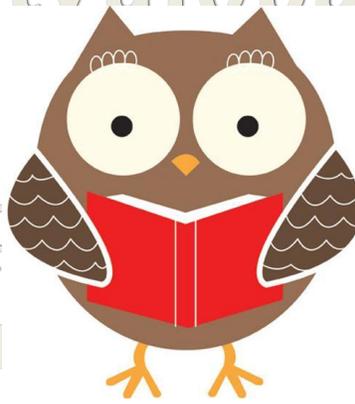


CARD Toddler Programs

Parent Handbook

5/10/2016



Contact Information

CARD Toddler Programs are offered at the following location:

Dorothy F. Johnson Center (DFJ Center)

775 East 16th St.
895-4709

***All Toddler Programs will enter through the playground gates to the right of the front door. Your teacher will have the door open to the classroom (second door on the left).**

Site Phone Numbers

CARD Toddler Programs site phone will be on during program hours only.
(530) 895-4709

Days of Operation

CARD Toddler Programs operates on school days. See the 2016-2017 Program Calendar.

Questions or Comments

If you would like to speak to someone regarding your child's experience at CARD Toddler Programs, please call the CARD contact at the following:

Recreation Supervisor Email: egonzales@chicorec.com

Recreation Coordinator Phone: : 530-895-2619

CARD Fax Number: 530-895-4721

Enrollment

- A. All children **must** be enrolled in CARD Toddler Programs prior to attendance.
- We cannot allow children to attend the program without completing the enrollment process. If a child comes to the program without being properly enrolled, you will be contacted and your child must be picked up immediately.
- B. The enrollment process involves:
- Complete a [CARD Registration](#)
 - Complete and turn in an [Emergency Form](#)
 - Make the required payment
 - Review the CARD Toddler Programs Parent Handbook
- C. **Emergency Forms** are available online at: www.chicorec.com/CARD-Programs/Tiny-Tots/Preschool-Programs under “Toddler Program Forms.” It is extremely important that you update your child’s emergency information whenever you change jobs, move, or need to add new people to the approved pick up list.
- D. It is CARD’s policy that any Parent or Legal Guardian of a child enrolled in the program shall have full access to CARD’s file and account information for said child unless otherwise directed in writing by the Parent or Legal Guardian enrolling the child. If you wish to restrict access to your child’s file, please request and complete the [Directive to Restrict Access Form](#). This form is also available online.

The Parent or Legal Guardian that has registered the child is solely responsible for payment of all fees and charges, regardless of custody arrangement. Only the Parent(s) or Legal Guardian(s) listed on the top of the Enrollment and/or Emergency form may:

- Provide written authorization for additional individuals who may make payments.
- Provide written authorization for others to pick up their children from CARD Toddler Programs.
- Request a copy of their children’s confidential information or records.
 - If copies of attendance records are requested, there is a charge of \$2 per page.



Payments

Payments are due by the last day of the month prior to the month attending. If payment is received on or after the 1st of the month, **the fee increases by \$10**. If payment has not been made by program time on the first of the month, your child may not attend until payment is made. If your child reports to the program without payment being made, he/she will sit out of activities until being picked up or payment is made. **Your spot will be forfeited if payment is not received by the 4th of the month.**

Enrollment is on a month to month basis. A change in your enrollment option must be approved through the CARD Office (530-895-2619/egonzales@chicorec.com). If space is available, a change in your enrollment option may be made at the time of payment for the next month. **Days of attendance are not flexible and CARD does not prorate for days not attended.**

Payment is accepted at the CARD office or your CARD online account. To access your CARD online account, visit www.chicorec.com and click "Account Login." Payments are also accepted at the CARD office. A drop box is located in the parking lot of the CARD Office if payment cannot be made during regular business hours.

All payments must be made in full as partial payments are not accepted. Parents/Guardians are responsible for making their payments to the CARD office. Written permission is required from the Parent or Legal Guardian to add additional individuals as payors. Contact the CARD office about payment questions prior to the payment due date.

Automatic Payment Plan

To sign up for the Automatic Payment Plan, please complete the **Automatic Payment Form** and return to the CARD office. By signing up for the automatic payment plan, your monthly tuition will be deducted from the credit card listed on the form on the **25th of each month.**

TAX ID #94-1156263



2016-17 Enrollment Options & Monthly Fees

<u>Our Time Together</u> 18-35 months	
M	\$29*
W	\$33*
M/W	\$56*

<u>Tiny Tots</u> 3-4 years old	
T/Th	\$99*

<u>Kinder Readiness</u> 4-5 years old	
M-Th	\$169*

Toddler Program Details

Clothing

Children will participate in active play, please send your child in comfortable clothing and footwear (tennis shoes are encouraged). It is important to label all items such as jackets and backpacks. All items left at the end of program time will be placed in the classroom Lost and Found. CARD is not responsible for items left at CARD Toddler Programs.

To best serve your child in the case of a bathroom accident, please send your child with an extra pair of clothing for our staff to keep in the program. If these clothes are needed during the year, please send a new change of clothing with your child to the program.

Potty Training

If your child is attending Tiny Tot or Kinder Readiness, they are required to be fully potty trained. This means they should be completely self-sufficient in the restroom including wiping themselves. Should an accident occur, we will contact you and ask that you come and provide a clean set of clothing for your child if they do not have a change of clothes in their cubby.

Health Policies

If your child becomes ill at CARD Toddler Programs, you will be notified and must arrange to have your child picked up immediately. Please notify CARD Toddler Programs staff if your child has been exposed to any contagious disease or condition, for example chicken pox, lice, mumps, measles, etc. so that we can notify other parents immediately.

Medication Policy

CARD Toddler Programs cannot store or dispense medication of any form. If your child has a severe allergy that requires an Epi Pen for treatment, please notify the Toddler Coordinator/Supervisor at (530) 895-



2619/egonzales@chicorec.com for information on accommodations. Students may bring their own sunscreen to the program, however Toddler staff are not permitted to apply sunscreen on children.

Safe Schools

CARD Toddler Programs takes proactive measures to protect the safety of the children and staff members. In the case of a “Code Red” lockdown, parents may not pick up their child until the lockdown has ended. When entering a “Code Red” lockdown, staff will place a blank red piece of paper on the pick-up door and lock all entrances. If you see this red paper posted, please do not attempt to enter the classroom. Staff will contact you once the “Code Red” has ended and it is safe to pick up your child.

Valuables

CARD Toddler Programs is not responsible for lost or stolen items. Children should not bring toys, games, or other valuables to the program.

Photo/Video Release

CARD reserves the right to photograph and video tape activities and program participants for potential future use in advertising brochures, social media websites and CARD’s web page. All photos and videos will remain the property of CARD.

Americans with Disabilities Act

Pursuant to the Americans with Disabilities Act, the Chico Area Recreation and Park District will make reasonable efforts to accommodate persons with disabilities in the provision of District services, programs or activities. If your child requires special accommodation in order to participate in the CARD Toddler Programs, please let us know when you register.

Attendance

We are expecting your child to attend the program on days they are enrolled. In the case of an absence, **please email egonzales@chicorec.com** before the program begins to let staff know your child will not be attending the program that day.

Sign In/Out Procedures

Participants are signed in everyday by CARD staff and must be signed out with **signature and time** by an authorized individual listed on the emergency form. CARD Toddler Programs does not allow phone-ins as an authorized release of a child. If the Parent or Legal Guardian cannot get written pick-up authorization to the staff for someone that is not on the child’s emergency form, they may fax a note to the CARD office before pick up time.

Pick-up time varies with each program. A late fee of \$1.00 per minute is charged after the pick-up time.

Photo ID will be checked. FOR YOUR CHILD’S SAFETY, THESE RULES ARE STRICTLY ENFORCED AND NO EXCEPTIONS WILL BE MADE.

Expulsion Policy

CARD Toddler Programs is committed to being a safe and enjoyable place. In order to protect all participants, CARD Toddler Programs will not tolerate participants causing or threatening physical injury to another person, bringing weapons or illegal contraband to the program. Any of these actions or other actions deemed dangerous, illegal or harmful will result in immediate expulsion from the program.

Healthy Snack

CARD Toddler Programs ask parents to rotate in signing up to provide a healthy snack. Please look for a snack calendar in the classroom. If your child has any allergies, please make sure to let the director know so we can provide your child with an alternate snack on those days.

Classroom Volunteer

We ask for parent volunteers to work in Tiny Tots and Kinder Readiness. While we have 2 paid staff members, it is always nice to have an extra set of hands and eyes. Each teacher will provide you with guidance when volunteering in the class. Please come prepared to work with ALL of the children in the classroom. If you are not able to volunteer due to schedule restrictions, please let the teacher know. We are very flexible and often have parents that are interested in volunteering on a regular basis or have project prep that can be done at home.

All parent volunteers must turn in a Volunteer Application and pass a background check before being allowed to help in the classroom.

Chico Area Recreation and Park District Toddler Programs September 2016– May 2017 Program Calendar



Our Time Together: 9:00am-10:30am
 Mondays: \$20 Wednesdays: \$33
 Mondays/Wednesdays: \$ 56

Time Tots: 9:00am-11:00am
 Tuesdays/Thursdays: \$20

Kinder Readiness: 12:15pm-2:45pm
 Mondays-Thursday: \$160

September 2016

S	M	T	W	T	F	S
					1	2 3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2016

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2016

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2016

S	M	T	W	T	F	S
					1	2 3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2017

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2017

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2017

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Automatic payments will be processed on the 25th of each month, or the next business day. The last payment of the school year will be ran 4/25/17 for the month of May.

All payments are due the last day of the previous month.

If payment is received on or after the 1st of the month, the fee increases by \$10.

- # = No Toddler Program
- ☐ = First and last day of school
- = Payment due for the following month
- △ = Automatic payments will be processed