

CARD Little Wonders Parent Handbook 2021-2022



www.ChicoRec.com/little-wonders

CARD
CHICO AREA RECREATION & PARK DISTRICT

Contact Information

Site cell phone will be on during program hours only. You may text or leave a voicemail during non-program hours.

Program	Director	Contact Information
Little Wonders	Amanda Jean	530-570-3508 (on-site cell) CARDLittleWonders@gmail.com
Location: Dorothy F. Johnson Center at 775 East 16 th St. Upon arrival, go through the black iron playground gates, and enter the second door on the left.		

Days of Operation

Days: Monday-Thursday | **Dates:** September-May | **Time:** 8AM-12:30PM | **Ages:** 3-5

- **8AM-8:30AM:** Drop off your Little Wonder.
- **8:30AM-12PM:** Class awesomeness filled with wonder, excitement, learning, and fun.
- **12PM-12:30PM:** Pick up your Little Wonder.

The skills practiced in Little Wonders throughout the year are sharing, teamwork, classroom manners, kindness, classroom motor skills, number recognition and alphabet and phonetic awareness. Each week is focused on a letter, number, and color, sometimes all three and sometimes just one. Additional themes may include friendship, healthy bodies and habits, animals from around the world, and more!

Payments and Enrollment

Visit our website at www.chicorec.com/little-wonders for parent resources including forms, calendars, payment information and the current parent handbook. CARD's TAX ID # 94-1156263

The Parent or Legal Guardian who enrolled the child is the only individual who can access the child's account information and may designate individuals who can add or remove people from the child's pick-up list.

CARD uses email as the main form of communication with families regarding enrollment, payments, and general reminders. **Please provide the CARD Office with the best email address to reach you.**

To access your CARD online account, visit www.chicorec.com and click "Account Login." **You will use the email address you provided during enrollment as your log in and your default password is welcome1.**

The Parent or Legal Guardian that has registered the child is solely responsible for payment of all fees and charges, regardless of custody arrangement.

- Payments are automatically processed 5 days prior to the last day of each month for care the following month.
- If payment is declined, the balance due will be shown on your online account as "Due Now" and must be paid no later than the last day of the month prior to care being provided.
- If payment has not been made by the last day of the month prior to care, a late fee of \$20 will be charged and your child may not attend until payment is made. Your spot will be forfeited if payment is not received by the 4th of the month.
- **Contact the CARD office at (530) 895-4711 about payment questions prior to the payment due date.**

The screenshot shows a web interface titled "Payment and Order Management" with a blue upward arrow in the top right corner. It contains four light blue rectangular buttons arranged in a 2x2 grid. The top-left button has a credit card icon and the text "Saved Credit Cards / Electronic Checks". The top-right button has a clock icon and the text "Transaction and Payment History". The bottom-left button has a dollar sign icon and the text "Account Payment Details". The bottom-right button has a receipt icon and the text "Tax Receipt". A red arrow points from the text "View or update credit cards on file" to the top-left button. Another red arrow points from the text "View or print your tax receipt" to the bottom-right button.

Late Pick Up Fees

Your child must be picked up no later than the program end time. A late pick up fee of \$1.00 per minute is charged for the first 3 instances. The late fee increases to \$5.00 per minute starting on the 4th instance. If your child is picked up late 6 times, they will be removed from the program.

Monthly Fees

Monthly fees for the 2021-22 school year are listed below. Little Wonders operates, Monday-Thursday from 8AM-12:30PM. See below calendar.

Billing is on a month-to-month basis. Monthly fees vary based on the number of days of care. The fee for \$19/per. CARD does not pro-rate for days unattended. Enrollment is on a month-to-month basis.

CARD's TAX ID # 94-1156263



Little Wonders
Program Calendar
September 2021– May 2022

Little Wonders		
	Days	Fee
Sep	15	\$285
Oct	16	\$304
Nov	13	\$247
Dec	10	\$190
Jan	12	\$228
Feb	15	\$285
Mar	15	\$285
Apr	15	\$285
May	16	\$304

September 2021 (\$285)

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 2021 (\$304)

S	M	T	W	T	F	S
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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						

PROGRAM INFORMATION
DAYS: Monday-Thursday
TIMES: 8AM-12:30PM (drop off between 8-8:30AM, pick up between 12-12:30PM)
* To re-enroll your child for the 2022-23 program, payment for September 2022 is due by May 31, 2022.

November 2021 (\$247)

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 2021 (\$190)

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
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January 2022 (\$228)

S	M	T	W	T	F	S
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February 2022 (\$285)

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March 2022 (\$285)

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18	19	20	21	22	23	24
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April 2022 (\$285)

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May 2022 (\$304)

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30	31					



= First and Last Day of Program
= No Program
○ = Automatic payments will be processed

Re-enrollment for 2022-2023:

Re-enrollment information will be emailed at the beginning of May 2022. To re-enroll for the 2022-23 program year, your child must be enrolled through May 2022 and you must complete re-enrollment online and pay the August 2022 fee by May 27, 2022. Each year this Parent Handbook is updated and available on the CARD website at www.ChicoRec.com/little-wonders.

Program Details and Policies

Attendance

CARD does not have attendance requirements; your child may attend days/hours as needed. It is helpful for you to notify our staff if your child will be absent. **Unexplained absences will not be confirmed by CARD staff.**

Authorized Pick-up People

During the enrollment process, the parent or legal guardian enrolling the child will answer questions specific to the program regarding who can pick up the child and who may make changes to the child's pick-up list. Anyone listed as an authorized pick-up person may sign out the child. **Photo ID will be checked.** For your child's safety, these rules are strictly enforced, and no exceptions will be made.

- To add individuals to the authorized pick-up list for your child, you can
 - add people in person to your child's account at the program site.
 - provide a written note with your signature to the program. If you are unable to give this note to staff in person, you may write a note and text a picture of it to the site cell phone. CARD does not allow phone-ins as an authorized release of a child.
- To remove an authorized pick-up person for your child, you can
 - remove people in person from your child's account at the program site.
 - contact the CARD office for assistance.

Code of Conduct

To ensure the safety of all children and staff in our programs, individuals are responsible for adhering to the program rules and policies whenever at the program. This includes use of appropriate language, a civil tone of voice, calm demeanor, respecting personal space, and maintaining professional boundaries. Any person who does not meet conduct expectations will be asked to leave the premises immediately and the participant may be removed from the program.

Behavior Expectations

Below are the behavior expectations for all children. If behavior expectations are not being met, staff will use their best judgment when deciding what level of discipline is most appropriate for the circumstances.

- **Be Safe** (includes staying with the group, keeping hands and feet to themselves)
- **Be Respectful** (includes listening and following directions, using appropriate language, being kind to others, using equipment properly)
- **Be Responsible** (includes using the restroom independently/no bathroom accidents, keeping track of personal items, telling the truth)

CARD programs are committed to being safe and enjoyable places for all. Our programs maintain set ratios and are not designed for one on one care. Staff may choose to suspend or expel a child from the program for reoccurring behavioral concerns or for extreme situations.

CARD will not tolerate participants compromising the safety of themselves or others, causing or threatening physical injury to another person, bringing weapons or illegal contraband to the program, or vandalizing the program equipment or space. Any of these actions or other actions deemed dangerous, illegal, or harmful will result in immediate expulsion from the program.

Bathroom Expectations

All children must be able to use the restroom independently and have the ability to clean and change themselves in the case of a bathroom accident. In the event of a bathroom accident, staff will contact parents/guardians to request immediate pick-up or clothing change. Reoccurring bathroom accidents may result in removal from the program.

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 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.

Electronics & Personal Belongings

Electronic devices, including cell phones and personal gaming devices, may not be used while attending the program. Children should not bring valuables to the program. Please label your child's belongings such as jackets and backpacks. CARD is not responsible for lost or stolen items.

Photo/Video Release

CARD reserves the right to photograph and video record activities and program participants for potential promotional purposes.

COVID-19

We cannot guarantee your child will not contract COVID-19. If you choose to send your child to a CARD program, you are doing so with the understanding that there is potential risk of exposure.

Should we be made aware of a participant or staff member testing positive, we will work with Butte County Public Health to determine notification and next steps. Each situation is different and will need to be managed on a case by case basis. Responses may range from self-quarantine of those directly exposed to closure of the program for a specified time.

- Participants must **stay home** if they show any symptoms of illness including fever, cough or flu-like symptoms.
- At check-in, parents and participants will use **hand sanitizer** before approaching the table.
- Once the participant is signed-in, they will be directed to their group. **Parents may not enter the program facilities.**
- Due to social distancing guidelines, enrollment in most programs has been reduced.

Mask Information

CARD will be following any updated guidelines from CA Public Health in regards to mask and COVID. We will be following the [Child Care Guidance](#) for direction and updates. [Click HERE](#) to see the Medical Mask Exemption Form.

Health Policies

If your child becomes ill at the program, you will be notified and must arrange to have your child picked up immediately. Once your child is cleared to attend program or has been fever free for 24 hours, they are welcome to return to the program. If your child is sent home during the school day due to an illness, they are not permitted to attend the CARD program. **Please notify staff if your child has been exposed to any contagious disease or condition, for example COVID-19, chicken pox, lice, mumps, measles, etc., so we can notify other parents immediately.**

- Do not send your child to the program if they are not feeling well or have a temperature over 100.4°.
- If a child indicates they do not feel well, you will be called for immediate pick up.
- If a child has COVID symptoms, they may not attend the program. Please follow guidelines set by local health officials.

Healthy Snack

Little Wonders ask parents to rotate in signing up to provide a healthy snack (pre-packaged in single sized servings). Please look for a snack calendar in the classroom. If your child has any allergies, please make sure to make note of it during the registration process.

Medication Policy

CARD does not store or dispense medication. Children may bring their own sunscreen to the program, however CARD staff are not permitted to apply sunscreen on children.

For child care programs including After School Programs, Camps, and Preschool, if your child needs emergency life saving medication, required paperwork (Authorization for Emergency Life Saving Medication Administration) must be returned to CARD at least two business days prior to the start of program. Click [HERE](#) to view this form.

Accommodation and Inclusion

We are happy to work with those who have special needs to ensure equal access to our recreation programs. Please refer to the [Accommodations Policy](#) and [Request Form](#) found on our website at www.ChicoRec.com. Please note that participants in need of reasonable accommodations must register for an activity or program and submit a completed Accommodation Request Form no later than fifteen (15) business days before the start date of an activity or program. CARD will need at least fifteen (15) business days after the Accommodation Request Form is submitted to determine whether it can reasonably provide an accommodation.

Sample Schedule

- 8:00-8:30AM: Sign in & free play
- 8:30-8:50AM: Potty break
- 8:50-9:15AM: Blue mat & story
- 9:15-10:15AM: Group Time
- 10:15-10:35AM: Snack
- 10:35-11:00AM: Sharing
- 11:00-11:20AM: Recess & potty break
- 11:20-11:30AM: Blue mat, go noodle & story
- 11:30-12:00PM: Snack break
- 12:00-12:30PM: Choice time, potty break & sign out

Little Wonders



Little Wonders Program Calendar September 2021– May 2022

September 2021

(\$285)

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