

CAMPUS CLUB

PARENT HANDBOOK



CHILD DEVELOPMENT OFFICE
1735 David E. Cook Way, Suite C • Clovis, CA 93611
(559) 327-9160 • www.cusd.com

TO THE PARENT

We are pleased that you and your child are a part of our Before and After School Enrichment Program, Campus Club. Campus Club is offered through the Clovis Unified School District Child Development Department and provides your child with a whole-some, caring and enriching activity program.

Campus Club operates on the premise that each child is unique and deserves the opportunity to develop at his/her own rate. Children should be given meaningful experiences that enable them to become responsible persons. We believe learning activities should acknowledge the cultural and ethnic backgrounds of the children and community.

CAMPUS CLUB PROVIDES

- A curriculum based on the developmental needs of school-age students.
- Program activities that foster the social, emotional, academic and physical development of children.
- Positive interactions among staff, parents and children that promote respect and sensitivity toward all people.
- A safe, healthy and nurturing environment where character counts.
- Homework time.

PROGRAM GUIDELINES

- Open to eligible students in grades TK – 6th grade.
- Parents must complete a daily self-screening for COVID-19 symptoms before bringing their child to campus.
- Parents must sign child(ren) in and out each day on provided rosters. Parents will not be permitted to enter the classroom. If picking up early please call classroom.
- Children will wash/sanitize their hands upon arrival and throughout the day.
- Face coverings are required for students and staff.
- Social distancing guidelines will be adhered to, and parents are asked to follow these guidelines while on campus.
- Students must bring their own mask, snack and water bottle.

Notice of Guideline Changes: Campus Club COVID guidelines are subject to change as updates from the State of California, CDC, Fresno County Health Department and OSHA are released.

TERMINATION OF SERVICES

Enrollment in Campus Club is a privilege. Therefore, adherence to the regulations in the Campus Club Parent Handbook and Campus Club Application/Contract is mandatory. Services may be terminated at any time for the following reasons:

1. Eight (8) late pick-ups in one school year.
2. Allowing 30 days to pass without making payment in full.
3. Any disruptive behavior that negatively affects the program.
4. Failure to notify the Campus Club site of non-attendance.
5. Abuse of services (i.e. failure to sign in and/or out, unscheduled attendance, returned checks, etc.)
6. Low program enrollment.

If you wish to terminate services for your child, at least one-week notice is required. You must call our office at 327-9160. You are liable for any monies due on your child's account. If you choose to re-enroll, there is a \$10/\$20 per family re-enrollment fee and you must notify the Child Development Department at least one week in advance.

PLEASE DISCUSS WITH YOUR CHILD

As a member of Campus Club, you have certain responsibilities. You, the student, are held accountable for the choices you make while at Campus Club.

In order for Campus Club to be a place that is enjoyable for everyone, and for you to make the most of your experience while you are there, it is important for you to understand and accept the following personal responsibilities:

- Be responsible to clean up after yourself.
- Follow all the rules.
- Respect other people and their property.
- Respect yourself.

STUDENT BEHAVIOR

Our staff uses positive methods of discipline which encourage self control, self direction and cooperation among children. By setting reasonable limits, we help a child understand what is expected of him/her. Our goal is to give the children the security of knowing we care enough to prevent him/her from hurting himself/herself or others and provide each child with a positive experience by encouraging success and minimizing failure.

The same rules and regulations apply in Campus Club that are in effect at every CUSD school site. Participation in the Campus Club program is a privilege. Any disruptive behavior that affects the program is grounds for exclusion.

DRESS CODE

(CUSD Board Policy No. 5132)

The dress code established by the CUSD Board for all students, applies to students participating in Campus Club.

ILLNESS

According to State Regulations, ill children cannot be accepted into Campus Club. Should a child have a health concern, he/she will be secluded and the parents will be immediately notified to promptly pick up the child (not to exceed 30 minutes). Please notify us at once if your child has a communicable disease. The following guidelines will be used to determine if your child will be excluded from program due to illness:

1. A fever of one hundred degrees, or has had one in the past 24 hours.
2. A constant cough, wheezing, nasal discharge, sneezing, vomiting or diarrhea.
3. Symptoms of a communicable condition.

MEDICATION

Students needing medication must have a current Medication at School form accompanying the medication during the dates of attendance.

INJURIES

The staff make every effort to ensure the safety of your child. Unfortunately, minor accidents may occur. If your child is injured, first-aid procedures will be followed. In the case of serious accidental injury, we will make every attempt to contact you and 911 will be called when appropriate.

RELIGIOUS INSTRUCTION

The Campus Club program refrains from religious instruction or worship.

CHILD PROTECTIVE SERVICES

All Campus Club staff are childcare custodians and are mandated reporters inclusive of public school employees.

PERSONAL BELONGINGS FROM HOME

Campus Club provides a variety of recreational and enriching activities. Therefore, personal belongings from home are not permitted. Cell Phones: The cell phone policy established by the CUSD Board of Trustees for all students applies to students participating in Campus Club. Children are allowed to keep cell phones in their backpacks turned off while at Campus Club. If an item is used for "sharing" during the school day, the student must keep the item in his/her backpack while at Campus Club. ***The Child Development Department maintains that it is not responsible for damaged or stolen personal items.***

UNIFORM COMPLAINT PROCEDURE

(CUSD Board Policy No. 1312.3)

It is the policy of the district to develop and publish complaint procedures for the prompt and equitable resolution of complaints filed by students, employees, parents/guardians and the public regarding District personnel at the site level in any of the programs or activities of the district.

(For a complete description of Clovis Unified School District's Uniform Complaint Procedures, please refer to the CUSD Uniform Complaint Procedure poster, available in the Campus Club Classrooms. The policy is also on the CUSD website).

CIVILITY POLICY

(CUSD Board Policy No. 1250.1)

This policy promotes mutual respect, civility and orderly conduct among District employees, parents and the public. Members of the CUSD staff will treat parents and other members of the public with respect and expect the same in return. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain a safe, harassment-free environment for our students, staff, parents and the public. CUSD encourages positive communication and discourages disruptive, volatile or hostile communications or actions. The District seeks public cooperation with this endeavor.

SEXUAL HARASSMENT PROCEDURES

(CUSD Board Policy No. 5145.7)

In accordance with Board Policy, prohibiting sexual harassment, the purpose of this administrative regulation is to provide procedures to process complaints of sexual harassment, to investigate such complaints, to prohibit retaliation against victims of sexual harassment, and to work toward the prevention of sexual harassment.

SEX OFFENDER DATABASE

Each child care facility shall post, in a prominent location, information about the registered sex offender database that is available on the Megan's Law website, www.meganslaw.ca.gov.

EMERGENCY PROCEDURES

- General emergency procedures have been developed for Child Development Programs and school-site Principals have reviewed and approved the plan.
- If no one is available to open your site at 7:00 am, locate the school custodian and he/she will call the program supervisor to remedy the situation.

KEEPING YOUR CHILD SAFE

The safety of your child is our primary goal. The following is an outline of the Campus Club accountability system:

- All students are checked in upon arrival. Rosters must be signed by an authorized adult and the same roster must be signed when the student leaves Campus Club each day.
- Students will only be released to authorized adults listed on the application. **Please have identification ready upon pick up of your child.** Your child will not be released to any adult not included on the Campus Club application. Exceptions and/or changes must be in writing and authorized by the enrolling parent.
- Please make sure that your Campus Club school site always has your correct address and telephone numbers. You may update your information at any time at the Child Development office.

IN SUPPORT OF THE PARENT

The on-site staff will be able to help you with specific site concerns. All program concerns should be reported in the following order.

1. Program Supervisor (Child Development office)
2. Coordinator of Campus Club (Child Development office)
3. Director of Child Development (Child Development office)

FEE INFORMATION

All pertinent fee information can be found on the back of your Campus Club Contract/Application. Please keep your copy for future reference.

PAYMENT OF FEES

Campus Club is a prepayment program. Payment in full is due on the first of each month of service. Payment can be made by personal check, money order, bank bill pay or by credit card online at <http://clovisusd.revtrak.net/>. If the payment is not received by the tenth of the month, a late fee will be assessed. Automated calls will remind you of payments that are past due.

A monthly statement containing the amount due for the upcoming month, is delivered by the first of the month. A self-addressed envelope is included in each month's billing for your convenience. It is important that you include your account number on your check, money order, or your bank's bill pay system—payable to CUSD. **Payment mailing address: Child Development Department, 1735 David E Cook Way, Suite C, Clovis, CA 93611.**

LATE PICKUPS

Parents picking up children beyond closing will be charged a late pick up fee of \$10.00 between 6:01-6:15pm, \$20.00 between 6:16-6:30pm, and \$30.00 between 6:31-6:45pm. (Late pick-ups from the afternoon Kindergarten program are assessed late fees using the same 15 minute time frames and incident increases.) A \$10.00 cumulative increase will be added to these charges starting with the 2nd incident through the 8th incident (i.e., 1st incidence-\$10.00, 2nd -\$20.00, 3rd-\$30.00, etc.). A late pick up form will be given at the time of pick up and appear on the next month's statement.

Please keep in mind that eight (8) late pick ups can result in your child's dismissal from the Campus Club Program. If your child is not picked up within 30 minutes after closing time, we will have to notify Child Protective Services or local authorities and ask them to pick up your child.

KINDERGARTEN PROGRAMS

Daily activities:

- **Circle Time:** A group activity time that might include reading a book, weather and calendar review, sharing and daily announcements.
- **Activity Time:** A planned activity that relates to the monthly theme and might include activities such as art, cooking, science, etc. Each month the students learn about a different artist and practice the techniques used to create a masterpiece.
- **Game Time:** This is an organized play period that allows the children to have fun and get some exercise.
- **Music Time:** The children are introduced to music through dance, listening skills, playing or making their own musical instrument.
- **Lunch Time:** Kindergarten students attending the Campus Club program will eat lunch daily. You have the option of sending your child to school with a lunch packed from home or you may get a lunch at the school site cafeteria. A monthly menu is available on the CUSD website, under Campus Catering. The CUSD Campus Catering website includes information regarding food allergies and special diets.
- **Pick up/Drop off:** All Kindergarten students who attend Campus Club are dropped off and picked up from their classroom by Campus Club staff. Parents are responsible to sign students in when brought to Campus Club and sign students out when they are picked up, on the roster provided.
- **Attendance:** If a student is absent from the Campus Club Kindergarten program, we assume they were absent from school and never dropped off by a parent. Therefore, it is not necessary to call.
- **Campus Club is a "Mixed Age" Program for Students:** During the 3.5 hour Kindergarten Campus Club programs, only Kindergarten students are together. However, before and after school Campus Club includes students from Kindergarten through sixth grade.

OPTIONAL FULL DAY PROGRAMS

Optional full day programs are available during fall, winter, spring and summer break, and additional days as determined by CUSD and the Child Development Department. Separate applications required. Enrollment is on a first-come first-serve basis.

NON ATTENDANCE

Parents are obligated to pay for all scheduled days, even when your child does not attend. Non-attendance may be due to illness, other absences, suspension due to behavior issues, etc. Parents must call our office when terminating a student or charges will continue.

SCHEDULE CHANGES

Schedule changes can be made by calling the Child Development office at 327-9160. Changes for the upcoming month must be made on or before the 20th of the preceding month.

- Schedule changes for August must be made by August 10th.
- January must be made by December 15th.

You are obligated to pay for any sessions contracted. Please note, it is mandatory to report any changes in your child's schedule. One schedule change is allowed per month.

TAX IDENTIFICATION NUMBER 94-2840774

Your cancelled check or payment receipt of monthly statement will act as a record for tax purposes. Amounts reported for childcare for year-end tax purposes are the responsibility of the individual. Keep your monthly statements to track your yearly costs. Campus Club does not provide year-end tax information.

CAMPUS CLUB SITE **PHONE #**

Boris	327-3886
Bud Rank	327-4935
Cedarwood	327-6085
Century	327-8433
Clovis	327-6187
Cole	327-6231
Copper Hills	327-6385
Dry Creek	327-6585
Fancher Creek	327-6789
Fort Washington	327-6685
Freedom	327-4889
Fugman	327-8737
Garfield	327-6885
Gettysburg	327-6985
Jefferson	327-7085
Liberty	327-7185
Lincoln	327-7225
Maple Creek	327-7385
Mickey Cox	327-6431
Miramonte	327-7445
Mountain View	327-7529
Nelson	327-7685
Oraze	327-1785
Reagan	327-8931
Red Bank	327-7886
Riverview	327-8628
Temperance Kutner	327-8127
Valley Oak	327-8284
Weldon	327-8372
Woods	327-8885
Young	327-0986

An Affirmative Action/Equal Opportunity Employer

Notice of Nondiscrimination

Clovis Unified School District does not discriminate on the basis of race, color, religion, ancestry, national origin, disability, gender, or sexual orientation in admission or access to and treatment of employment in its programs and activities as required by Title VI, Title IX and Section 504.

Complaints contact: Human Resources Office, 327-9000