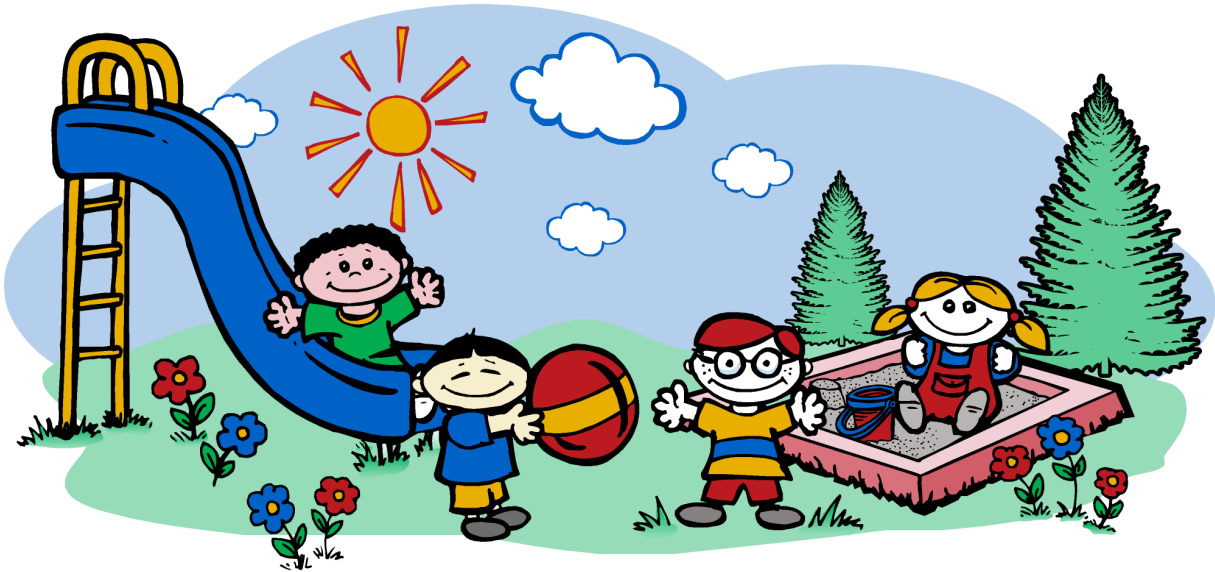


Play Date



Preschool & School Age

Karin Williams, Director

(530) 582-0441 *preschool* (530) 448-0647 *clubhouse*

www.playdatepreschool.com

email: preschoolpride@yahoo.com

2015-2016 School Year

Parent School Age Handbook

Play Date School Age Program

General Policies

1.) *Students:* Play Date School Age Program may enroll up to 42 school age children between kindergarten and 5th grade. These children will arrive at our Clubhouse site off the school bus. The kindergarteners will arrive at 1:20pm, the older children will arrive at 3:20pm. All children are required to be picked up by a parent or authorized adult by 5:30pm.

2.) *Signing In and Out:* Each child must be signed in by a teacher or parent and signed out daily by a parent or authorized adult. The parent or guardian is the only person who can authorize Play Date to release the child to the individual. No child may be dropped off outside and allowed to come in by him/herself.

3.) *Illness:* It is very important to keep your child at home when ill. The following guidelines will help you to know when homecare is required.

- Your child has a fever of 100 degrees or higher or has had a fever during the last 24 hour period.
- Your child has begun taking antibiotics during the previous 24 hour period.
- Your child has a contagious skin or eye infection.
- Your child has a heavy and or colored nasal discharge or a persistent , thick cough.
- Your child has diarrhea 3 times in a 2 hour period.
- Your child has episodes of vomiting for over a 6 hour period.
- Your child has symptoms of a possible communicable disease (these are usually sniffles, reddened eyes, sore throat, headache, and abdominal pain, plus a fever).
- Your child has evidence of a parasitic, fungal, or insect contamination (lice, ringworm, fleas, etc.).

Once Illness has been Detected: If your child becomes ill while in our program or it is determined that homecare is necessary, we will notify you as soon as possible to come pick up your child. If we are unable to contact you within 30 minutes, we will call your emergency numbers listed to have the alternate person you've assigned pick up your child. **If either parent and those who are listed as an emergency contact are not available to pick up your child then Truckee Police Department will be contacted for consultation on how to proceed with the well-being of your child.**

*Guideline: 24 hours fever free and vomit free. Please know that we may require your child be seen by their pediatrician and return with a physician's note clearing them to be healthy enough to return to our program.

Dispensing of Short Term Medication: All prescribed medications that arrive with a child must be delivered to a teacher by the child **each day** of required need. All prescribed medications must be properly labeled with the child's name, current date, time, and dose to be given in the original container. It is to be communicated to the teacher the proper storage needs of prescribed medication.

The date and initials of the teacher administering the prescribed medication will be recorded next to the child's name on the Sign In sheet. We cannot administer any medication that has expired, nor can we administer medication that does not have your child's name on it.

If your child requires an over-the-counter medication to be given while in our program, we must have the pediatrician's authorization and proper dosage to be given prior to administering. Otherwise, we do not administer over-the-counter medication.

3.) *Illness cont.:*

Dispensing of Long Term Medication: Ongoing or intermittent treatment of long term prescribed medications such as inhalers, ointments, or orals must be received with a doctor's note detailing symptoms and the onset of symptoms and/or triggers. It must be clearly stated and understood the proper dose and procedure of how to administer prescribed medication. **All parents will be responsible for training all staff in the proper administration of prescribed medication.**

Prescribed medications viewed as intermittent "as needed" due to an onset of symptoms will be monitored by both parents and teachers on a day-to-day basis. However, it is the parent's responsibility to clearly communicate when an onset of symptoms is under watch or has been recently treated at home or during non-scheduled program days. Parents communicating the onset or suspected onset of symptoms must relay the details verbally to a teacher. This communication by the parent will assist in tracking the day's medical need for prescribed medication administration to their child. The parent will also be responsible for leaving contact information for the day in which a teacher may call at any time.

4.) *In the event of an Emergency:* The Director will coordinate and oversee all matters of an emergency situation. In the event we need to relocate due to a fire, earthquake, severe weather, and or disaster, our first evacuation location is the Glenshire General Store and our second evacuation location is Glenshire Elementary School. If we are required to evacuate out of Glenshire area, we plan to meet at the Truckee Donner Rec. and Park District (8924 Donner Pass Rd.) and transportation coordinated with authorized emergency officials. Once relocated, we will notify parents immediately. If we are unable to contact a parent, we will call the emergency numbers listed in the child's files.

Power outage: On the occasion in which a power outage has been determined to last more than 2 hours, all parents must be available to pick up their child within the first 2 hour time period of the power outage onset. Play Date Preschool and School Age will not continue providing childcare services beyond a 2 hour timeframe without utilities.

5.) *Toys from Home:* Children are encouraged to bring items. During Free Choice time, your child may play with their items from home as long as they are willing to let others participate as well. However, Play Date will not be held responsible for any lost or broken items brought from home.

Please, no guns, war toys, or other toys representing destruction. These items are taboo in our program.

6.) *Visitors:* Throughout the year guests are invited to further enrich our program. Please keep a lookout for flyers and announcements. We will also encourage parents to share their talents or conduct an art project.

7.) *Setting Limits:* To set limits gives children the security of knowing that their strong emotions will not lead them to do things that they will later regret. Children know an adult will take the responsibility of stopping unacceptable behavior until they are able to do so for themselves. We at Play Date will teach each child about safety, care of property, good health habits, and consideration of others. We will explain any rules in a positive, non-personal way and encourage the children to make their own safety guidelines.

Our most popular way to handle difficult situations is to redirect an uncooperative child to another activity. Perhaps we may choose to redirect the entire activity into a more wholesome direction. If the children involved have established a way to verbalize their frustration, then certainly we will encourage the children to use their words (which ever is age appropriate).

7.) *Setting Limits cont.:*

The method of "time out" may be necessary if a child needs the opportunity to regain self control. The child may return to group activity once the inappropriate behavior stops and the teacher and child have talked or modeled appropriate ways to interact with their environment.

For further details and expectations on appropriate behavior, see *Play Date's Fall 2015-2016 Conduct Contract*. This contract must be read, discussed, and signed by both the parent and child entering into the program annually.

8.) *Meals:* Your child will be served a variety of nutritious snacks. We will be serving the kindergartners a snack at 1:45pm and a second snack to the entire program at 3:45pm. On many occasions, the children will participate in making snack which might delay our eating time as prep and cooking is required.

Please let us know if your child has any allergies and dietary restrictions.

9.) *What's the Weather?:* We make every attempt to play outdoors each and every day. During winter we will require snow suits, boots, hats, and gloves for each and every child preferably labeled with their first name. However, during a super storm we do have planned indoor activities in order to stimulate your child's physical development, balance, and coordination.

All weather in between: Just pack layers in their school backpacks and they'll be prepared for anything.

10.) *Outdoor Activities / Field Trips:* Each day your child will enjoy supervised free play outdoors as weather permits. We will be taking nature walks from time to time looking for the fun and unusual. We will be learning about nature and collecting leaves, rocks, pinecones, etc. for our art projects or scientific observations. For any field trips requiring transportation, all children that are less than 4' 9" in height or under 8 years of age must be in an approved car seat provided by the parent. Permission slips will be required for your child to participate and a possible field trip fee may be required.

9.) *Photos:* Please know that we are photo happy at Play Date. We take photos for projects, slide shows, learning and development, marketing, our webpage, our parent exclusive Facebook account, etc. By registering your child at Play Date you understand that your child will be photographed or video taped for special events on a regular basis.

10.) *Open Door:* Please, feel free to come to the Director with any concerns. Discussions will be completely confidential, and your input will be valued. Also, at any time you are welcome to visit the program during our hours of operation and even volunteer!! It is vital to the success of this program that we have an open, positive relationship with our parents and it is an additional goal of ours to make it so.

12.) *Pre Enrollment:* All forms in our entrance packet must be filled out completely before a child can be enrolled. This will include medical release forms and emergency contact information.

13.) *Final Note:* Our community is very special and it is a privilege to offer support and a quality program to you and your child(ren). An additional goal of Play Date is to help the Truckee Tahoe Unified School district, specifically Glenshire Elementary, with your child's school age needs. Therefore, we require all children to attempt some homework during our Power Hour homework time. This begins at 5:00pm Monday through Thursday. On Fridays we take a break and let the children have a longer free-play time. It is simply a win, win all around!

Thank you for your interest in Play Date School Age Program.

Play Date School Age Program Program and Daily Schedule

Our program at Play Date School Age focuses on child-directed, hands-on experiences where we believe in emphasizing the process rather than the product. Our environment is prepared to be **FUN** and enriching for optimal enjoyment. We have included, but are not limited to, the following schedule of activities:

Below is a sample of our Daily Schedule. It may be altered during snow season.

	Activity or Experience	Goals
1:20pm	☆Greet kindergarten children off bus	☆Self esteem; health awareness; personal relationships; comfort; and a good start for the day
1:30pm	☆Hand Washing & Sign In	☆Healthful habits and learning to take responsibility for self
1:40pm- 1:50pm	☆Snack Time	☆Healthful nutrition
1:55pm- 2:30pm	☆Curriculum Supplemental: Arts and Crafts, Language Arts and Pre Reading, Music and Movement, Math, Science, and Manipulative , Gross Motor Activities	☆To learn to make choices, solve problems, develop social relationships, grow perceptually and cognitively. Hand eye coordination, visual discrimination, creativity, emotional release, and free expression. Gross motor skills; physical health; socialization; cooperation
2:30pm- 3:00pm	☆Outdoor Play (3:00pm kindergarten pick up)	☆Gross motor skills; physical health; socialization; cooperation problem solving, developing social relationships, growing perceptually and cognitively. Hand eye coordination, visual discrimination, creativity, emotional release, and free expression
3:25pm	☆Greet children off bus (1 st -5 th)	☆Self esteem; health awareness; personal relationships; comfort; and a good start for the day
3:35pm	☆Hand Washing	☆Healthful habits and learning to take responsibility for self
3:40pm- 3:50pm	☆Snack Time	☆Healthful nutrition
3:50pm- 4:45pm	☆Outdoor Play - Outdoor Games or Indoor activity options: ☞Science Madness! ☞Art & Craft Creations! ☞What's Cookin' Yum! Yum! ☞Games Galore!	☆Gross motor skills; physical health; socialization; cooperation problem solving, developing social relationships, growing perceptually and cognitively. Hand eye coordination, visual discrimination, creativity, emotional release, and free expression
4:50pm- 5:30pm	☆Free Choice: Projects, Tutoring, or Other	☆To learn to make choices; homework assistance

Play Date School Age Policies Regarding Rates

Tuition

Each family will be given a monthly rate agreement. Your tuition is due on the 1st of each month for that month. You are reserving space in our program, therefore, payment is due in advance. Any bill not current as of the 8th of the month will be charged a **late fee of \$10.00 per week, thereafter**. Lack of payment as of the 21st of any given month will result in loss of enrollment.

There is a \$35.00 fee for bounced checks. Payment will be considered late and assessed late charges if not satisfied prior to the 8th of the month.

Currently, our hours of operation during the school year are **Monday-Friday from 7:30am to 9:00am and 1:15pm to 5:30pm at the Clubhouse location**. Our calendar coincides with our school District's calendar, however, we will be open to meet your child care needs during school holiday breaks, snow days, and minimum days at the Clubhouse location. Please visit our website: www.playdatepreschool.com to submit the **required website submission**

- click on "Drop In Request" (right side) For **Minimum Day** extension
- click on "School Age TTUSD HOLIDAY CLOSURE 8-5:30" (right side)
- click on "School Age TTUSD SNOW DAY 8-5:30" (right side)

When open on school holidays or snow days for the full day, the Clubhouse program is open from **8:00am to 5:30pm**.

<p style="text-align: center;"><u>Before and After Kindergarten Short Day</u></p> <p style="text-align: center;">☺ 7:30am-9:00am and 1:20pm-3:00pm ☺</p> <table style="width: 100%; border: none;"> <tr><td style="padding-left: 20px;">5 days per week</td><td style="text-align: right;">\$245 per month</td></tr> <tr><td style="padding-left: 20px;">4 days per week</td><td style="text-align: right;">\$205 per month</td></tr> <tr><td style="padding-left: 20px;">3 days per week</td><td style="text-align: right;">\$160 per month</td></tr> <tr><td style="padding-left: 20px;">2 days per week</td><td style="text-align: right;">\$115 per month</td></tr> <tr><td style="padding-left: 20px;">1 days per week</td><td style="text-align: right;">\$60 per month</td></tr> <tr><td style="padding-left: 40px;">Drop In:</td><td style="text-align: right;">\$16 per day</td></tr> <tr><td style="padding-left: 20px;">Morning Drop In:</td><td style="text-align: right;">\$4 per hour / child</td></tr> <tr><td>School Holiday or Snow day:</td><td style="text-align: right;">\$16 per day extra</td></tr> </table> <p style="text-align: center;"><u>Before and After Kindergarten Full Day</u></p> <p style="text-align: center;">☺ 7:30am-9:00am and 1:20pm-5:30pm ☺</p> <table style="width: 100%; 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Play Date School Age Policies Regarding Rates con.'t

Registration Fee

The provider requires a \$35.00 non-refundable registration fee to enroll your child. This registration fee is a one-time fee to reserve your child's space and will not be charged annually.

Late Charges

The charge is \$2.00 per minute after your scheduled pick up time (either 3:00pm or 5:30pm). Please be prompt. Upon your scheduled pick up, if you have not arrived and/or made contact with us and we are unable to contact you immediately, we will call your emergency numbers listed to have the alternate person you've assigned pick up your child. **If either parent and those who are listed as an emergency contact are not available to pick up your child then Truckee Police Department will be contacted for consultation on how to proceed with the well-being of your child.**

Holidays

We will be closed on the following holidays:

Labor Day: <i>Monday, Sept. 7, 2015</i>	New Year's Eve: <i>Thursday, Dec.31, 2015</i>
Veteran's Day: <i>Wednesday, Nov. 11, 2015</i>	New Year's Day: <i>Friday, Jan. 1, 2016</i>
Thanksgiving Eve: <i>Wednesday, Nov. 25, 2015</i>	Martin Luther King Jr. Day: <i>Monday, Jan. 18, 2016</i>
Thanksgiving Day: <i>Thursday, Nov. 26, 2015</i>	President's Day: <i>Monday, Feb. 15, 2016</i>
The Day After Thanksgiving: <i>Friday, Nov. 27, 2015</i>	Memorial Day: <i>Monday, May 30, 2016</i>
The Day Before Christmas: <i>Thursday, Dec. 24, 2015</i>	Independence Day: <i>Monday, July 4, 2016</i>
Christmas Day: <i>Friday, Dec. 25, 2015</i>	
The Day After Christmas <i>n/a Saturday</i>	

Holidays will not result in the lowering of the monthly rates. They are not considered absences and no discount is given nor are trades made.

When open on Truckee Tahoe Unified School District holidays or snow days, our program is open from **8:00am to 5:30pm.**

Your Child's Vacation **required website submission** Here's How:

- Please visit our website: www.playdatepreschool.com
- click on "Vacation Notification" (right side)

With 2 weeks prior notice, you will receive a 10% discount on your tuition (discount may be applied to the following month's tuition) during your vacation. Your child may enjoy two, one week vacations per year at this discounted rate.

Sibling Discount

Parents with 2 full time children in our program will be given a 10% discount on the second child or lesser amount. However this will not apply to children in our Summer Recreation Program, no discounts are offered during summer break.

Play Date School Age
Policies Regarding Rates con. 't

Form 3 c.

Truckee Tahoe Unified School District (TTUSD)

School Holiday Closures or Snow Days **required website submission**

There are several occasions in which Glenshire Elementary may close **BUT Play Date is open:**

- ❖ Winter Vacation 2015 (December 21st, 22nd, 23rd, 28th, 29th, 30th). However, we are closed the day before Christmas, Christmas Day, the day after Christmas, New Year's Eve, and New Year's Day during this District break.
- ❖ Ski / Skate Week 2016 (February 16th, 17th, 18th, 19th) However, we are closed President's Day.
- ❖ Spring Vacation 2016 (April 11th, 12th, 13th, 14th, 15th)
- ❖ Misc. Snow Days (TBA)

On the above District Break Days we are open at the Clubhouse full Days from **8:00am to 5:30pm.**

It is our policy that if any of those days that the School District is closed falls on your child's regularly scheduled days then your child has first priority to sign up for the full day extension. However, this is only a priority BUT DOES NOT mean that your child is expected or confirmed to arrive as scheduled.

ALL FAMILIES MUST SIGN UP IN ADVANCE REGARDLESS OF YOUR CURRENT SCHEDULE. It is imperative that we staff our School Age Program according to those children signed up and plan additional activities and snacks for a full day schedule.

TTUSD SCHOOL HOLIDAY CLOSURES **required website submission**  Here's How:

- Please visit our website: www.playdatepreschool.com
- click on "School Age TTUSD HOLIDAY CLOSURE 8-5:30" (right side)

Please submit your selection of days two weeks before the approaching District break arrives. We will staff the program according to all those who signed up for full days. **Be certain of the full days you select because you will be charged the extended day rate based on your sign up selection AND NO TRADES are allowed during any TTUSD Holiday Closure - sorry no exceptions.**

If you do not select your days with at least 48 hours advance notice as outlined above through our website submission, there may not be availability and we will not accept "Walk Ins". **Please do not assume that your regular schedule automatically extends to full days.**

TTUSD SNOW DAYS **required website submission**  Here's How:

- Please visit our website: www.playdatepreschool.com
- click on "School Age TTUSD SNOW DAY 8-5:30" (right side)

Please submit your need for care on an announced "Snow Day". We will staff the program according to all those who signed up for full day care. **Be certain of your submission as you will be charged the extended day rate based on your sign up submission AND NO TRADES are granted during any TTUSD announced "Snow Day" - sorry no exceptions.**

I / We have read and understand the policy regarding TTUSD School Holiday Closures or Snow Days and how to secure an extended day of child care through a website submission at www.playdatepreschool.com . I / We also understand that if and when I / we sign up for extended days, there will be an automatic charge to my monthly tuition posted to the following month's invoice and that these days of extended care are not eligible for trades.

Mother's Signature

Date

Father's Signature

Date

Please sign, date, and return - BEFORE YOUR FIRST DAY IN PROGRAM

PLAY DATE SCHOOL AGE PROGRAM

CONTRACT AGREEMENT

We at Play Date, agree to provide care for _____
(name of child)

enrolled by _____ beginning August 31, 2015.
(mother / father or guardian) (date)

The above child will be cared for on:

Mon	Tues	Wed	Thurs	Fri

In the Selected Program of:	<input type="checkbox"/>	Before/After School Kindergarten 3:00pm pick up	<input type="checkbox"/>	After School Only Kindergarten 3:00pm pick up
	<input type="checkbox"/>	Before/After School Kindergarten 5:30pm pick up	<input type="checkbox"/>	After School Only Kindergarten 5:30pm pick up
	<input type="checkbox"/>	Before/After School Age Care 5:30pm pick up (1 st -5 th)	<input type="checkbox"/>	After School Age Care Only 5:30pm pick up (1 st -5 th)

School Year: 2015-2016

For _____ the parent agrees to pay \$ _____ Per month.
of days/week

Payment will be made on the first day of each month for that month.

Accounts are delinquent after the 8th of the month and will be charged \$10 per week late fee thereafter – no exceptions. If your child is absent during the 1st-8th of any month due to vacation or illness, please walk your payment in or postdate your check and submit before you leave town. Otherwise your check will be late and a late charge must be attached. **Lack of payment results in loss of enrollment if payment is not received by the 21st of the month.**

There is a \$35.00 fee for bounced checks and a late fee will accrue weekly until payment is satisfied.

Your Child's Absence required website submission Here's How:

- Please visit our website: www.playdatepreschool.com
- click on "Absence Notification" (right side)

*Play Date requires advance notice of any child's absence. For immediate contact call @ 448-0647 or 582-0441 **prior** to your child's expected arrival time, if your child will be absent. PLEASE **no** surprises if your child is not received off the school bus.*

Trades Ahead required website submission Here's How:

- Please visit our website: www.playdatepreschool.com
- click on "School Age Scheduling Ahead" (right side)

Trades are only an option within our School Age Program if they are scheduled to and from a future date. We must have no less than **48hrs.** advance notice to accommodate any trade for a planned absence. **We will not trade against absences that have occurred in the past.** Furthermore, any trade honored must take place **within 30 days** of the known and scheduled absence and only if there is availability in the schedule and staffing. Please understand, if there is no availability to make a trade within 30 days, any opportunity for a trade thereafter will be lost - **trades are not guaranteed.** Therefore, please notify us, as promptly as possible - **in advance**, if your child will be absent. Trades ahead are not available to students enrolled 5 days per week. The special "School Age Scheduling Ahead" link has been created via our website: www.playdatepreschool.com for this specific purpose and as always, must be approved and scheduled by the Director within 30 days based on enrollment availability once your website submission is received.

 Mother's Signature

 Date

 Father's Signature

 Date

Please complete both pages of contract and return – BEFORE YOUR FIRST DAY IN PROGRAM

PLAY DATE SCHOOL AGE PROGRAM

CONTRACT AGREEMENT (con't.)

Child "Drop Ins" **required website submission** **Here's How:**

- Please visit our website: www.playdatepreschool.com
- click on "Drop In Request" (right side)

Availability for a "Drop In" day is based on staffing and our student enrollment for any given day. Payment for a "drop in" day is to be made the day of service. Please be prepared to pay when you pick up your child, we do not wish to invoice for this service. If you do not request a "Drop In" through our website submission, there may not be availability and we will not accept "Walk Ins. See Policies Regarding Rates.

Late Charges

The charge is \$2.00 per minute after your scheduled pick up time (either 3:00pm or 5:30pm).

Please be prompt. Upon your scheduled pick up, if you have not arrived and/or made contact with us and we are unable to contact you immediately, we will call your emergency numbers listed to have the alternate person you've assigned pick up your child. **If either parent and those who are listed as an emergency contact are not available to pick up your child then Truckee Police Department will be contacted for consultation on how to proceed with the well-being of your child.**

2 weeks notice We require at least 2 weeks notice if a student will be changing their above contracted schedule and/or dropped from our enrollment.

- Reductions in your contracted scheduled days also requires 2 weeks notice. If this notice is not given you will be responsible for payment of those 2 weeks as your contract indicates. After 2 weeks, the rate of your revised, reduced schedule will be applied to your account.
- If your child is dropped from our enrollment with 2 weeks prior notice, a refund will be given on anything paid for over the two weeks. No refund will be given for anything under two weeks. We would appreciate one month when possible.
- Increases to your above contracted schedule may be immediate provided that there is availability in the schedule and staffing. Your increased contract fees will be applied the first day of schedule change.

Registration Fee

The provider requires a \$35.00 non-refundable registration fee to enroll your child. This registration fee is a one-time fee to reserve your child's space and will not be charged annually. See Policies Regarding Rates.

The provider exercises a 30 day trial period beginning the first day of services rendered. Until the conclusion of this 30 day trial period, either party may cancel this contract without further obligation. Possible conditions resulting in termination at any time may include lack of fulfilling payment obligations, refusal to complete child's enrollment forms, behavior by parent or child in which the children of our program, staff, and other patrons are threatened or placed in threatening or dangerous circumstances.

Play Date will provide 30 calendar days prior written notice of any basic rate changes or modifications to this admissions agreement.

Please note, the California Department of Social Services (DSS) has the authority to interview children or staff, and to inspect any child or Childcare Center records, without prior consent. DSS also has the authority to observe the physical condition of children including conditions that could indicate abuse, neglect, or inappropriate placement.

Mother's Signature

Date

Father's Signature

Date

Please complete both pages of contract and return – BEFORE YOUR FIRST DAY IN PROGRAM

Play Date's Fall 2015-2016 Conduct Contract

I, _____ agree to the very important rules described below by Play Date School Age Program. I understand that if my behavior challenges any of the rules and I choose not to follow the rules, then consequences for my inappropriate behavior will occur. These consequences may include: ❶ not being allowed to participate in current activities ❷ a call home for my parent to pick me up for the remainder of the day ❸ a teacher - parent conference to re-evaluate my willingness to follow the rules ❹ being expelled from the program for the remainder of the school year (in which no monetary refunds will be given to my parents).

I agree to be kind and respectful to the other children and their personal belongings. I will not tease, hit, push, curse, or in any way harm another person or their property.

Child's initials

I agree to be kind and respectful to the staff of Play Date and the staff of the Glenshire Clubhouse. I will listen and follow the safety instructions that may change each day. I will not argue or dispute what any of the adults tell me.

Child's initials

I agree to stay with my assigned "group of the day" and "teacher of the day". I will never wander away from my group and will always ask the teacher for anything I may need. I understand that I must tell the teacher if I need to use the restroom. The teacher will then find a "partner" to accompany me to and from the restroom.

Child's initials

THREE STRIKES: I understand that if I break the rules and my parents have to be consulted three times, I may be expelled from the Play Date School Age Program and my parents will remain financially obligated for the balance of any given month.

Child's initials

I understand the above rules and agree to follow these rules and any other rules that come up throughout the school year.

Enrolled Child

We have read and understand the above conditions of conduct that our child must follow. We support Play Date School Age Program in their efforts to maintain a fun, friendly, and SAFE environment for all children of the program.

Mother's Signature

Date

Father's Signature

Date

Please sign, date, and return CONDUCT CONTRACT - BEFORE YOUR FIRST DAY IN PROGRAM

Play Date School Age Family Quick Reference

Please complete this form for each child you have in the program

Today's Date: _____

▶ Child's Name: _____ Birthdate: _____
First M.I. Last

▶ Mother's Name: _____ ▶ Father's Name: _____
First Last First Last

▶ **Known Allergies***: _____ **if a medication allergy-please spell correctly*

▶ Current Physical Address: _____ Zip Code: _____

▶ Email: _____
Home 📞 () -
Mom's cell 📞 () -
Dad's cell 📞 () -

▶ Work Company – Address – Phone Numbers with any extensions

#1 _____ Mom or Dad's Employer? _____

Street Address: _____ City: _____

📞 () - ex. _____
If applicable . . .

#2 _____ Mom or Dad's Employer? _____

Street Address: _____ City: _____

📞 () - ex. _____

▶ AT LEAST ONE and up to Three **LOCAL** friends/relatives we can contact in case of an emergency **AND** who are authorized to pick your child(ren) up from our program. Please include their physical address along with phone numbers and cell numbers. **Those listed below will be contacted if we are unable to reach a parent within 30 minutes.**

#1 Name: _____ Relationship to child(ren) _____

Address: _____

Home Phone() - Cell Phone() - Work Phone() -

#2 Name: _____ Relationship to child(ren) _____

Address: _____

Home Phone() - Cell Phone() - Work Phone() -

#3 Name: _____ Relationship to child(ren) _____

Address: _____

Home Phone() - Cell Phone() - Work Phone() -

If either parent and those who are listed above are not available to pick up your child then Truckee Police Department will be contact for consultation on how to proceed with the well-being of your child.

Please complete and return - BEFORE YOUR FIRST DAY IN PROGRAM

Play Date School Age Parent Handbook Receipt

Please sign both statements below as your acknowledgement of receiving a Parent Handbook and agreeing to the terms within.

Please submit this original with your child's enrollment forms.

I / We have read and understand the General Policies provided by Play Date School Age Program.

Signature: _____ Date: _____
(Parent or Guardian)

Signature: _____ Date: _____
(Parent or Guardian)

I / We have read and understand the Policies Regarding Rates and conditions of enrollment provided by Play Date School Age Program.

Signature: _____ Date: _____
(Parent or Guardian)

Signature: _____ Date: _____
(Parent or Guardian)

Please sign, date, and return - BEFORE YOUR FIRST DAY IN PROGRAM

CONSENT FOR EMERGENCY MEDICAL TREATMENT- Child Care Centers Or Family Child Care Homes

AS THE PARENT OR AUTHORIZED REPRESENTATIVE, I HEREBY GIVE CONSENT TO
PLAY DATE SCHOOL AGE TO OBTAIN ALL EMERGENCY MEDICAL OR DENTAL CARE

FACILITY NAME

PRESCRIBED BY A DULY LICENSED PHYSICIAN (M.D.) OSTEOPATH (D.O.) OR DENTIST (D.D.S.) FOR

CHILD'S FIRST AND LAST NAME BORN: _____ THIS CARE MAY BE GIVEN UNDER
MO DAY YEAR

WHATEVER CONDITIONS ARE NECESSARY TO PRESERVE THE LIFE, LIMB OR WELL BEING OF THE
CHILD NAMED ABOVE.

CHILD HAS THE FOLLOWING MEDICATION ALLERGIES:

As of School Year 2015 – 2016:

WHAT IS THE EXPECTED REACTION TO THE ABOVE MENTIONED MEDICATION ALLERGIES:

AND / OR FOOD ALLERGIES:

As of School Year 2015 – 2016:

WHAT IS THE EXPECTED REACTION TO THE ABOVE MENTIONED FOOD ALLERGIES:

DATE

PARENT OR AUTHORIZED REPRESENTATIVE SIGNATURE

HOME ADDRESS

CELL PHONE:		WORK PHONE:		HOME PHONE:	
AREA CODE		AREA CODE		AREA CODE	

CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS

PARENTS' RIGHTS

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the Licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.

Licensing Office Name: Department of Social Services, Health and Human Services
 Licensing Office Address: 2525 Natomas Park Drive, Suite 250, Sacramento, CA 95833
 Licensing Office Telephone #: (916) 263-5744

7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form.

NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.

For the Department of Justice "Registered Sex Offender" database, go to www.meganslaw.ca.gov

LIC 995 (9/08)

(Detach Here - Give Upper Portion to Parents)

ACKNOWLEDGEMENT OF NOTIFICATION OF PARENTS' RIGHTS (Parent/Authorized Representative Signature Required)

I, the parent/authorized representative of _____, have received a copy of the "CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS" and the CAREGIVER BACKGROUND CHECK PROCESS form from the licensee.

PLAY DATE SCHOOL AGE AND SUMMER RECREATION PROGRAM

Name of Child Care Center

Signature (Parent/Authorized Representative)

Date

NOTE: This Acknowledgement must be kept in child's file and a copy of the Notification given to parent/authorized representative.

For the Department of Justice "Registered Sex Offender" database go to www.meganslaw.ca.gov

LIC 995 (9/08)

PERSONAL RIGHTS**Child Care Centers**

Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers.

- (a) Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:
- (1) To be accorded dignity in his/her personal relationships with staff and other persons.
 - (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
 - (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
 - (4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
 - (5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.
 - (6) Not to be locked in any room, building, or facility premises by day or night.
 - (7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:

NAME:

Dept. of Social Services, Health and Human Services

ADDRESS:

2525 Natomas Park Drive, Suite 250

CITY

Sacramento, CA

ZIP CODE

95833

AREA CODE / PHONE NUMBER

916-263-5744

DETACH HERE

TO: PARENT/GUARDIAN/CHILD OR AUTHORIZED REPRESENTATIVE:

PLACE IN CHILD'S FILE

Upon satisfactory and full disclosure of the personal rights as explained, complete the following acknowledgment:

ACKNOWLEDGMENT: I/We have been personally advised of, and have received a copy of the personal rights contained in the California Code of Regulations, Title 22, at the time of admission to:

(PRINT THE NAME OF THE FACILITY) Play Date School Age and Summer Recreation	(PRINT THE ADDRESS OF THE FACILITY) 15726 Glenshire Drive, Truckee, CA 96161
(PRINT THE NAME OF THE CHILD)	
(SIGNATURE OF THE REPRESENTATIVE/PARENT/GUARDIAN)	
(TITLE OF THE REPRESENTATIVE/PARENT/GUARDIAN)	(DATE)

Play Date School Age Fall 2015-2016 Check Off

ALL STUDENTS – CURRENT AND NEW

We are required to update our student files annually.

Play Date has changes to share, therefore:

Please read, review, complete, and return the following by to ensure your child's enrollment in our School Age Program. Forms 1-5 are within this attached Parent Handbook and noted at the bottom of each page required. Forms 6, 7, and 8 have been sent to you as an attachment along with this Parent Handbook. Thank You!

1. TTUSD Breaks and Snow Days (form 3c)
2. Contract Agreement (forms 4a and 4b)
3. Fall 2015-2016 Student Conduct Contract (form 5)
4. Family Quick Reference (form 6)
5. Parent Handbook Receipt (form 7)
6. Consent For Emergency Medical Treatment (lic 627)
7. Notification of Parents' Rights (lic 995)
8. Personal Rights (lic 613A)
9. \$35.00 Registration Fee (NEW STUDENTS TO SCHOOL AGE ONLY)

FAQ #1

The kindergarten school bus will arrive at the Glenshire Clubhouse to deliver your children safely to our teacher at approximately 1:20pm. A bus pass will be required and can be obtained through Glenshire Elementary or the TTUSD transportation department (please view <http://www.ttusd.org/> and click on the Transportation link for details).

FAQ #2

Please note that if you are signed up for our morning session from 7:30am - 9:00am, you will arrive at the Play Date School Age program and sign your child in at the counter inside anytime after 7:30am. At 8:45, our teacher will walk your child out to the bus stop and wait to escort them on the bus.

Lastly, an important reminder:

Please remember it is REQUIRED that you notify either Play Date School Age staff at (448-0647) or staff at Play Date Preschool (582-0441) if your child will be absent for the afternoon BEFORE they are expected to arrive off the school bus. WE WILL ALWAYS ASSUME YOUR CHILD IS TO BE WITH US ON THEIR SCHEDULED DAYS and a missing child is NEVER a good thing. SO PLEASE, let us know prior to their expected arrival so we can avoid the steps taken to track your child's whereabouts.

You may also indicate an absence with advance notice through our website: www.playdatepreschool.com see – "Absence Notification" link on the right side.