

# CARD Little Wonders Parent Handbook 2022-2023



**CARD**  
CHICO AREA RECREATION & PARK DISTRICT

# Contact Information

A site cell phone will be on during program hours only. You may text or leave a voicemail during non-program hours but it will not be monitored until the next program day.

Program	Director	Contact Information
Little Wonders	Amanda Jean	530-514-8874 (on-site cell- text, calls & voicemails) <a href="mailto:CARDLittleWonders@gmail.com">CARDLittleWonders@gmail.com</a>
<b>Website:</b> Find updates about the program at <a href="http://www.ChicoRec.com/little-wonders">www.ChicoRec.com/little-wonders</a>		
<b>Location:</b> Dorothy F. Johnson Center at 775 East 16 <sup>th</sup> St. Upon arrival, go through the black iron playground gates, and enter the second door on the left.		

Visit our website at [www.chicorec.com/little-wonders](http://www.chicorec.com/little-wonders) for parent resources including forms, calendars, payment information and the current parent handbook.

CARD's TAX ID # 94-1156263

# Days of Operation

**Days:** Monday-Thursday | **Dates:** September-May | **Ages:** 3-5 | [Click here for calendar](#)

**MORNING PROGRAM: Monday through Thursday**

- **8:15 AM-9 AM:** Drop off your Little Wonder
- **9 AM-12 PM:** Each month will be filled with a variety of educational components that will set your little one up for a love of learning!
- **12 PM-12:15 PM:** Pick up your Little Wonder

# Monthly Themes & Fee

[Click here](#) for the program calendar.

Month	Mornings (9a-12p)
<b>SEPTEMBER 2022:</b> \$390 (9/6-9/29, no program 9/5)	Brown Bear & Letters A-C
<b>OCTOBER 2022:</b> \$442 (10/3-10/31)	Shapes & Letters D-F
<b>NOVEMBER 2022:</b> \$364 (11/1-11/30, no program 11/21-11/24)	Days of the Week, The Hungry Caterpillar & Letters G-I.
<b>DECEMBER 2022:</b> \$338 (12/1-12/22)	Winter Wonderland & Letters J-K
<b>JANUARY 2023:</b> \$312 (1/10-1/31, no program 1/9 or 1/16)	Numbers, Counting & Letters L-N
<b>FEBRUARY 2023:</b> \$390 (2/1-2/28, no program 2/20)	Months of the Year & Letters O-Q
<b>MARCH 2023:</b> \$364 (3/1-3/30, no program 3/13-3/16)	Spring Animal Habitats & Letters R-S
<b>APRIL 2023:</b> \$390 (4/3-4/27, no program 4/10)	Review & Letters T-W
<b>MAY 2023:</b> \$312 (5/1-5/18)	Celebration of Learning & Letters X-Z

**2022-2023 Little Wonders Calendar**

MONTH	MORNING	COST
September	Brown Bear, Letter A-C	\$390
October	Shapes, Letter D-F	\$442
November	Days of Week, Letter G-I	\$364
December	Winter Wonderland, Letter J-K	\$338
January	Numbers, Letter L-N	\$312
February	Months of Year, Letter O-Q	\$390
March	Spring Habitats, Letter R-S	\$364
April	Letter T-W	\$390
May	Celebrate, Letter X-Z	\$312

# Payments and Enrollment

**Enrollment is on a first come, first serve basis unless the child is enrolled in an [Automatic Payment plan](#).** To sign up for automatic payment, please fill out a Little Wonders Automatic Payment form, and present your payment method (credit card or bank account information) to the **CARD Office, 545 Vallombrosa Ave.**, when turning in this form. **CARD cannot accept automatic payment forms on-site; they must be turned into the CARD Office by the account holder.**

By signing up for the [automatic payment plan](#), your monthly program cost will be deducted from the account provided to the CARD Office on the business day which is closest to five days before the end of each month for the upcoming program (for example October's payment will be deducted September 26): The last payment will be deducted on April 26, 2023, for the May 2023 payment unless CARD is notified that the services are no longer needed prior to that date.

If the payment method is declined for any reason, the CARD Office will notify you by phone or email and request an alternate method of payment. If payment is not received by the last business day of the month, your child will not be guaranteed their spot in the program for the upcoming month. If your payment form is declined for any three months during the program year, you will be removed from the automatic payment plan. Without automatic payment, it will be your responsibility to make the monthly payment for the program, on a first come first serve basis for enrollment.

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](http://www.chicorec.com) and click "Account Login." **You will use the email address you provided during enrollment as your login 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.**

The screenshot shows a web interface titled "Payment and Order Management" with a blue upward arrow icon in the top right corner. Below the title are 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".

Annotations with red arrows:

- A red arrow points from the text "View or update credit cards on file" to the "Saved Credit Cards / Electronic Checks" button.
- A red arrow points from the text "View or print your tax receipt" to the "Tax Receipt" button.

## Late Pick Up Fees

Your child must be picked up no later than the program's 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

See below or [click here](#) for the program calendar.

Billing is on a month-to-month basis. Monthly fees vary based on the number of days of care. CARD does not prorate for days unattended. Enrollment is on a month-to-month basis unless you are enrolled in Automatic Payments.

CARD's TAX ID # 94-1156263

Little Wonders	
	Fee
Sep	\$390
Oct	\$442
Nov	\$364
Dec	\$338
Jan	\$312
Feb	\$390
Mar	\$364
Apr	\$390
May	\$312

### 2022-2023 Little Wonders Calendar

















MONTH	MORNING	COST
September	Brown Bear, Letter A-C	\$390
October	Shapes, Letter D-F	\$442
November	Days of Week, Letter G-I	\$364
December	Winter, Letter J-K	\$338
January	Numbers, Letter L-N	\$312
February	Months, Letter O-Q	\$390
March	Spring Habitats, Letter R-S	\$364
April	Letter T-W	\$390
May	Celebrate, Letter X-Z	\$312

AGES	3-5 years old
DAYS	Programs run monthly, Monday-Thursday
TIMES	Morning Programs: 9a-12p Drop off anytime between 8:15-9a Pick up anytime between 12-12:15p
FEES	Billing is on a month to month basis. Monthly fees vary based on the days of the program. CARD does not prorate for missed days.
REGISTRATION	Registration is on a month to month basis, first come, first serve, unless an Automatic Payment is on file with CARD.
TAX ID	94-1156263
CONTACTS	On-site cell phone, available during program hours: 530-514-8874 Email: <a href="mailto:CARDLittleWonders@gmail.com">CARDLittleWonders@gmail.com</a> Director: Amanda Jean <a href="http://www.ChicoRec.com/little-wonders">www.ChicoRec.com/little-wonders</a>

# Program Philosophy

## At Little Wonders, we believe:

- Learning happens in an environment that encourages hands-on experience through activity and play. Ms. Amanda will provide developmentally appropriate challenges and support your child in exploring the world. The curriculum enhances each child's inherent as well as learned strengths. Healthy self-esteem and self-knowledge are a large part of what we learn during the program.
- Children learn best when they are given opportunities to participate in activities and games that involve concrete physical and social experiences. We carefully balance activities that develop cognitive skills with painting, block play and dramatic play to enhance social and emotional development. Ms. Amanda carefully structures the classrooms and plans learning experiences to guide children in their development.
- Our Little Wonders staff are role models that guide children in a friendly and secure environment. Our rooms are busy, interesting, activity-centered places where staff follow a daily schedule. Children enjoy learning through both structured activities as well as supervised free play.
- In providing children with a wide range of activities to choose from such as music, art, free play, math, science and the natural world, outdoor play, drama, and games that support fine and gross motor skills as well as social communication and speech and language skills.
- We provide an environment and developmental experiences that nurture growth and learning to ensure children enter school eager and excited to learn.

# Program Details and Policies

*Little Wonder participants must be fully potty trained, able to make transitions easily, and ready for an experience away from their families before starting the program.*

## 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.**

All participants must be signed in each day. Only authorized pick-up people will be allowed to sign a child out.

## 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 with the [Pick Up Authorization Letter](#) .
- If you are unable to give the [Pick Up Authorization Letter](#) to staff in person, you may 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 by providing a written note.

## 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 recurring 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. Recurring 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 or any other sickness while attending Little Wonders. 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.

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.

- Participants must **stay home** if they show any symptoms of illness including fever, cough or flu-like symptoms.

### **Mask Information**

CARD will be following any updated guidelines from CA Public Health in regard to mask and COVID.

### **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 the 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.

Participants are welcome to carry their medications (with them or on their person). CARD will make sure staff is aware of the allergies that participants make us aware of, so that in the event of an emergency we are ready to call 911 if needed, help coach a participant to administer the medication to themselves if needed, and then notify the emergency contact of the participant.

**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](http://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. If you have any questions, please contact us at (530) 895-4711.