



# Childcare Handbook

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## **GENERAL INFORMATION**

Moraga School District Childcare Clubs offer an extended day recreation program available for a fee, to children who are enrolled in one of our three elementary schools. Each Childcare Program is located on the campus of their respective school.

- Bobcat Club: located at Camino Pablo Elementary
- Panther Club: located at Los Perales Elementary
- Roadrunner Club: located at Rheem Elementary

We are proud of our trained, experienced, and professional staff. We offer a place where your child/children can play and have fun in a safe and nurturing environment. We provide snacks, arts and crafts, Chromebooks, cooking, games, and outdoor activities.

This Handbook will identify rules and procedures needed to provide the high quality service the children of our community deserve.

## **GOALS**

- To encourage...
  - a sense of free play
  - a "neighborhood school" concept
  - Responsive behavior and a positive attitude
  - Cooperation with others
- To build social relationships
- To help develop respect for others and school facilities
- To promote a positive sense of self, within a group setting

## **BEHAVIOR AND EXPECTATIONS OF STUDENTS**

Our philosophy:

The safety and well being of all children is our foremost responsibility. Our program encourages conflict resolution where children are encouraged to take responsibility for their actions and to problem solve with other children. Positive behavior is encouraged and expected. Mutual respect between children and staff, as well as parent support are all necessary for a smooth running program. Throughout the year, our goal is to teach children to make responsible choices and to utilize communication and problem solving skills.

Behavior infractions:

- When behavior results in physical and/or emotional hurt to another child(ren). We have a no tolerance policy for teasing, bullying, and being unkind to children and adults.
- When damage to or theft of property occurs
- When behavior disrupts an activity and spreads or causes discomfort to others
- When rudeness or offensive language is displayed
- When a child shows blatant disrespect for a staff member
- When the rules of safety are not honored

Staff intervention will include:

- Guiding the child away from the area of conflict and/or redirecting to another activity
- Giving the child time by themselves with staff presence and guidance
- Asking children involved to talk through possible solutions together

## **Consequences and Possible Outcomes**

Staff will respond to behavior concerns based on severity, frequency, and context:

- **Minor Behavior Concerns:**  
For minor infractions, students may be given **rest periods** to reflect, reset, and regain self-regulation.
- **Repeated or More Serious Infractions:**  
For ongoing or more serious behaviors, **parents/guardians** may be contacted via **written notice or phone call**, and a **conference** may be scheduled as needed.

- **Suspension:**

When behavior warrants more serious disciplinary action, **suspension** may be considered and implemented in accordance with **California Education Code 48900**.

- **Parent Pickup (at Director's Discretion):**

In some cases, at the **Director's discretion**, parents may be asked to **pick up their child**, even if the behavior does not fall strictly under the categories listed above, but is still deemed disruptive or concerning.

## **REGISTRATION**

Online registration for the school year can be found on the following Childcare Club websites.

Camino Pablo	<a href="#">Camino Pablo Registration</a>
Donald Rheem	<a href="#">Donald Rheem Registration</a>
Los Perales	<a href="#">Los Perales Registration</a>

**Please note:** Registration will not be accepted until prior year unpaid balances have been paid in full.

## **Your options for care include:**

Monday-Friday (5 day care)

### **Morning Care**

7:00am - 8:15am

7:00am - 9:15am

8:15am - 9:15am

### **Afternoon Care**

TK 12:00pm -3:00pm or 5:30pm (early friends)

TK 1:00pm - 3:00pm or 5:30pm (late friends)

K-2nd grade

2:00pm -3:00pm or 5:30pm (early friends)

3:00pm - 5:30pm (late friends)

3 - 5 grade 3:00pm - 5:30pm

**All schedule changes must be submitted by the 25th of each month to take effect for attendance starting the following month.**

No credit will be given for absences due to: illness, after-school activities (enrichment classes, sports, etc.), or family vacations.

## **ATTENDANCE**

Any student, in good standing, currently enrolled at any of the three Moraga Elementary Schools may attend.

**Your child may not attend if they leave and return to campus after their dismissal bell.**

Club Contact Information:

- Bobcat Club: [bobcatclub@moraga.k12.ca.us](mailto:bobcatclub@moraga.k12.ca.us) or 925-376-7940
- Panther Club: [pantherclub@moraga.k12.ca.us](mailto:pantherclub@moraga.k12.ca.us) or 925-377-7465
- Roadrunner Club: [roadrunnerclub@moraga.k12.ca.us](mailto:roadrunnerclub@moraga.k12.ca.us) or 925-376-3012

## **NOTIFICATION OF NON ATTENDANCE**

For your child/children to attend the Club on any given day, they must attend school at the time of the dismissal bell.

The parent is responsible for notifying the Club if their child/children will not attend that afternoon, preferably by 9 am. Failure to notify may result in a Search Fee.

For a proper staff/child ratio to be maintained, the Childcare Clubs must assume that each child with a reservation will attend for that day, *whether or not they do attend*.

Therefore, all reservations will be billed for the length of the reservation, even if the child does not attend.

## **Check-In and Check-Out Procedures**

For your child's safety, all students must be checked in and out by a parent, guardian, or authorized adult.

- Each authorized adult must have a unique PIN number to use when checking a child in or out.
- Children may not check themselves in or out.
- This policy applies to both morning and afternoon care.

- Only adults listed on the authorized pickup list will be allowed to check out a child.
- If a child is not properly checked in or out by their authorized adult a fee will be charged. See fee schedule.

**Photo identification is required** for any authorized person to pick up a child from the Club.

### **PICK-UP POLICY**

To keep all children safe and maintain accurate attendance:

- Please sign out your child and exit the club promptly.
- Parents may not stay in the club area, playground, or rooms during Bobcat hours. This includes observing the program, chatting, or using phones in the space.

Our staff supervises many children each afternoon, and extra adults in the area can cause confusion and safety concerns.

### **UNREGISTERED ARRIVALS OR NO RESERVATION**

We will accept unregistered children when they are referred to the Club by the school's administrative staff. Any child sent by the school office, or who shows up at the Club without a reservation, will be charged \$50.00 in addition to the time they were in attendance.

### **BILLING AND INVOICES**

The billing period begins on the first school day of the month and ends on the last school day of the month.

- Tuition payment is due on the first day of the month except for August.
- You may pay by **credit card** or **bank transfer (e-check)** through EZChild Track.

#### **Processing Fees:**

- **Credit Cards: 2.5% of the transaction amount**
- **E-Check (Bank Transfer): \$1.25 per transaction**

- If a late payment is made twice during the school year, the Moraga School District reserves the right to terminate usage until the account is paid in full or for the remainder of the school year.

## **FEES AND PAYMENT**

<b>Registration</b>	\$50.00 per child (one time payment per school year)
<b>Cost</b>	\$8.00 per hour until Closing (childcare schedules are based on a monthly flat rate system. Conference days, minimum days, early release Wednesdays, holidays, and non-school days have been adjusted into the monthly rate).
<b>Late Pickup*</b>	\$10.00 per minute

**\*There is no grace period for late pick-up past your scheduled end time.**

<b>Search Fee</b>	\$25.00 for any child with a reservation that does not arrive at the Club, in addition to hours reserved \$50.00 for second and subsequent searches
<b>No Reservation</b>	\$25.00 charge per child for any child(ren) sent from the office without a reservation, in addition to the attended time at the Club
<b>No Sign-In/Sign-Out</b>	\$10 charge for a first occurrence, \$20 for a second occurrence and \$30 for a third and subsequent occurrence.

## **MORNING/Sign-In Procedures**

The Childcare Clubs open at 7:00 a.m.

- All children must be walked to the Club by a parent, authorized adult.
- Each parent, guardian or authorized adult must sign in with their own personal identification number (PIN) which can be found in your EZChild Track account. This will be required to drop off your child from your childcare club.

## **AFTERNOON/Sign-out Procedures**

- Please be advised that we will only release children to those individuals authorized by the parent or guardian in writing. Each parent, guardian or authorized adult must sign out with their own personal identification number (PIN) which can be found in your EZChild Track account. This will be required to pick-up your child

from your childcare club.

### **LATE PICKUP**

Children should be picked up at their scheduled time. It can be distressing for a child to be left after hours. Please allow enough time to arrive at the club, pick up your child, and leave the club by closing time. Please ensure all contact information of friends and family in EZChild Track are current. **A late fee of \$10 per minute will be charged if a child is picked up after the Club closes.**

### **CONFERENCE/MINIMUM/FIELD TRIP DAYS**

On any school day the school or district changes your child's arrival/dismissal time, you will be charged from the dismissal bell until your scheduled pickup time. If your child is normally scheduled to attend the Club on one of these days of the week, we assume that he/she will attend the Club from the dismissal bell/return to school until his/her regularly reserved pickup time.

### **AFTER SCHOOL ACTIVITIES**

A child attending after school activities, such as Scouts or ASEP, may attend the Club before or after these activities, **provided they occur on campus.**

The parents are responsible for providing us with the dates and names of individuals picking up their child.

### **POSITIVE IDENTIFICATION**

We require a photo identification for any authorized person to pick up a child from the Club. Security measures are used when our supervisory staff does not know the individual you have sent to pick up your child. If an individual unknown to our supervisory staff comes to the Club without proper identification, your child will not be



released.

### **POLICE INTERVENTION**

In the event that we have not received proper authorization to release your child to an identified individual by 5:30 p.m., we will have no other recourse but to seek police intervention. This is the currently accepted procedure followed throughout California. The administrative staff, the Moraga School District, and the Moraga Police Department have approved this procedure.

Please help us avoid implementing this emergency measure by ensuring you comply with the above safety requirements.

### **TRANSITIONAL KINDERGARTNERS and KINDERGARTNERS**

Students are picked up by a staff member in front of their building and escorted to the Club. A list of children scheduled to attend is given to each teacher. Please provide extra snacks for your child in case they do not like the food served at school. In addition, please pack a change of clothes in case of accidents.

### **CLUB ACTIVITIES**

Activities are primarily unstructured, although we regularly provide arts and crafts, yoga, cooking, sports skills, outdoor play, computers, and movies on rainy or exceptionally hot days. We don't require children to participate, but we do encourage them. We have daily use of the outdoor playgrounds and plenty of games and toys that the children are free to use. We do not allow toys and other possessions brought from home.

### **MEDICATION**

We do not supply non-prescription medications such as Tylenol, Neosporin, Calamine lotion, etc.

If your child has food allergies, please provide the club with the necessary emergency medications (Inhaler/EpiPens).