

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT
EXTENDED DAY PROGRAM

Parent Handbook

LOCATIONS:

Meadows EDP
1200 Meadows Avenue
Manhattan Beach, CA 90266
Office (310) 546-8033, ext. 5665
Site Supervisor (310) 318-7345, ext. 5625

Pacific EDP
1200 Pacific Avenue
Manhattan Beach, CA 90266
Office (310) 546-8044, ext. 5763
Site Supervisor (310) 318-7345, ext. 5758

Robinson EDP
80 Morningside Drive
Manhattan Beach, CA 90266
Office (310) 318-5120, ext. 3265
Site Supervisor (310) 318-7345, ext. 3219

Grand View EDP
455 24th Street
Manhattan Beach, CA 90266
Office (310) 546-8022, ext. 5461
Site Supervisor (310) 318-7345, ext. 5453

Manhattan Beach Middle School EDP
1501 Redondo Avenue
Manhattan Beach, CA 90266
Office (310) 545-4878, ext. 3003
Site Supervisor (310) 318-7345, ext. 3119

Pennekamp EDP
110 S. Rowell Avenue
Manhattan Beach, CA 90266
Office (310) 798-6223, ext. 5805
Site Supervisor (310) 318-7345, ext. 5840

EDP Accounting
325 S. Peck Avenue
Manhattan Beach, CA 90266
(310) 318-7345, ext. 5965

Welcome to EDP!
We are happy that you and your child have joined us!

Revised Aug. 2010



Manhattan Beach Unified School District

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Section 1. General Program Information

Mission Statement

The EXTENDED DAY PROGRAM (EDP) of the Manhattan Beach Unified School District (MBUSD) offers before and after-school care for school-age children. In partnership with our parents and community, the EDP staff strives to provide the highest quality child care experience for our children in a fun, safe, healthy, loving, creative, and language-rich environment.

Philosophy

The EDP program is based on an understanding of how children grow - socially, emotionally, cognitively, and physically - and of what they can do at each stage of their development. It recognizes that each child's growth process includes unique strengths, needs, special interests, and life experiences.

Children learn best when they have the freedom to make choices, to develop relationships by sharing with others, and to interact with stimulating materials in developmentally appropriate activities. Consequently, EDP staff members do not stress academics in a formal way, but rather, **through play**, support the development of the whole child. This helps children build self-esteem and develop a healthy sense of individuality and independence, and provides them with the confidence they need to take risks, overcome challenges, and strengthen values.

No child can be discriminated against because of ethnicity, gender, or national origin.

Program Goals

EDP provides opportunities for each student to:

- Develop a positive self-concept,
- Develop respect for all people and cultures,
- Develop effective communication skills,
- Develop self-control and responsibility in order to make positive choices,
- Develop problem-solving skills,
- Develop positive health and safety habits,
- Achieve maximum potential in physical, emotional, intellectual, and social development, and
- Achieve success in classroom learning with the support of EDP staff.

Days and Hours of Operation, Students Served

The program operates 10 months a year. Child care is available Monday through Friday from 7:00 a.m. until 5:55 p.m. for children from Kdg. – 8TH grade. Children enrolled in Grandview, Meadows, Pacific, Pennekamp, and Robinson schools can receive EDP services before and after school at their school sites. Supervised care at Manhattan Beach Middle School is offered after school only, from 3:00 p.m. until 5:55 p.m. During the summer, on Staff Development Days, and on some holidays, when MBUSD schools are not in session, full-day care is available based on enrollment for school-age children (at the full-day rate).

Relationship to the Manhattan Beach Unified School District

EDP operates under the policies and procedures of the MBUSD.

Staff Qualifications

All employees of EDP are hired in accordance with the hiring policies of MBUSD. Each teacher is required to hold a California Children’s Center Permit or a California Teaching Credential. Instructional assistants are closely supervised by the teaching staff and participate in on-going in-service training and/or studies for professional advancement. Many staff members are certified in first aid, CPR, and water safety.

Staff to Student Ratios

Staff to Student ratios is maintained based on the following California Department of Education guidelines:

School-age (Kindergarten to 8th Grade) –
1:14 adult-child ratio, 1:28 teacher-child ratio

Curriculum

A schedule of daily activities that deliver the curriculum is posted in every classroom. The emotional, social, physical, and intellectual needs of children are interrelated, and all four of these areas are valued and included in EDP curriculum planning to promote the growth and development of the whole child.

Curriculum is based on the knowledge that young children develop skills in a sequence, have individual rates of growth, and have unique special interests, life experiences, strengths, and needs. Children learn by being actively involved with materials, by making choices, and by sharing their ideas with others.

EDP refrains from any/all religious worship and/or instruction in accordance with MBUSD policies.

Supplemental Activities and Field Trips

On-site presentations or off-site field trips can enhance the child’s EDP experience. Additional fees may be assessed for these activities.

For age-appropriate trips (mostly during the Summer Program):

- Parent/Guardian consent must be signed prior to the event.
- Adult/child ratio will be maintained according to State Law (see Staff to Student Ratios).
- Parents/Guardians will be notified of any special information pertaining to the activity such as: appropriate clothing, cost, and arrival and pick-up times.
- Please be aware that, if a trip requires transportation, the bus does not have seatbelts. You may discuss options for providing transportation for your own child with the teacher.
- Parent/family volunteers are always welcome. Please discuss this with the teacher.

Summer Program

Our summer program begins on the Monday following the last day of school in June, and ends on the Friday one week prior to the beginning of the MBUSD school year in the fall. Enrollment is open to all children from K – 8th grade, regardless of school enrollment, provided that the EDP program is appropriate for the child's needs. Priority placement is given to continuing students. If space is available, children can be enrolled for the summer program only.

- The summer program is an optional program. Enrollment and registration information will be available in April. This program is first come, first served for continuing students.
- No additional registration fee is required.
- An activity fee based on the cost of field trips and special events for your child's summer classroom is due prior to the beginning of the summer program. **These fees are included in the tuition payment**
- Enrollment in the summer program does not guarantee placement during the school year.

Meals and Snacks

EDP provides an afternoon snack. If you provide food for your child to eat during the day, please consider choosing items from the four basic food groups in order to make your child's snack/lunch a nutritious one. We strongly recommend that sweets be limited. It is MBUSD policy that **homemade food items are not allowed to be shared at EDP.**

Confidentiality

The use or disclosure of information pertaining to a child and his/her family is restricted to the purposes of administering the program.

EDP shall permit the review of the basic data file by the child's parent or by the parent's authorized representative upon request and at reasonable times and places

Section 2. Admission and Enrollment

Admission Policy

Admission shall be open to any child in Kindergarten through 8th Grade, provided EDP can meet the needs of that child. During the school year, school-age children must be enrolled in a Manhattan Beach Unified School District school that has a Extended Day Program on site. You may choose to enroll your child for a Tues/Thurs, Mon/Wed/Fri, or Monday through Friday program if space is available. **Special and individualize schedules cannot be accommodated.**

The State of California requires that, **prior to enrollment**; you must submit a physical examination record, a Mantoux TB clearance, and proof of immunizations appropriate for the child's age. For kindergarten students, the physical exam and Mantoux TB clearance must be given within one (1) year prior to the enrollment date.

Classroom Placement

Children are placed in classrooms where they will have the greatest likelihood of successfully meeting and mastering developmentally appropriate challenges. Classroom changes may also occur during the school year for a variety of reasons, but are primarily determined by your child's overall maturity and level of development and is dependent on space available.

Late Fees

All children are enrolled for specific hours for the scheduled days chosen. The schedule hours determine the tuition fees and are used to establish enrollment levels and staffing requirements.

If you arrive after 5:55 PM, you are considered late. There is a \$1.00 per child fee for every minute that your child attends EDP beyond 5:55 PM. You will be asked to sign for this additional fee at the time of pick-up. This fee will be added to your monthly bill. According to MBUSD policy, four (4) violations within any school calendar year may result in the initiation of EDP termination procedures. Late fees are applicable on all camp days during the school year and in the summer.

Schedule Change

You may request to change your child's monthly schedule by submitting your request in writing to the office. A **Request for Change of Status or Schedule form** is available and can be faxed or mailed to you. Your completed request form will be considered based on space availability and account status. Completed and approved schedule changes made by the 15th of the month will take effect on the 1st of the following billing month. Changes made after the 15th of the month to the end of the month will not take place for two months. There will be no adjustment to tuition for the month prior to the change made. As your child's schedule changes, your two-week tuition deposit may be adjusted accordingly.

Camp Days

Extended Day services may be available based on sufficient enrollment to provide care for most days during which regular school is closed. Check the EDP calendar for these dates. The fee for each of these days is not included in your monthly tuition. Camp day payments must be made by the due date and will not be billed. No attendance without prior registration and payment. No refunds or credits available after the due date.

Reporting Absences

Parents/guardians are required to notify the school's main office and your child's EDP classroom before 9:00 a.m. on the day of the absence. Refer to front page for phone listing. No credit in tuition will be made for absences. If you know in advance that your child will be absent for vacation or for another reason, notify the office in writing as far in advance as possible.

Meadows EDP

1200 Meadows Avenue
Manhattan Beach, CA 90266
Office (310) 546-8033, ext. 5665
Classroom (310) 318-7345
Rm. 25 – ext. 5625
Rm. 26 – ext. 5626
Rm. 27 – ext. 5627
Rm. 31 – ext. 5565
Rm. 32 – ext. 5566

Robinson EDP

80 Morningside Drive
Manhattan Beach, CA 90266
Office(310) 318-5120, ext. 3265
Classroom (310) 318-7345
Rm. 18 – ext. 3218
Rm. 19 – ext. 3219

Manhattan Beach Middle School EDP

1501 Redondo Avenue
Manhattan Beach, CA 90266
Office (310) 545-4878,ext.3003
Classroom (310)318-7345,ext. 3119

Pacific EDP

1200 Pacific Avenue
Manhattan Beach, CA 90266
Office(310) 546-8044, ext. 5765
Classroom (310) 318-7345
Rm. 57 – ext. 5757
Rm. 58 – ext. 5758
Rm. 59 – ext. 5759

Grandview EDP

455 24th Street
Manhattan Beach, CA 90266
Office (310) 546-8022, ext. 5465
Classroom (310)318-7345
Rm A1 – ext. 5451
Rm A2 - ext.5452
Rm A3 – ext. 5453

Pennekamp EDP

110 S. Rowell Avenue
Manhattan Beach, CA 90266
Office (310) 798-6223,ext. 5805
Classroom (310)318-7345
Rm. 40 – ext. 5840
Rm. 41 – ext. 5841
Rm. 42 – ext. 5842

Probationary Status

There are several reasons that EDP may deem necessary to place a child/family on probationary status. The parent/guardian will be required to meet with the Director, Children Services or his/her designee. The meeting will determine the probationary terms and conditions. Child care will be terminated if the contract is not signed in a timely manner or if the terms of the contract are violated.

Situations that may require probationary status include, but are not limited to:

- Behavior of child, parent/guardian or representative
- Repeated delinquent payments or returned checks
- Excessive late pick-ups
- Re-enrolling in the program after termination for any reason

EDP Withdrawal

You may withdraw from the EDP program in two ways: by submitting your request in writing to the school office or by completing a ***Request for Change of Status or Schedule form***. This form can be faxed or mailed to you. Your letter or form must be submitted and date stamped received by the 15th of the month by the school office in order for your request to take effect on the 1st of the following month. After the 15th, you will be liable for the entire following month's fees. There will no credit adjustments to tuition for partial month enrollment as a result of early withdrawal.

Your two (2) week deposit will be forfeited if you do not provide two (2) weeks written notice by the 15th of the month.

Re-Enrollment in EDP

If your child has been withdrawn or terminated from the program, you must submit a new application and fees (if applicable) in order to re-enroll. You will not receive any priority status. All previous balances must be paid in full before your application will be processed. If child care was terminated for excessive late pick-ups, disciplinary action, returned check, or non-payment, you may not re-enroll until the next fiscal year (July 1 – June 30), or until at least six months after termination. You may be required to meet with the Director, Children Services to sign a probationary contract with appropriate terms and conditions.

Section 3. Health and Safety

Arrival and Signing In/Out

State law requires that all children be signed in and out of EDP daily by a parent or designated adult. No child shall be accepted without contact between the center staff and the person bringing the child to the center. No child will be accepted with obvious symptoms of illness (see Sick Child Policy).

A **full signature** rather than initials is required when signing students in and out. State regulations also require the recording of the exact time that children are brought to, or taken from, EDP next to the responsible adult's signature. Sign-in sheets are located in the classroom where your child is receiving care.

Once a parent/guardian has signed a child out, EDP is no longer responsible for supervising that child's behavior. The child's parent/guardian is now responsible for the child's supervision and safety. Please observe all indoor and outdoor safety rules when walking your child out of the center. Children must have close parental supervision on the play structure or yard. Only adults may open and close gates, and young children should hold an adult's hand in the parking lot.

Emergency Cards/Authorization to Pick Up Child

All emergency cards (one in the school office **and** one in the child's EDP classroom) are to be kept updated at all times. In the event that one of the parents cannot be reached, the emergency contacts will be called in the order listed. Only the parent/guardian who enrolled the child can write on the emergency cards.

Anyone listed on the front and back of your emergency card can pick up your child at any time **with picture ID**. Please list local contacts with daytime phone numbers. If someone will be picking up your child who is not on your emergency card, you must notify your child's EDP teacher of the person's name and he/she must bring picture ID. **EDP will not release a child to anyone without authorization from the child's parent/guardian and without a picture ID.**

Custody Arrangements

EDP will not become involved in any child custody disputes except to comply with court orders. Our records and resources are not available to those without legal custody, unless subpoenaed by the court. Court orders provided to EDP must be current, signed by a judge, and on file at the Manhattan Beach police department.

Dispensing of Medication to Children

Staff cannot legally give medication to a child without a **signed** form from the prescribing doctor. A form is provided at the back of this handbook (Addendum D). Additional forms are available in the office, and must be completed by the doctor and signed by the parent/guardian before the EDP staff will dispense medication to a child. This applies to prescription and **non**-prescription medications. Medications must be brought in their original containers, stating the child's name, amount and time of dosage, and the name of the medication. The date on the prescription bottle must be current!

Special Care Plan

A Special Care Plan will be prepared for children requiring special care, in addition to the regular classroom services provided for all children, and placed on file in the school office and EDP classroom. The plan will include an outline of care or services to be received, name and/or title of person delivering care or services, schedule or situation, and other information. Such services may include, but are not limited to: long term medication dispensing, health treatments with special equipment, therapy services of any kind delivered at a EDP site by an outside source.

Sick Child Policy

If your child shows any sign of illness, including any of the following symptoms, keep him/her home:

- Fever, currently or during the previous 24-hour period.
- Heavy nasal discharge or discharge from the eyes.
- Persistent cough or any breathing difficulties.
- Nausea, vomiting, diarrhea.
- Lethargic, fussy, cranky behavior and generally not feeling well.
- Symptoms of a possible communicable disease (for example: sniffles, reddened eyes, sore throat, headache, and abdominal pain, with or without a fever).

Please notify the school office and classroom at once if the child does have a communicable disease (such as chicken pox, measles, strep throat, Fifth Disease, head lice, etc.).

If your child did not attend school or was sent home ill, he/she may not attend EDP that day.

If your child should become sick or show signs of being sick while at EDP, you will be called to pick up your child immediately. If you cannot be reached, those persons listed on the emergency card will be called to pick up your child. If the child is not picked up promptly when notified, it may be cause for termination of EDP services.

Accident/Injury

In case of injury, the staff is trained to act quickly and to make appropriate decisions based on the severity of the injury. Each room is equipped with a telephone that enables the teacher to call 911 if necessary, as well as to notify the child's parent or guardian. First-aid kits are available in each classroom.

The staff will immediately notify parents of any illness or injury more serious than minor cuts and scratches, and will obtain their specific instructions regarding subsequent action.

Emergency medical treatment shall be obtained without specific parental instruction if parents cannot be reached immediately, or if the nature of the illness or injury is such that there should be no delay in providing a child with medical treatment.

Disaster Plan

In the event of a natural disaster such as an earthquake, your child will be well cared for by the EDP staff. Emergency exits/procedures are posted in each classroom, and are practiced routinely. They will be carried out as calmly as possible.

There are emergency supplies such as water, food, and first aid items on all school campuses. Adults picking up children will need to follow routine signing-out procedures so that we can account for each child's whereabouts. Children will only be released to adults whose names appear on the emergency card.

Child Abuse Reporting

EDP employees are mandated by law to report known or suspected child abuse to a child protective agency.

Community Resources

The office staff can provide a list of referrals for counseling and community resources.

Section 4. Discipline

Philosophy of Discipline

EDP staff will use positive guidance, redirection, and clear limits to foster the child's own ability to become self-disciplined. We will encourage children to be fair, to respect other people and property, and to learn to be responsible for their actions.

Children will be shown positive alternatives for inappropriate behavior. EDP staff will not use physical punishment or abusive language. Any form of discipline or punishment that violates the child's rights (see Child's Rights section) shall not be permitted regardless of parent/guardian consent or authorization.

Discipline matters between children shall be resolved by EDP staff. Parents/Guardians should not confront or discipline children other than their own.

Rules

Rules are made with safety in mind and apply to children, their parents or representatives, and EDP staff.

Children and adults shall treat everyone with respect.

The following are prohibited:

1. Hurtful name-calling, teasing, bad language, and/or abusive talk.
2. Spitting, hitting, or biting.
3. Causing, or attempting to cause, damage to school or private property.
4. Threatening or inflicting physical injury to another person.
5. Dangerous rough housing (tripping, pushing, etc.).
6. Possession, use, or selling of any controlled substance or alcohol or weapons.
7. Danger to self or others.
8. Attempting to or leaving the program.

Consequences

To the greatest extent possible, EDP classroom teachers try to resolve the behavior and relationship problems of children as they arise, where they arise. Depending on the seriousness of the infraction, a child may receive a verbal warning or be separated from the activity. However, when a child's behavior becomes so disruptive that it prohibits other children from deriving benefit from classroom activities or puts other children's safety at risk, the teacher may need to use one or more of the following strategies to resolve the situation:

- Conference with child, teacher, and site supervisor;
- Conference with child, teacher, and director;
- Phone call to parents/guardians;
- Conference with teacher and parents/guardians (and perhaps the child);
- Conference with parents/guardians and director;
- Suspension from the program for one or more days;
- Termination from the program.

Suspension from any of the elementary schools or from MBMS will result in a simultaneous suspension from EDP. Likewise, suspension from EDP can result in a simultaneous suspension from your child's school.

Termination Conditions

EDP may terminate enrollment immediately, or with a two (2) week notice, for any of the following reasons:

- If the behavior of the child, parent/guardian, or their representative threatens the physical or mental health, safety or well being of children or staff.
- Payment is seventeen (17) days late (seven late days and ten days after notification).
- Child is left at the center before or after contract hours, without written approval, four (4) times in any ten (10) month period.
- Child is brought to EDP more than three (3) days in any thirty (30) day period with obvious symptoms of illness.
- EDP staff is unable to reach parents/guardians due to out-of-date information on the emergency card (i.e., inaccurate work or home phone numbers).
- Parent/guardian or emergency card contact fails to pick up child promptly when notified by the EDP staff of child's illness, injury, or behavior requiring removal from the center.

Section 5. Children's Issues

Birthday Celebrations

If you wish to celebrate your child's birthday in his/her classroom, please discuss this with your child's teacher in advance. You may bring small store-bought treats such as cupcakes or cookies. ***No home-prepared food is allowed to be shared with children.***

Items Brought From Home

Please check with your child's teacher on the classroom policy for bringing in curriculum enrichment items (for example: books, records, pets, insects, rocks, shells, etc.). If a child's personal item is brought to school, EDP cannot be responsible for it. Each item should be labeled with the child's name, and the child should be prepared to share it. No guns, weapons, or war toys are allowed at EDP. Pretend play involving such items is discouraged (such as making a gun with legos).

Clothing

Please label all clothing items that your child wears or brings to EDP. Consider your child's **safety** and comfort in regard to clothing and footwear. No sandals, open-toed, backless, platform, or high heeled shoes.

Separation and Saying Good-bye

Every year there are a few children who enjoy an almost immediate and lasting feeling of delight about being on their own in the fascinating new world of school. However, for many children, some confusion and fearfulness is common, even for those who are returning. Whether this is a child's first major experience in separating from parents/guardians or the tenth, this experience can be painful and frightening. Once children understand that their teachers can be relied on to understand and to respond to their needs, their feelings of anxiety will decrease.

Connecting and communicating with your child's teacher when you say good-bye will help your child feel more trusting and comfortable. Over time, good-byes can strengthen your child's confidence that you will come back.

Let your child help with morning rituals. Dressing, packing lunch, or choosing something special to bring to school will help your child feel more in control of the process of leaving the house and saying good-bye.

Plan your good-bye routines together. Decide in advance how you will say good-bye at school and plan what you will do with your child after school.

Think of ways to reinforce the link between home and school for your child. Send your child to EDP with a favorite stuffed animal, a toy, or something that belongs to you, such as a scarf or handkerchief.

Homework

Homework time is scheduled in all school-age classrooms. EDP staff will assist children with homework or other school projects. However, the time allotted for homework is limited. Please know the EDP staff will not force your child to do homework, and the ultimate responsibility for completion of homework rests with the child and parent.

Section 6. Parent/Guardian Participation

Family/EDP Communication

It is essential for parent(s)/guardian(s) and EDP staff to have open communication. Your input is vital so that EDP can continue to provide your child the care he/she needs. If you need to discuss any matter with your child's teacher, an appointment can be made directly with that teacher at any time. You are encouraged to inform the teacher or site supervisor of any complaints and concerns and/or to express suggestions or compliments.

Please check your mailbox in the classroom daily for important materials, such as newsletters, health bulletins, and artwork

Volunteers

You may be interested in working as a classroom or office volunteer. Please discuss this with your child's teacher or with the director. Below are some guidelines and procedures that volunteers must follow while at EDP:

- Information learned about children in the course of volunteering is confidential and shall not be disclosed to anyone.
- Submit a current negative TB Mantoux test.
- Sign (full name, no initials) the visitor sign-in sheet in the main office or see the site supervisor to receive a visitor badge. **All non-staff members must wear a visitor badge at all times while on a EDP campus.**
- Arrive at the expected time. The teacher may be depending on you.
- Report to the teacher for instructions.
- Leave the technical job of teaching to the teacher.
- Become familiar with classroom procedures and practices.
- Call each student by name when possible.
- Be fair, be firm, and be friendly.
- Be patient with the children.
- Never leave children unattended.
- The physical safety of children is always the first consideration.
- Questions asked by parents, neighbors, media, or police regarding a student must be referred to the teacher or director. Volunteers should never offer an evaluation of any student.
- Wear comfortable clothing that will not be ruined if it should get soiled.
- Smoking is not permitted on any campus of the MBUSD.

Section 7. Payment Policies

EDP is the only program in the MBUSD that covers all of its own operating costs of salaries, snacks, supplies, maintenance from the tuition payments. All payments must be in the form of a check, cashiers check, or money order. EDP does not accept cash or credit card payments. The full-cost tuition schedule is on Addendum A and B of this handbook.

Application and Registration Fees

A non-refundable application fee of \$50 per child is submitted with the application. It is applied to the enrollment fee collected at the pre-enrollment meeting. The total registration fee is \$150 per family for one child. This registration fee is applicable as long as your child remains in the program for the length of each **school** year. This fee carries forward from elementary school into middle school as long as there is no break in service. Fees are non-refundable after the 1st of the month or start of the school year regardless of attendance. Fees are non-refundable for partial attendance due to withdrawal.

If your child withdraws from the program at any time during the school year and re-enroll during that same school year, you will not have to pay the registration fee again. Should your child leave the program and re-enroll in the next school year, you will be assessed the registration fee as a new enrollee if you do not have any other child that is already enrolled in EDP.

Should space not be available for your child when you register, the \$50 application fee will be used as a waitlist fee. We will contact you upon space availability and you will have the option to register or decline the space. You will have two opportunity to decline enrollment before your child's name is removed from our waitlist. All fees are non-fundable.

Tuition Deposits

A two-week tuition deposit, based on the scheduled days of enrollment, is collected at the pre-enrollment meeting. Tuition deposits will be reviewed at least annually and adjusted as necessary. A change of schedule may require an adjustment of the tuition deposit. This deposit will be credited to your account provided you provide us with a two (2) week written notice of withdrawal and upon full payment of your account. A form is available for this purpose and can be faxed or mailed to you. Please refer to the section on EDP Withdrawal on page 6 and Refund Conditions on page 15.

Monthly Tuition Billing

Tuition is due for every day your child is scheduled to attend EDP, and is to be paid on or before the first calendar day of every month in which care is to be provided. Statement and invoice of your account activity will be provided to you during the 3rd week of each month. Payment is required whether or not you have received your statement. **Please reference your child's full name on all correspondences, faxes, and checks.**

Annual fee increases are based on the changing costs of providing a quality child care program. A thirty (30) day's advance notice will be provided before any rate increase takes effect

Calculating Tuition

Tuition is calculated based on a 10 month school year of 180 school days in total. The EDP calendar is the same as your child's regular school year calendar. Tuition rates do not include any holidays and days in which the school is fully closed. You are not being charged for these days. Your annual rate is divided into 10 equal payments and billed in 10 equal monthly installments. Each month represents 18 days of school year regardless of when the holidays are. Your bills will be the same each month unless you request a schedule change.

Delinquent Tuition

Tuition is considered past due after the 7th of each month. A past-due notice will be send to you. Parent/Caregiver should contact the Accounting Office listed on the invoice to resolve problem(s) with the invoice or payment. In fairness to all families and students, partial payment plans will not be accepted.

If fees are outstanding at the end of the month, this is grounds for termination of child care services. The parent will be notified that services will be suspended until payment is received. The MBUSD reserves the right to pursue collection of such account by withholding student academic records, charging additional finance fees as permissible under California state statutes, and/or using an outside collections/credit agencies.

Camp and Summer Program Fees

Camp and summer fee information is available from the child's school office or EDP classroom prior to upcoming camp dates and summer sessions.

Late Pick-up Fee Charges

If you are late picking up your child, (after 5:55PM), you will be assessed a late fee of \$1.00 for every minute you are late. Three contract hours violation in any school year is considered excessive and probationary meeting will be requested. Four (4) contract hours violations in any school year will result in termination of child care services. This late fee is applicable on camp days during the school year and for any summer sessions.

Returned Checks

A fee of \$10.00 is charged to the parent/guardian for every check that is returned unpaid. After any returned check, EDP will require subsequent payments in the form of money order or bank issued check. The parent/guardian may be required to meet with the school and sign a probationary contract.

Payments

We strongly encourage you to mail your payments directly to the district office at 325 S. Peck Avenue, Manhattan Beach, CA, 90266 to expedite credits to your account. Please do not submit your check to our teachers. They have been instructed not to accept payments. Please do not include cash in your payments. Do include your child's full name and the school at which he/she is attends. Please contact your bank to arrange on-line bill pay for your payments. MBUSD does not accept credit cards or direct electronic fund transfers. On-line banking may be available at your financial institutional so that monthly check payments are issued directly from the bank.

Tax ID #

The tax ID # for MBUSD is 95-6002011. If you need a statement for tax purposes or flexible spending account, please contact (310)-318-7345 Ext. 5965 and clearly spell your last name, indicate the period of time for which you require a statement and a number where we can contact you. Allow four (4) to five(5) business days for a reply. An annual statement will be automatically sent to your address on record in January of each year.

Refund Conditions

If your child withdraws from EDP, and you have provided a two-week (2) written notice, EDP will refund your two week deposit. Please allow four (4) to six (6) weeks for the refund to be processed. Registration fees are non-refundable. Your two-week (2) deposit is forfeited if you do not submit a written notice two week prior to your child last day. We do not give credit for partial month attendance for any reason. All tuition and fees must be paid before a refund can be issued.

Addendum

Addendum A	Full Cost Fee Schedule
Addendum B	Schedule Change and Withdrawal Form
Addendum C	EDP Calendar
Addendum D	Regulations on the Admin. Of Medication During School Hours
Addendum E	Request for Medication To Be Taken During School Hours
Addendum F	Child’s and Parent/Guardian Rights
Addendum G	When I Play I Learn



MANHATTAN BEACH EXTENDED DAY PROGRAM

NON-REFUNDABLE ENROLLMENT FEES		
Application Fee per Child	Submitted with application.	\$50
Registration Fee per Family*	Submitted at enrollment meeting.	\$100
Total Enrollment Fee		\$150

MONTHLY TUITION FEES 2010 - 2011			
	Monday through Friday	Mon / Wed / Fri	Tues / Thurs
AM Kinder			
Before	\$150	\$150	\$150
After	\$630	\$371	\$259
Before & After	\$648	\$382	\$266
PM Kinder			
Before	\$450	\$265	\$185
After	\$324	\$191	\$133
Before & After	\$648	\$382	\$266
Grades 1 to 3			
Before	\$150	\$150	\$150
After	\$396	\$233	\$163
Before & After	\$522	\$307	\$215
Grades 4 & 5			
Before	\$150	\$150	\$150
After	\$324	\$191	\$133
Before & After	\$450	\$265	\$185
MBMS			
After School Only	\$324	\$191	\$133

CAMP FEES	Based on length of session
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*Two children must be enrolled in the Preschool and /or EDP in the same school year to qualify.
 Fees are based on the ten-month school calendar year of 180 days of school.
 Fees are billed in ten equal installments and not based on actual number of school days or holidays in any particular month. Fees are subject to change for each calendar school year.
 Two-week deposit and 1st month's tuition are due at enrollment.
 Payment is due by the first of every month.

MBUSD Extended Day Program

Schedule Change Request or Withdrawal Notification

All schedule changes or withdrawals must be made in writing and approved by school staff by the **15th of the month** for the change to take effect on the first of the following month. Change requests are contingent upon confirmation of space availability. There will be no adjustments to tuition which has already been billed.

Child's Name _____ **School Site** _____
Parent's Name _____ **Phone** _____
Parent's Signature _____ **Date** _____

Please circle current schedule:

5 Days	AM	PM	AM/PM
3 Days (MWF)	AM	PM	AM/PM
2 Days (Tu-Th)	AM	PM	AM/PM

Current Monthly Fee: _____

Please circle new schedule requested

5 Days	AM	PM	AM/PM
3 Days (MWF)	AM	PM	AM/PM
2 Days (Tu-Th)	AM	PM	AM/PM

New Monthly Fee: _____

Change in Fee: _____

Withdrawal Notification ONLY:

My child's last day was / will be _____

Note: You must give a two-week written notice prior to your child's last day when withdrawing from the program or you will forfeit your two week deposit.

-----Below for Staff Use Only-----

Staff Approval	
Today's Date:	Signature:
Effective Date:	

Cc: MBUSD Business Office / EDP

Manhattan Beach Unified School District – Extended Day Program
Parent Handbook
Addendum C

REGULATIONS ON THE ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS

School personnel, if authorized by the responsible administrator, may assist pupils who must take prescribed medication during school hours.

A. GENERAL POLICY

1. No pupil shall be given medications during school hours except upon the written request from a licensed physician / surgeon who have the responsibility for the medical management of the pupil. All such requests must be signed by the parent or guardian.
2. *No medications may be brought to school by pupils or on the school bus.*

B. RESPONSIBILITY OF THE PARENT OR GUARDIAN

1. Parents and guardians shall be encouraged to cooperate with the physician to develop a schedule so that the necessity for taking medications at school will be minimized or eliminated.
2. Parents and guardians will assume full responsibility for the supplying of all medications.
3. Parents and guardians shall deliver or cause to be delivered by an adult or an authorized employee of a pharmaceutical supplier, any medication to be administered under the provisions of this policy.

C. RESPONSIBILITY OF THE PHYSICIAN

1. A request form for each prescribed medication must be completed by the pupil's physician, signed by the parent or guardian, and filed with the school administrator or his designated representative.
2. The container must be clearly labeled with the following information:
 - a) Pupil's full name
 - b) Physician's name
 - c) Physician's telephone number
 - d) Name of medication
 - e) Dosage, schedule, and dose form
 - f) Date of expiration of prescription
3. Each medication is to be in a separate container labeled as above.

D. RESPONSIBILITY OF SCHOOL PERSONNEL

1. The school administrator will assume responsibility for placing medications in a locked cabinet which shall be used only for the storage of medication.
2. Pupils will be assisted with taking medications according to the physician's instructions, and the procedure observed by a certificated school staff member.

See reverse side for FORM 301-457
HOURS

"REQUEST FOR MEDICATION TO BE TAKEN DURING SCHOOL

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Parent Handbook

Addendum E
DIVISION OF SPECIAL EDUCATION

REQUEST FOR MEDICATION TO BE TAKEN DURING SCHOOL HOURS
(TO BE COMPLETED BY A LICENSED PHYSICIAN)

NAME OF PUPIL (LAST NAME, FIRST NAME, MIDDLE INITIAL)		SEX	DATE OF BIRTH	SCHOOL
NAME OF MEDICATION		PURPOSE OF MEDICATION		
DOSAGE PRESCRIBED	TIME SCHEDULE		DOSE FORM (TABLET, LIQUID, ETC.)	
DATE OF PRESCRIPTION	LENGTH OF TIME THIS MEDICATION WILL BE NECESSARY (PRESCRIPTION EXPIRATION DATE)			
PRECAUTIONS, SPECIAL INSTRUCTION, POSSIBLE ADVERSE EFFECTS, COMMENTS, ETC.				

The above named pupil, for whom this medication is prescribed, is under my care:

PRINT OR TYPE NAME OF PHYSICIAN	SIGNATURE OF PHYSICIAN		
ADDRESS OF PHYSICIAN	TELEPHONE NUMBER	DATE	

I request that my child (the above named pupil) be assisted in taking the above prescribed medication at school by authorized persons, and will comply with the policies and procedures of the school. I give my consent for the school nurse to communicate with the supervising physician, and to counsel with school personnel regarding the possible effects of the above medication.

SIGNATURE OF PARENT OR GUARDIAN	TELEPHONE NUMBER	DATE
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Addendum F

Manhattan Beach Unified School District – Extended Day Program
Parent Handbook

Child's Rights

The information in this section is contained in the enrollment packet as Personal Rights (LIC 613A).

Each child receiving services from a child care facility 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 facilities, 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.
8. To receive or reject medical care, or health-related services, except for minors for whom a guardian, conservator, or other legal authority has been appointed.

Parent/Guardian Rights

The information in this section is contained in the enrollment packet as Notification of Parents' Rights (LIC 995).

1. Parents/guardians, upon presentation of identification, have the right to enter and inspect the child care facility their child attends without advance notice to the provider. This right can only be exercised during the facility's normal operating hours or at any time the child is receiving care in the facility.
2. Parents/guardians have the right to file a complaint against the facility with the licensing agency.
3. Parents/guardians have the right to review, at the facility site, licensing reports of facility visits and substantiated complaints against the facility. The facility is not required to keep this information beyond three years. Only information available in the public file of the local licensing agency is to be made available to parents/guardians at the facility. Public information on inconclusive complaints is only available at the local licensing agency.
4. The law prohibits discrimination or retaliation against any child or parent/guardian should the parent/guardian choose to exercise his or her right to inspect the facility or to file a complaint against the facility.
5. The law requires that parents/guardians be informed of their rights (see Nos. 1, 2 and 3 above).
6. The law requires that this notice be posted in the facility in a location accessible to parents/guardians.
7. The law authorizes the person in charge of the child care facility to deny access to a parent/guardian if:
 - a. The parent/guardian is behaving in a way that poses a risk to children in the facility. OR:
 - b. The adult is a non-custodial parent, and the custodial parent has requested the facility in writing not to permit access to the non-custodial parent.

Addendum G
When I Play I Learn

A child learns through play – in all ways, a truth adults do not always understand.

David Elkind, psychologist and author, says of play:

Young children learn best by playing and following their own curiosities, by solving real problems, such as how to balance a stack of blocks, or how to negotiate a zipper, put together a picture puzzle, and, most of all, by making mistakes and trying again.

When I easel paint I learn:

to develop my imagination and creativity (intelligence)
to develop eye-hand coordination (writing skill)
to distinguish and purposely create shapes (math and writing skill)
to express my feelings and ideas (language)
that my ideas have value (self esteem)
relationships of space and size (math and science)
concepts of symmetry, balance and design (intelligence)

When I finger paint I learn:

to exercise my imagination and creativity
about how colors mix to make new colors (science)
concepts of shape, size and location (math and writing)
eye-hand coordination
an acceptable way to make a mess, and have fun sharing ideas with others (self esteem)

When I scribble and draw I learn:

to hold a pencil or other drawing implement, and to control the pressure (writing skill)
eye-hand coordination
to exercise my creativity and imagination
that my ideas have value
concepts of color, shape, size and location
to express myself with words when describing my drawing (language)
the basic strokes of the printed language (writing)

When I glue and collage I learn:

to exercise my imagination and creativity
concepts of shape, size, location and design, which is relevant to reading
about different textures (intelligence)
how to create patterns and designs (math)
to distinguish patterns from a background (reading skill)

When I look at objects at a nature table I learn:

new vocabulary (language, intelligence)
concepts of texture, color, weight and size (intelligence)
to group objects into categories (math)
to observe likenesses and differences (math)
to appreciate nature and develop a sense of wonder (intelligence)

When I look at books and listen to stories I learn:

that books are important and enjoyable

that print is written-down words
to express my own thoughts, feelings and ideas
to exercise my imagination
that pictures tell something just like words
to make up my own stories
to handle books with care
to recognize certain words when I see them in print
to use more complex language patterns in my own speech
to follow the development of thoughts and ideas in the plot of a story
that I like books and someday I would like to be able to read them, too, when I am ready (language, intelligence, love of reading)

When I play with blocks, cars and trucks I learn:

concepts of shape, size, length, and location (math and reading)
to create and repeat patterns (math)
to exercise imagination (intelligence)
to express ideas (language, intelligence)
to cooperate with others (social)
to solve problems (intelligence)
about the properties of wood (science)
to see myself from a different perspective (self concept)

When I play on climbing equipment I learn:

physical strength, coordination and balance
to use my imagination
to cooperate with others when involved in group play
to solve problems
self confidence as I develop new skills

When I play with sand I learn:

To exercise my imagination
Concepts of size, shape and volume (math)
How to use tools (writing)
To solve problems (intelligence)
Concepts of warm and cool, wet, damp, dry heavy, light (intelligence)
how to play socially with others
to create systems for classifying, ordering and arranging (math) to observe changes (science)

When I sort things I learn:

to notice details, likenesses, differences, and to form categories (reading and math)
concepts of color size and shape (math)

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numeral concepts of more and less (math)
logical reasoning (intelligence)

When I string beads I learn:

eye-hand coordination
concepts of color, shape and location
number concepts like more, less, longer and shorter
to create and reproduce patterns (math)
pride in accomplishment (self esteem)

When I play with pegboards I learn:

one to one correspondence (math)
to make and repeat patterns (math)
possible left to right progression (reading and writing)
concepts of addition, as I add one peg at a time
colors
symmetry, shapes, order and design (reading, writing, math)
eye-hand coordination

When I participate in group time I learn:

to listen, sit still, and understand spoken words
that my ideas have value to the other children and the teacher (self concept)
to wait my turn when others are talking
new vocabulary words
to remember the words of songs and poems I have learned and to put things in proper order
the names of others in the group
to cooperate and be considerate of the needs of others
to help plan what we will do and when we will need to do it

When I do cooking projects I learn:

about nutrition, tastes and food groups (intelligence)
how heat and cold change things (science)
whole-part relationships and concepts of volume and measures (math)
vocabulary
awareness of my own and other cultures (intelligence)

When I play in the family living area I learn:

to be flexible in my thinking (intelligence)
to express myself with my words (language)
to try on different adult roles (self concept)
to solve social problems through negotiation with friends (intelligence)
to sort and organize play things (math)
to make decisions (intelligence)
to improvise and use things in a symbolic way (intelligence)
to have an object represent something else (intelligence)
to carry out my ideas, with the cooperation of others (intelligence, self esteem, social skills)
to exercise my imagination and creativity

When I play with riding toys I learn:

strength, balance and large muscle coordination
to use my energy in a constructive way
concepts of speed, direction and location (math)

to use my imagination
to negotiate and take turns (social skill)
to solve problems (intelligence)
self confidence, as I master new skills

When I dance I learn:

balance and coordination
to be conscious of moods and rhythms of music
to express myself physically in an appropriate way about the space around me and the space of others

When I play with rhythm instruments I learn:

to be conscious of rhythms in music (reading skill)
concepts of fast, slow, loud, soft, high, low (reading and math)
to express myself in new and different ways
listening skills
auditory discrimination – recognizing different sounds (reading)
to interpret and understand signals and cues

When I sing songs I learn:

principles of music and rhythm
vocabulary
memory skills and sequencing (reading, math)
to be conscious of others
various concepts emphasized in songs
phonics or auditory discrimination (reading)
awareness and identification with my culture and other cultures

When I cut with scissors I learn:

To control the small muscles in my hand (writing)
Concepts of shape, size, color and location (math)
To exercise my imagination and creativity

When I play I learn:
that I am me –
a small child who is
valued, cherished, and loved

I count in the world