication area is established to post important information regarding your child and the Campus Club Program. The on-site staff will be able to help you with specific site concerns. All program concerns should be reported in the following order:

1. Lead Instructor/Kindergarten Instructor (on site).
2. Program Supervisor (Child Development Office).
3. Coordinator of Child Development (Child Development Office).
4. Director of Child Development (Child Development Office)

EMERGENCY PROCEDURES

- General emergency procedures have been developed for Child Development Programs and school-site Principals have reviewed and approved the plan.
- If no one is available to open your site at 7:00 am, locate the school custodian and he will call the program supervisor to remedy the situation.

FEE INFORMATION

All pertinent fee information can be found on the back of your Campus Club Contract/Application. Please keep your copy for future reference.

PAYMENT OF FEES

Campus Club is a prepayment program. Payment in full is due on the first of each month of service. Payment must be made by personal check, money order, or online bill pay. If the payment is not received by the tenth of the month, a late fee will be assessed. Automated calls will remind you of payments that are past due. **The mailing address is: Child Development Department, 1735 David E. Cook Way, Suite C, Clovis, CA 93611**

A monthly statement containing the amount due for the upcoming month, (i.e., September fees will be on the August billing) is delivered by the first of the month. A self-addressed envelope is included in each month's billing for your convenience. **It is important that you include your account number on your check, money Order, or your bank's bill pay system—payable to CUSD.**

KINDERGARTEN PROGRAMS

Daily Activities

- **Circle Time:** A group activity time that might include reading a book, weather and calendar review, sharing and daily announcements.
- **Activity Time:** A planned activity that relates to the monthly theme and might include activities such as art, cooking, science, etc. Each month the students learn about a different artist and practice the techniques used to create a masterpiece.
- **Game Time:** This is an organized play period that allows the children to have fun and get some exercise.
- **Music Time:** The children are introduced to music through dance, listening skills, playing or making their own musical instrument. Also, a music teacher visits monthly to teach music lessons.
- **Lunch Time:** Kindergarten students attending the Campus Club program will eat lunch daily. You have the option of sending your child to school with a lunch packed from home or you may purchase a lunch for your child at the school site by setting up an account in the cafeteria. A monthly menu is available on the CUSD website, under Campus Catering. We encourage you to use this menu and discuss your child's lunch choices each day. The CUSD Campus Catering website includes information regarding food allergies and special diets.
- **Pick up Drop off:** All Kindergarten students who attend Campus Club are dropped off and picked up from their classroom by Campus Club staff. Parents are responsible to sign students in when brought to Campus Club and sign students out when they are picked up, on the roster provided.
- **Attendance:** If a student is absent from the Campus Club Kindergarten program, we assume they were absent from school and never dropped off by a parent. Therefore, it is not necessary to call. Parents are obligated to pay for all scheduled days, even when your child does not attend.
- **Campus Club is a "Mixed Age" Program for Students:** During the 3.5 hour Kindergarten Campus Club programs, only Kindergarten students are together. However, before and after school Campus Club includes students from Kindergarten through sixth grade. It is not possible to separate the grade levels during these programs.

OPTIONAL ENROLLMENT

Optional programs are available during winter, spring and summer break, and additional days as determined by CUSD and the Child Development Department. Separate applications required. Enrollment is on a first-come first-serve basis.

NON ATTENDANCE

Parents are obligated to pay for all scheduled days, even when your child does not attend. Non-attendance may be due to illness, other absences, suspension due to behavior issues, etc. Parents must call our office when terminating a student or charges will continue.

SCHEDULE CHANGES

Schedule changes can be made by calling the Child Development office at 327-9160. Changes for the upcoming month must be made on or before the 20th of the preceding month. Schedule changes for January must be made by December 15th. You are obligated to pay for any sessions contracted. Please note, it is mandatory to report any changes in your child's schedule. One schedule change is allowed per month.

LATE PICKUPS

Parents picking up children beyond closing will be charged a late pick up fee of \$10.00 between 6:01-6:15pm, \$20.00 between 6:16-6:30pm, and \$30.00 between 6:31-6:45pm. (Late pick-ups from the afternoon Kindergarten program are assessed late fees using the same 15 minute time frames and incident increases.) A \$10.00 cumulative increase will be added to these charges starting with the 2nd incident through the 8th incident (i.e., 1st incidence-\$10.00, 2nd -\$20.00, 3rd-\$30.00, etc.). A late pick up form will be given at the time of pick up and appear on the next month's statement.

Please keep in mind that eight (8) late pick ups can result in your child's dismissal from the Campus Club Program. If your child is not picked up within 30 minutes after closing time, we will have to notify Child Protective Services or local authorities and ask them to pick up your child.

Tax Identification Number is 94-2840774

Your cancelled check or payment receipt of monthly statement will act as a record for tax purposes. Amounts reported for childcare for year-end tax purposes are the responsibility of the individual. Keep your monthly statements to track your yearly costs. **Campus Club does not provide year-end tax information.**

SCHOOL SITE	PHONE #
Boris	327-3886
Bud Rank	327-4935
Cedarwood	327-6085
Century	327-8433
Clovis	327-6187
Cole	327-6231
Copper Hills	327-6385
Dry Creek	327-6585
Fancher Creek	327-6789
Fort Washington	327-6685
Freedom	327-4889
Fugman	327-8737
Garfield	327-6885
Gettysburg	327-6985
Jefferson	327-7085
Liberty	327-7185
Lincoln	327-7225
Maple Creek	327-7385
Mickey Cox	327-6431
Miramonte	327-7445
Mountain View	327-7529
Nelson	327-7685
Oraze	327-1785
Reagan	327-8875
Red Bank	327-7886
Riverview	327-8628
Temperance Kutner	327-8127
Valley Oak	327-8284
Weldon	327-8372
Woods	327-8838

An Affirmative Action/Equal Opportunity Employer
Notice of Nondiscrimination

Clovis Unified School District does not discriminate on the basis of race, color, religion, ancestry, national origin, disability, gender, or sexual orientation in admission or access to and treatment of employment in its programs and activities as required by Title VI, Title IX and Section 504.

Complaints contact: Human Resources Office, 327-9000