

**GLENDALE UNIFIED SCHOOL DISTRICT
EARLY EDUCATION AND EXTENDED LEARNING PROGRAMS**

**EEELP
POLICY
HANDBOOK
FOR
PARENTS**

**Self-Supporting Programs
(Preschool and School Age)**

**200 N. Maryland Ave., Suite 101
Glendale, California 91206
818-247-0775**

Board Approved: 02/20/18

GLENDALE UNIFIED SCHOOL DISTRICT
EARLY EDUCATION AND EXTENDED LEARNING PROGRAMS

SCHOOL-AGE and PRESCHOOL
SELF-SUPPORTING PROGRAM

Welcome to the Early Education and Extended Learning Programs (EEELP) of the Glendale Unified School District (GUSD). On the following pages there is important information about the program which will help you to understand the policies and regulations. Note the section on Parents/Guardians Opportunities which lists some of the ways you can participate in your child's Center experiences.

Please retain this information for your future reference. If there is any additional information that you need, please feel free to ask questions at the Centers. *

SELF-SUPPORTING CENTER LOCATIONS

Balboa Elementary School
1844 Bel Aire Dr., Glendale 91201
818-257-4256

Cerritos Elementary School
120 E. Cerritos Ave., Glendale 91205
818-243-3212

Cloud Preschool
4444 Cloud Ave., La Crescenta 91214
818-249-1414

College View School
1700 E. Mountain St., Glendale 91207
818-482-4139

Columbus Elementary School
425 W. Milford St., Glendale 91203
818-247-8977

Dunsmore Elementary School
4717 Dunsmore, La Crescenta 91214
818-957-4854

Edison Elementary School
Center located at Pacific Ave. Education Center
440 W. Lomita Ave., Glendale 91204
818-547-0103

Franklin Elementary School
1610 Lake St., Glendale 91201
818-476-6841

Fremont Elementary School
3320 Las Palmas Ave., Glendale 91208
818-430-0773

Glenoaks Elementary School
2015 E. Glenoaks Blvd., Glendale 91206
818-476-6837

Jefferson Elementary School
1540 Fifth St., Glendale 91201
818-967-1925

Keppel Elementary School
730 Glenwood Rd., Glendale 91202
818-531-8602

La Crescenta Elementary School
4343 La Crescenta Ave., La Crescenta 91214
818-248-7131

Lincoln Elementary School
4310 New York Ave., La Crescenta 91214
818-249-1607

Mann Elementary School
501 E. Acacia Ave., Glendale 91205
818-956-0369

Marshall Elementary School
1201 E. Broadway, Glendale 91205
818-242-3267

Monte Vista Elementary School
2620 Orange Ave., La Crescenta 91214
818-957-5845

Mountain Avenue Elementary School
2307 Mountain Ave., La Crescenta 91214
818-249-3252

Muir Elementary School
912 S. Chevy Chase Dr., Glendale 91205
818-400-5627

Valley View Elementary School
4900 Maryland Ave., La Crescenta 91214
818-541-6839

Verdugo Woodlands Elementary School
1751 N. Verdugo Rd., Glendale 91208
818-967-8027

R. D. White Elementary School
744 E. Doran St., Glendale 91206
818-813-3671

****Head Teachers work hours are from 10 a.m. to 6 p.m.***

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100 PROGRAM STATE AND AGENCY REGULATIONS

100.1 General Statement and Goals

1. The Glendale Unified School District (GUSD) Early Education and Extended Learning Programs (EEELP) are established to provide quality early education and school-age educational enrichment experiences for students. The experiences are based on the individual needs of each student and are appropriate to the student's age and level of maturity.
2. The EEELP **Preschool** program provides a safe and nurturing environment that promotes age-appropriate educational and life experiences. Lessons and curriculum are based on Preschool standards. Each student is respected for his/her individual needs, interests, and differences, thereby promoting positive self-esteem and fostering independence. The culture, customs, and beliefs of each family are incorporated into the curriculum. The program's goal is to build a bridge between home and school by creating opportunities for parent education and involvement that aligns with the California's Early Education and Support Division's Desired Results for Children and Families.
3. The EEELP **School-Age** program supports the elementary program by incorporating GUSD grade level academic standards in a student-centered stimulating environment that meets the individual needs, interests, and differences of each student. The program provides a safe and nurturing environment that promotes positive self-esteem, independence, and responsibility. Students receive assistance with homework and study skills in a group setting. The program's goal is to build a bridge between home and school by creating opportunities for parent education and involvement that aligns with the California's Early Education and support Division's Desired Results for Children and Families.

100.2 Eligibility

1. Preschool children must be three years old by September 1 of that school year.
2. The school-age program serves students in TK through promotion to middle school. Minimum enrollment is two (2) days a week.
3. For the school-age program it is required that the family live within the boundaries of the Glendale Unified School District or have a current District permit authorizing attendance in a GUSD school. Enrollment in a self-supporting child care program cannot be used to gain enrollment in a school. Enrollment in the school is required for enrollment in a self-supporting child care program. Permits to attend a school are not issued due to enrollment in a self-supporting child care program.
4. Students are expected to demonstrate appropriate behavior and to follow reasonable rules of conduct.
5. A student will not be accepted or retained in the program if one of the following conditions exists:
 - a. The student exhibits harmful behavior to self and/or others.
 - b. The essential nature of the program would be fundamentally altered as based on a case-by-case determination and in compliance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act (ADA).

100.3 Nondiscrimination

The EEELP program abides by the Glendale Unified School District nondiscrimination policy found at www.gusd.net and below:

“The Board of Education prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression, or association with a person or group with one or more of these actual or perceived characteristics. The District will take steps to assure that the lack of English will not be a barrier to admission and participation in district programs.”

Reference: Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 Section 504 of the Rehabilitation Act of 1973

The program refrains from religious instruction or worship.

100.4 Student Expectations for School-Age Students

1. The Early Education and Extended Learning Programs (EEELP) is dedicated to fostering a safe and respectful learning environment that encourages responsibility as well as academic and social success. The following student expectations will be reviewed with school-age students at the beginning of the year when a student behavior contract will be signed.
 - a. My child/ren will report to the after-school program within ten minutes of school dismissal.
 - b. My child/ren understand(s) that if they leave campus they will not be allowed to attend the program for that day.
 - c. My child/ren will use respectful and appropriate language.
 - d. My child/ren will follow school and program rules.
 - e. My child/ren will respect fellow students, staff, and all adults on campus.
 - f. My child/ren will respect their environment including technology, school property and program materials.
 - g. My child/ren will participate in program activities.
 - h. My child/ren will not disrupt homework time.
 - i. My child/ren will not disrupt program activities.
 - j. My child/ren will walk while on campus.
 - k. My child/ren will stay with the group under the direct supervision of an adult at all times when attending the EEELP programs.
2. Students in violation of these agreements may be redirected to another more suitable activity or may be denied a privilege or participation in an activity. In instances of repeated infractions, students may be suspended or terminated from the program.

100.5 Physical Needs of the Students

1. It is generally expected that children entering preschool are toilet trained. However, there are exceptions to this expectation. When these exceptions occur, an Individualized Plan for Toilet Training (IPTT) will be developed so that parent, teacher, and aides will all follow the same plan and work together towards improvement in the area of toilet training. As part of the IPTT, it is expected that children will not arrive to school in diapers. Pull-ups or other forms of toilet training pants and a change of clothing are required and must be provided by the parent along with a supply of cleaning wipes. If these items are not brought into the classroom, a warning will be issued in writing on the first instance. If a second instance occurs, the child will not be allowed to stay at school until these items are provided. If an accident occurs, the child will be encouraged to independently remove the soiled pull-ups, clean him/herself, and put on a clean pull-up. Parents and teachers will meet once a month to discuss the child's progress in the area of toilet training and to keep the lines of communication open.

The appropriateness of continued enrollment will be assessed if there is no progress towards independent toileting.

2. The program provides a rest period for all full-day preschool students. There are opportunities for both quiet and active choices for students who do not nap.
3. An afternoon snack is provided for all school-age students in the Centers. During non-school days, school-age students will be provided with two (2) snacks.
4. Preschool students are provided with lunch and snacks each day. Full day preschool students are provided with lunch and two (2) snacks a day. Extended day preschool students are provided with lunch and one (1) snack a day.

100.6 Parents/Guardians Opportunities

1. The Parent Advisory Council is made up of parents/guardians and staff representatives. It meets regularly with the Director or his/her designee to discuss and advise upon issues of mutual concern affecting the Centers. All parents/guardians are encouraged to attend the meetings. In addition, parents/guardians are requested to attend special functions at their child's program Center throughout the year.
2. Parent/guardian conferences are scheduled twice a year and others may be held as requested by a parent/guardian or staff member.
3. Parents/guardians are encouraged to attend parent education programs in the community and those sponsored by the Early Education and Extended Learning Programs. The parent education program presentations are based on a family needs assessment and the Family Interest Form completed at the initial intake.
4. Parents/guardians are urged to visit the Center to become informed about the program.
5. Parents/guardians are invited to contribute their talents and/or skills to the Center program.
6. Information regarding community organizations and family services is available through the City of Glendale website at www.glendaleca.gov/.
7. Parents/guardians are requested to complete a Program Evaluation Survey annually. Program modifications are based on the responses to the survey. Suggestion boxes are available at sites for additional comments.
8. Parents/guardians of students enrolled in the preschool program are welcome to volunteer in the classroom for no more than two (2) days, per month. Parents must provide proof of a current negative TB test and pertussis, measles and influenza immunizations prior to volunteering.

100.7 Parents/Guardians Rights

1. The Early Education and Extended Learning Programs have a policy that protects the confidentiality of students' records. Written permission from parents/guardians will be requested to release confidential information, to use children's photographs outside the program, or to allow children to participate in research projects.

2. Centers are open to parents/guardians; however, parents/guardians must check-in at the school or Center office at the start of a visit. This procedure must be followed to ensure students' safety. Visitations shall be limited to twenty (20) minutes and shall not interfere with the operation of the program. Parents/guardians can contact their child at the center unless there is a court restraining order denying access to the student. Contacts should be limited to important communications and not be disruptive to the operation of the program.
3. The use or disclosure of any information pertaining to the student or the student's family shall be restricted to purposes directly related to the administration of the program. The EEELP staff shall permit the review of a student's file by the parents/guardians who enrolled the student or by a representative authorized by the parents/guardians upon request and at reasonable times and places.

100.8 Parents/Guardians Responsibilities

1. The student will not be released from the Center to anyone who is not authorized on the Student Information Card unless permission is given by the parents/guardians in writing or by telephone and in advance. Adults should be prepared to present photo identification to the staff upon request. Parents must notify the Head Teacher when their child is to be picked up by a person not authorized on the Student Information Card.
2. Parents/guardians must notify the Head Teacher by 8:00 a.m., if possible, or at least by dismissal, in the event that their child will be absent.
3. Any requests to change enrollment must be submitted in writing prior to the first of the month.
4. Parents are expected to check the student Sign-In-and-Out Register or parents/guardians mailbox for personal notes, and the bulletin board, department website, and/or Facebook page for program announcements, fliers, and bulletins.
5. If parents/guardians have a complaint regarding an alleged violation of federal or state laws or regulations, parents/guardians should follow the steps in GUSD's Administrative Regulation 1312.3, Uniform Complaint Procedures, as posted on www.gusd.net.
6. If parents/guardians have a concern related to sexual harassment, parents/guardians should follow the steps in the GUSD Sexual Harassment Board Policy 5145.7 as distributed and posted on www.gusd.net.
7. If parents/guardians have complaints but there is no violation of federal or state laws or regulations, parents/guardians should contact the EEELP office at 818-247-0775.

100.9 Center Environment

The environment at the Center is planned to promote the student's positive self-image and self-esteem. It is one that stimulates curiosity and promotes creativity; encourages independence, decision making, and problem solving; offers opportunities for the student to learn/develop his/her social skills through exploration of science, mathematics, literacy, art, music, and the social sciences. Attention is also given to the student's motor skills through physical activities. Special field trips may be planned during the year to broaden students' learning experiences.

100.10 Homework

1. EEELP strives to provide balanced after-school programming that includes time for homework, academic enrichment, nutrition, and physical activity.
2. EEELP is committed to providing appropriate space, time, materials and resources for students to work on homework during program hours. The program schedules 20 minutes of homework time for transitional kindergarten and kindergarten students and 45-60 minutes for Grades 1 through 6 8, Monday through Thursday.
3. EEELP teachers and educational assistants provide support, guidance, and clarification when necessary. EEELP staff does not provide one-on-one tutoring or homework correction. Homework is an important part of the home-school connection. Classroom teachers rely on homework to provide practice of newly gained skills and to assess student grasp of what was taught. Homework provides parents with a glimpse of the lesson content and an opportunity to see what their child is learning. Parents are responsible for reviewing their child’s homework and ensuring that it is complete.

100.11 Student Assessments

Goals are created for students utilizing information from the elementary teachers, parents/guardians, the student assessments, and the student needs and interests. Students are assessed twice a year using the Desired Results Developmental Profiles.

200 SCHEDULE

200.1 Daily Schedule

The daily schedule of activities varies from site to site and may be modified depending upon the weather. The following are examples of a typical day in the full-day preschool program and the school-age program.

SAMPLE FULL-DAY PRESCHOOL SCHEDULE

Time	Activity
6:30 – 8:00 a.m.	Free Choice (all centers open)
8:00 – 8:10 a.m.	Restrooms/Wash Hands
8:10 – 8:30 a.m.	Snack
8:30 – 9:00 a.m.	Outdoor Activities
9:00 – 9:15 a.m.	Large Group
9:15 –10:20 a.m.	Small Group Activities/Free Choice (All Centers Open)
10:20 -10:30 a.m.	Large Group Review
10:30 –11:00 a.m.	Outdoor Activities
11:00 –11:15 a.m.	Restrooms/Wash Hands
11:15 –11:45 a.m.	Lunch
11:45 –12:00 p.m.	Story Time
12:00 –1:30 p.m.	Nap/Quiet Activities
1:30 – 1:45 p.m.	Restrooms/Wash Hands
1:45 – 2:00 p.m.	Snack
2:00 – 2:30 p.m.	Outdoor Activities
2:30 – 2:45 p.m.	Large Group
2:45 – 4:45 p.m.	Small Group Activities/Free Choice (All Centers Open)
4:45 – 5:00 p.m.	Large Group Review
5:00 – 5:30 p.m.	Music/Movement Activities
5:30 – 6:00 p.m.	Free Choice Activities (All Centers Open)

SAMPLE SCHOOL-AGE SCHEDULE

Time	Activity
6:30 – 7:15 a.m.	Free Choice (all centers open)/Homework
7:15 – 7:30 a.m.	Large Group
7:30 – 8:00 a.m.	Small Group Activities/Free Choice (All Centers Open)
7:45 – 8:10 a.m.	Restrooms/Wash Hands/Breakfast
8:10 a.m.	Dismissal to School
2:15 – 2:30 p.m.	Arrival/Restrooms/Wash Hands
2:30 – 2:50 p.m.	Snack
2:50 – 3:30 p.m.	Outdoor Activities/Wash Hands
3:30 – 4:15 p.m.	Homework
4:15 – 4:35 p.m.	Large Group (Academic/Enrichment Instruction)
4:35 – 5:15 p.m.	Learning Centers (Free Choice)
5:15 – 5:30 p.m.	Reviewing academic/enrichment lesson - Checking for Understanding
5:30 – 6:00 p.m.	Free Choice Activities (All Centers Open)

Opening hours vary between 6:30 a.m. and 7:00 a.m. based on the site needs. All Centers close at 6:00 p.m. The programs are closed on National Holidays and during the Winter Break when the District Administrative Offices are closed.

200.2 Morning Arrival and Afternoon Pick-Up

- Each morning the student must be seen and acknowledged by a staff member before the parent/guardian leaves to ensure that no student will be admitted to the Center with a physical problem such as fever, sore throat, earache, upset stomach, rash, etc.
 - Morning Students Only: Parents/guardians must sign students in at the time of arrival.
 - Afternoon Students Only: Staff will sign students in at the time of arrival from school, and parents/guardians will sign students out at the time of departure from the Center.
 - Morning & Afternoon Students and Preschool Students: Parents/guardians are to sign in at the exact time of arrival, and sign out at the time of departure.
- Only authorized adults eighteen (18) years or older are allowed to sign students in or out. Adults are required to sign their full name (not initials) and the exact time of arrival and pick-up on the daily Sign-In-and-Out Register. Only the student's parents/guardians and authorized adults whose name appears on the Student Information Card will be allowed to take the student from the Center. Adults should be prepared to present photo identification to the staff upon request.
- The Center must be notified before 8:00 a.m. if the student will not be attending that day or will be arriving late. It is a good practice for all preschool and school-age students on non-school days to arrive by 8:30 a.m.
- In case of an emergency delay, please telephone the Center. If the Center has not heard from the parents/guardians, and it is past the contracted pick-up time, the staff will call the emergency

numbers on the Student Information Card. Parents/guardians must adhere to the hours that were agreed to on the current contract.

5. Students will not be released to a person(s) who does not appear to be in a condition to drive safely. The Head Teacher will ask that another adult be called to pick up the student and to assist the person in the unsafe condition. If there is no one else to call, the police will be contacted for assistance. At no time will a student be released to go to a parked car.
6. Parents/guardians are expected to pick-up their student within the parameters of their contract hours. Four (4) late pick-ups will be cause for termination of services. The four (4) late pick-ups are the maximum a student may have in one year (July-June) in any of the following Early Education and Extended Learning Programs:
 - Self-Supporting
 - State Subsidized/Federal Subsidized
 - After-School Education and Safety Program (ASES)
 - Recreational After School Program (RAP)
 - Teen Scene
7. A Late Pick-Up Notice will be issued each time a parent/guardian is late. In addition to each Late Pick-Up Notice, a \$1.00 per minute charge (maximum \$100.00 for each occurrence), per family/per site, will be assessed (according to the program clock). If the charge is not paid within seven (7) days, a delinquent notice will be issued which could result in termination of services.

200.3 Attendance

1. The parent/guardian must either leave a note in the Center's box in the school office or notify the Center staff directly if a student is released from school prior to the end of the school day. The student will be considered missing and a search will commence if the Center is not notified of an absence. Searches disrupt the normal operations of the Center and services will be terminated upon the second incident.
2. Preschool parents must call in before 8:00 a.m. to report absences daily.
3. A family's child care services will be terminated after the student has been absent for five (5) days with no communication from the parent/guardian and the Center staff has made every effort to contact the parent/guardian.
4. Center opening hours vary between 6:30 a.m. and 7:00 a.m. based on site needs. All Centers close at 6:00 p.m.
5. Prior notice must be given for vacations, including court-ordered visitations, and all fees must be paid in advance to ensure continuous enrollment. Any requests to change contract days must be submitted in writing prior to the first of the month.
6. A new enrollment fee will be assessed if the parent/guardian dis-enrolls the student from the program and re-enrolls at a later date. There is no guarantee of space for a family after a break in service.
7. No transportation to or from EEELP Centers is provided.

300 PUBLIC SCHOOL REGULATIONS

(For All Centers)

300.1 General

School safety rules, policies, and procedures are followed by the Centers.

300.2 Smoking

Smoking is not allowed on District property including on the school playground. California law restricts smoking near schools and playgrounds to no less than 25 feet away.

300.3 Suspension

1. Student suspensions from the public school also apply to the EEELP program. Suspension from the EEELP program due to infractions of a District rule may lead to suspension from school.
2. Failure to follow EEELP Student Behavior Expectations may result in EEELP program suspensions. Please refer to section 100.4 Student Expectations for School-Age Students and 600 Discipline Policy for more information.
3. The EEELP program upholds the District suspension policies. Parents and students are hereby notified that in schools of the Glendale Unified School District, a student may be suspended or recommended for expulsion from school if the principal (or designee) determines that the student has committed any of the following offenses while on campus or attending a school function. The California Ed Code 48900 – Grounds for suspension or expulsion; jurisdiction; legislative intent state:

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any subdivisions (a) to (r), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco,

- snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
 - (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code
 - (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
 - (l) Knowingly received stolen school property or private property.
 - (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
 - (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
 - (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
 - (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
 - (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing," means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
 - (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward pupil or school personnel.
 - (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district, or principal occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
 - (1) While on school grounds.
 - (2) While going to or coming from school.
 - (3) During the lunch period whether on or off the campus.
 - (4) During, or while going to or coming from, a school sponsored activity.
 - (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
 - (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
 - (v) A superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.
 - (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

300.4 Automobile Regulations

1. Each school sets its own parking regulations as mandated by the principal and local authorities. Parents/guardians may not drive on campus to pick up from the program.
2. Parents/guardians must follow all posted signs, boundary cones, and traffic regulations when parking their car. When the car is unattended, small children are not to be left in the car or the engine left running.

400 ADDITIONAL PROGRAM REGULATIONS

400.1 Fees

1. An annual enrollment fee is charged for school-age programs that operate during the traditional school year. A separate enrollment fee is charged for Fall, Winter, Spring, and Summer camps. Full-day preschool annual enrollment is July 1 through June 30. An annual fee is charged at the time of enrollment.
2. Fees are due on the first day of attendance. Monthly fees are considered delinquent as of the 10th of the month. If payment is not received by the time the fees are identified as delinquent, the District reserves the right to refuse child care services until all outstanding fees have been paid. This is in accordance with the agreement signed by the parents/guardians upon enrolling the student in the program. The Early Education and Extended Learning Programs do not have credit arrangements.
3. No adjustments are made for days not attended. Any requests to change contract days must be submitted in writing prior to the first of the month.
4. Regular monthly fees DO NOT include Fall, Winter, Spring, and Summer Breaks. Separate enrollment forms and additional fees are required to attend the Fall, Winter, Spring, and Summer camps. Camp enrollment must be cancelled in writing three (3) weeks in advance of the scheduled enrollment.
5. A service fee will be charged for any check returned for any reason. This payment must be made by money order or using EZ Pay only. If a second check is returned, *all future monthly fee payments must be made by money order or using EZ Pay only.*
6. It may be necessary to take legal action to collect delinquent fees after a thirty (30) day advance written notice has been given/sent to the parents/guardians.
7. Upon written request and approval of the Director, a refund may be issued for overpayment of fees.
8. Fees are subject to change with a thirty (30) day notice.
9. Re-enrollment is required annually, and must be completed during the re-enrollment period.
10. Child care services are provided during the Fall, Winter, Spring, and Summer break periods at select sites. However, enrollment at these sites is open to all students.

11. Parents/guardians may keep their canceled checks and/or EZ Pay receipts for tax purposes. A summary of fees paid will be provided by January 30. The District's tax identification number is available from your center's Head Teacher or the EEELP Office upon request.

400.2 Student Illness

The monthly fee must be paid when a student is absent due to illness. No adjustments shall be made for absences.

400.3 Child Abuse and Neglect

Under the mandatory Child Abuse Reporting Law, California State Penal Code Section 11161.5, the Center staff is obligated to report cases of suspected child abuse or neglect. If the staff fails to report, they could be subject to a fine and/or imprisonment. According to Child Abuse Reporting Law, any time a student reports or a staff member observes that a student has been injured as a result of discipline, a suspected child abuse report must be filed.

400.4 Holidays/Celebrations

The parent/guardian is to notify the staff at the Center if there is any holiday/celebration in which a student cannot participate.

400.5 Birthdays

1. EEELP teachers may recognize students on their birthdays but will not celebrate individual birthdays as the classroom is not the appropriate place for a birthday party. Likewise, there are families that do not recognize birthdays due to religious or cultural beliefs. Out of respect for all of our families, we ask that birthday parties be planned outside of Center.
2. Students may be appropriately recognized on their birthdays by their EEELP teachers and staff in one of the following ways:
 - Class sings "Happy Birthday to You"
 - Student receives a hand-decorated paper birthday crown (younger students) or a birthday badge (older students)
 - Student is allowed to be a line leader (or other privilege) for the day
 - Student may select a book to be read aloud to the class or select a group outdoor game to be played
3. It is against department policy to:
 - Have a birthday party at the center
 - Serve birthday cake or any other sugary treats at the center
 - Allow parents to provide sugary treats, party favors, or guests dressed as characters (i.e. princesses, super heroes, etc.)
 - Allow the giving of presents at the center

400.6 Change of Status

The Early Education and Extended Learning Program must be notified promptly of any changes in the parent's/guardian's, address, telephone number, or changes on the Student Information Card. An updated card will be requested at the beginning of each school year.

400.7 Qualifications of the Staff

1. Certificated staff in all programs are qualified in the fields of child development and education. Each Center has a Head Teacher responsible for the Center. All teachers hold a Child Development Permit and/or a Standard Teaching Credential.
2. Education Assistants have been hired according to the requirements of the Glendale Unified School District Human Resources Department.

400.8 Field Trips

1. Parents/guardians will be notified in advance and must sign a parent/guardian consent form that must be returned to the teacher at least one (1) day prior to the scheduled field trip. Walking field trips also require prior written parent/guardian consent. For field trips that require transportation, students must be transported to and from the field trip locations on District-approved buses.
2. Alternative child care provisions may be provided for families who do not wish their student to participate in a field trip, or parents shall find alternate childcare.

400.9 Clothing and Appearance

California State Board of Education Rule, Administrative Code, Title 5, Section 302, states that, "A pupil who goes to school without proper attention being given to personal cleanliness, or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare themselves for the school room before entering." School-age students should wear clothing that allows them to participate in all Center activities.

400.10 Extra-Curricular After-School Activities

The parent/guardian must complete the permission form when a student participates in any after-school program/activity that is not staffed by the Center's staff and is held during the Early Education and Extended Learning Programs hours of operation. The form can be obtained from the Head Teacher and the completed form will be placed in the student's file.

400.11 Emergency and Disaster Procedures

In case of an emergency or disaster, no student will be allowed to leave the Center's site or evacuation site without parent/guardian permission. The teachers will remain with the students until they are released to their parents/guardians or persons as authorized on the Student Information Card.

400.12 Re-enrollment Following Termination

Re-enrollment may be considered after a six (6) month period or on a case-by-case basis when child care services are terminated for cause.

500 HEALTH AND SAFETY REGULATIONS

500.1 Immunization and Health Regulations for Early Education and Extended Learning Programs

1. Compliance with California state immunization laws is required and is discussed with each parent/guardian during the first interview.

2. The Health History Form is required for all students entering the program. In addition, a Physician's Examination Report is required for entering preschoolers.

500.2 Illness During the Day

The parent/guardian will be contacted and must assume responsibility for picking up the student or sending an authorized person to do so within one (1) hour of notification if a student becomes ill during the day.

500.3 Returning to the Center After Illness

1. School-Age students may return to the program after being re-admitted to their school.
2. Preschool students must adhere to the following regulations:
 - a) Students returning to the Center after an accident or hospitalization must have a written release from the attending physician indicating the nature of the problem and if there are any limitations.
 - b) Students returning with crutches, casts, or an orthopedic device must have written permission from the attending physician indicating limitations for inside the classroom and for playground activities.
 - c) Cases of scabies or extensive impetigo need a written clearance from a physician or health center.
 - d) In cases of lice, the student needs to be treated and nits (eggs) removed and be rechecked by authorized school personnel before being readmitted to the school or program.
 - e) A Health Services Individualized plan may be required after accidents or hospitalizations that limit a student's participation in the program.

500.4 Medication

1. Parents/guardians must inform the Center if a student is on any frequent or regular medication at home.
2. The Request for Medication to be Taken During School Hours Form must be completed by the parent/guardian, with the physician's signature and instructions attached, if a student is on medication which has to be given at specific times during the Center day. This form is available at the Center.
3. Medication must be in the original container and will be secured by the Center staff.
4. Medication should be taken at home whenever possible.
5. Non-prescribed medication **cannot** be given to the students.
6. An Individualized Plan for Health Services will be completed prior to the student receiving care in the event of the need for medical services such as a nebulizer, blood glucose testing, gastronomy tube, and/or EpiPen.

500.5 Student Information Card

1. The Student Information Card is completed by parents/guardians upon enrolling a student in the Center. It is the parent's/guardian's responsibility to keep this information up-to-date including the names of

persons authorized to pick up the student, family addresses, phone numbers, work information, and doctor information.

2. The student will not be released from the program to anyone who is not authorized on the Student Information Card unless permission is given by the parents/guardians in writing and in advance. Adults should be prepared to present photo identification to the staff upon request.
3. No student will be released without the permission of a parent/guardian. However, when a student is left at the Center after 6:00 p.m. and after all attempts have been made to contact parents/guardians and authorized persons, the student may be released into the protective custody of the Police or Sherriff's Department.
4. Center staff will comply with court-ordered custody and visitation agreements.
5. The staff will contact authorities in cases of attempted restraining order violations.

500.6 Injuries

1. Center staff will call 911 and request assistance if a student is seriously injured while in the program. The parent/guardian will be notified as soon as possible. The Program Supervisor will be notified immediately by Center staff. Any fees for medical assistance shall be the responsibility of the parent/guardian. Parents/guardians may inquire in the school office about low-cost insurance offered at the beginning of each school year.
2. In cases where a student is taken to the hospital, a staff member will accompany them to provide needed emergency information and remain until a parent/guardian arrives.

600 DISCIPLINE

600.1 Discipline Policy

1. The Early Education and Extended Learning Programs (EEELP) is dedicated to fostering a safe and respectful learning environment that encourages responsibility as well as academic and social success. Positive Behavior Interventions and Supports (PBIS) drive the program decisions, along with the Glendale Unified School District and state discipline policies.
2. California State Board of Education Rule, Administrative Code, Title 5, Section 300 states that, "Every pupil shall conform to the regulations of the school; obey promptly all the directions of his teacher and others in authority; be respectful to his teacher and others in authority; and refrain entirely from the use of profane and vulgar language."
3. The Glendale Unified School District Administrative Regulations AR5144, Section B Corporal Punishment states that, "Corporal Punishment means the willful infliction of, or willfully causing the infliction of, physical pain on a student. No person employed by Glendale Unified School District shall inflict, or cause to inflict, corporal punishment upon a student."
4. It is important to establish behavior limits for the students' benefit as well as for a safe and pleasant environment for all students. Students appreciate and need firm limits.

5. Center rules are established at each site to ensure that each student's personal rights are upheld at all times. This is done by incorporating school rules and policies on physical aggression, verbal abuse, and inappropriate language.
6. Most instances of "breaking the rules" are handled at the time in the Center and in a manner appropriate to the age of the student and the situation. Some methods used are:
 - Providing positive reinforcement of acceptable behavior.
 - Implementing a discussion with the teacher and/or between the students involved.
 - Redirecting the student to another more suitable activity.
 - Denying the student a privilege or participation in an activity.
 - Changing the assigned group temporarily or permanently.
7. Our goal is that students will learn the skills needed to solve their own problems in an acceptable manner. The Center will not be used to discipline for events that occurred in the school classroom or at home. These will be handled by the classroom teacher, principal, or parent/guardian.
8. The judgment of the EEELP teacher, Head Teacher, and Program Supervisor will be used to determine steps to be taken in the case of repeated infractions. After a series of steps, and site level interventions have been attempted, suspension or termination may be considered. In the case of a very serious single event, immediate suspension or termination may be necessary. If it becomes necessary to suspend or terminate a student from the program, the parent/guardian, teacher, and student (as appropriate) will meet with the Program Supervisor to discuss the decision. A Positive Behavior Intervention Plan will be implemented and reviewed after two (2) weeks for final determination of the student's status in the program.

The Glendale Unified School District Early Education and Extended Learning Programs reserve the right to terminate services at any time.

600.2 GUSD Civility Policy

Glendale Unified School District Administrative Regulations AR1312.5 and Board Policy BP1312.5 Civility Policy.

1. The Board of Education is committed to maintaining orderly educational and administrative processes in keeping schools and the District sites free from disruptions and preventing unauthorized persons from entering school/district grounds. Members of the district staff will address colleagues, students, parents, and members of the public with respect and expect the same in return.
2. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our pupils and staff. In the interest of presenting positive role models to the pupils in this District, the Glendale Unified School District expects civil and positive communications. The District will not tolerate behavior that may appear rude, uncaring, abrupt, or insensitive, nor volatile, hostile, or aggressive actions or loud, obscene, and/or offensive language. The District seeks employee, student, parent, and public cooperation with this endeavor.
3. Appropriate measures will be taken in accordance with the District Board Policy and Administrative Regulations such as termination and/or suspension from the Early Education and Extended Learning Programs.

Legal Reference:

Education Code Sections 32210, 44014, 44810, 44811
 California Penal Code Sections 243.5, 415.5, 626.8, 627.7

700 AGREEMENT

700.1 Admission Agreement

I have received, read, and agree to comply with all requirements in the Policy Handbook for Parents for the Self-Supporting program of the Glendale Unified School District Early Education and Extended Learning Programs.

I also understand that the State of California, Department of Social Services, Community Care Licensing Division, has the authority to interview students or staff, and to inspect and audit child care center records without prior consent. (Section 101200(b), Inspection Authority of the Department)

Date Parent/Guardian Signature

Date GUSD Authorized Agency Representative

Name of Site

Students Enrolled in the Self-Supporting Program:

Student's Name (Please Print) Grade

Student's Name (Please Print) Grade

Student's Name (Please Print) Grade

Board Approved: 02/20/18