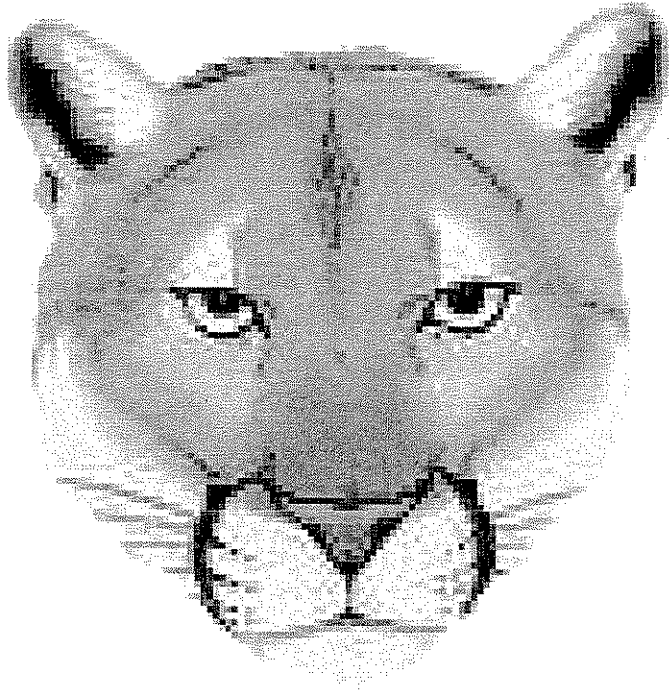


GRANT DAYCARE



**Daycare Phone 243-0561
ext. 133**

Dear Parents,

It is a pleasure to welcome each family to a new year at "Grant Daycare". The staff and I will endeavor to make this year a "best ever" daycare experience for your children. We attribute much of our success to the participation and support from so many outstanding families. As always, we encourage your suggestions and input throughout the school year.

STAFF

Please make it a point to meet and talk to our staff....These individuals have been trained to organize and manage children in group situations and strive to support your child's needs both physically and emotionally through listening and encouraging each child. Many problems can be eliminated through good staff/parent communication. Feel free to discuss any problems or concerns with our personnel. It is our sincere desire to meet the needs of your child.

FEE INFORMATION

Charges:

Grant Daycare has implemented a \$3.00 hourly rate. There is a ten minute grace period for the first hour. Every hour thereafter is charged for the full hour. Payments are due every Monday for the previous week's charges.

Payments to Grant School:

Grant School's cafeteria, preschool, daycare and other fee based programs are cash basis programs and all payments must be made in advance. The school does not send out invoices - only late notices. It is the parent's responsibility to make sure all accounts are up-to-date. Checks are to be made payable to Grant School; please note on the check which program the payment is for.

Late fees:

The district has activated a late fee policy; for every five (5) weekdays a balance is overdue a fee of \$5.00 will be charged. Excessive charging may result in your child being excluded from the program and, if applicable, the revocation of the interdistrict agreement.

Returned check policy:

The district will charge \$20.00 for every check returned from the bank. The return of a second check for insufficient funds (or closed account) will result in payments accepted only in cash, money order or cashier's check.

DAYCARE HOURS

Hours:

Grant Before School program will be open from 7:00 a.m. until 7:45 a.m. on Monday through Friday. Grant After School program will be open from 2:00 p.m. until 6:00 p.m. on Monday through Friday. No child should arrive before 7:00 a.m. or be picked up later than 6:00 p.m. (See late pick-up policy). All Daycare schedules must be handled through your child's teacher.

Schedule:

2:00 – 2:30 Free Play
2:30 – 3:30 Classes (homework club, sports, class)
3:30 – 4:00 Snack
4:00 – 4:30 Group Game
4:30 – 6:00 Free Play

LATE PICK-UP POLICY

This notice is to serve as a reminder of our policy regarding late pick-ups. Without exception, parents picking children up in Daycare after 6:05 p.m. will be charged a \$15.00 automatic penalty plus \$1.00 per minute thereafter.

In a situation where a child has not been picked up before 8:00 p.m. and no contact has been made to our staff, in accordance with established policy, Child Protective Services will be called. We understand that emergencies can arise; however, it is the responsibility of each parent to have back-up support for these instances and not abuse our staff. Thank You.

DAYCARE CLOSURE

Holidays:

Please refer to the Grant Elementary School calendar for a list of holidays when the daycare will be closed.

Emergencies:

Should the daycare be closed due to inclement weather or another emergency, you will be notified by our phone messaging system and via the radio station KQMS FM or TV station KRCR channel 7. If Grant Elementary School is closed, the daycare will also be closed.

MEDICAL EMERGENCY PROCEDURE/ACCIDENTS

1. Injuries of a Minor Nature (small cuts, bruises, bumps, etc.)
 - a. Staff gives necessary first aid and notifies parents of injury upon pick-up from Daycare.
 - b. If the injury appears of a more serious nature, the parents will be notified for further instructions.
2. Serious Injuries
 - a. Staff member will call ambulance and then make contact with parents or other emergency contact.
 - b. First aid will be given by staff until ambulance arrives. Staff members are certified in first aid and CPR.
3. Accident reports are sent home following a serious injury.

HEALTH & MEDICATION POLICIES

If a child is sick and has a fever or undiagnosed symptoms, we are not equipped to take care of your child. However, if your child has a cold or is generally not feeling well after a 24 hour bug, etc., we will accept him/her. Children must be symptom-free for 24 hours. Children who become ill at school will be isolated in the office until parents arrive to pick them up. Children must be picked up within one hour.

Prescription or an over-the-counter drug must be sent with a signed request (using approved form) from the doctor and include:

1. Date
2. Name of child
3. Name of medicine
4. Amount to be given
5. Time of day to be given and how often
6. Number of days to be given
7. Medicine must be in original container
8. A Request for Medication to be taken during School Hours form must be signed by both the physician and parent. Instructions must be given by physician.

DISCIPLINE POLICY

A child causing discipline problems, bullying, causing injury to themselves or others, who cannot be redirected or cannot follow Daycare rules and regulations will be considered in violation of the discipline policy. This type of inappropriate behavior will merit expulsion from the program.

All discipline problems of a serious nature are documented for future reference. Parents are always advised when a child has been written up for discipline problem.

Under no circumstances is corporal punishment implemented, nor is a child ever treated in a humiliating, frightening or physically harmful manner.

RESTRAINING ORDERS

A copy of court orders must be in the child's file on the school premises in order to be followed by school personnel. State law mandates that a child must be released to either parent regardless of custody arrangements. The only exception is when a current restraining order is on file.

CHILD ABUSE POLICY

Child abuse is defined as any recent act or failure to act on the part of a parent or caretaker, which results in death, serious physical or emotional harm, sexual abuse, or exploitation, or an act or failure to act which presents an imminent risk of serious harm. In keeping with the California Penal Code SI 1166, all child care providers are mandated by law to report suspected child abuse, neglect or endangerment to the Children's Protective Services or other specified agency. Grant School Daycare staff and volunteers receive instruction in identifying and reporting suspected child abuse.

We look forward to meeting each family and sharing in our combined efforts to make this an outstanding Daycare experience for your child.

If you have any questions please feel free to contact our staff :

Day Care (530) 243 – 0561 ext. 133.

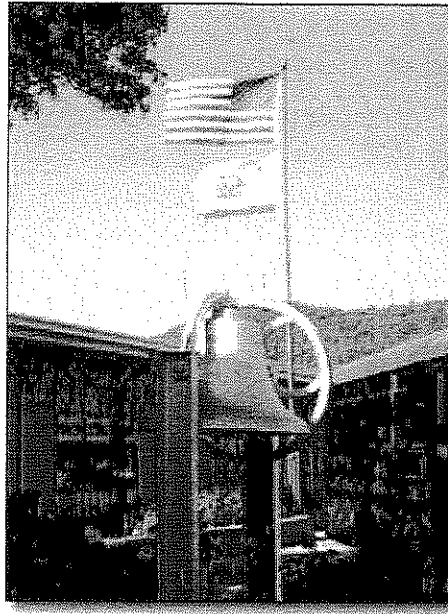
Andrew Boesiger (530) 243-0561 ext. 149.

April Smalley Bookkeeper 243-0561 ext. 129 (10AM to 2PM)

Mike Freeman, Director

Andrew Boesiger, Asst. Director

Grant Daycare Staff



Grant Elementary School District

“We Prepare Students for the Future”

BELIEFS, MISSION AND GOALS STATEMENTS

BELIEFS:

We believe . . .

- . . . that every child has the ability to be successful
- . . . that each child deserves to be educated in a positive, safe and healthy learning environment
- . . . that parents are the key to the success of every child
- . . . that home-to-school partnerships are essential to educational progress
- . . . that well trained, highly skilled educators are fundamental to our mission
- . . . that fiscal responsibility and proactive leadership are instrumental to the on-going success of Grant School

MISSION STATEMENT:

The Grant Elementary School District is committed to building an integrated learning community based upon the principles of dignity, competence, and individual achievement.

“We prepare students for the future.”

GOALS:

- ✓ To develop basic academic skills
- ✓ To develop social responsibility and citizenship skills
- ✓ To develop self confidence
- ✓ To develop lifelong, independent learning skills
- ✓ Promote and provide ongoing education for staff and community
- ✓ Encourage the exchange of open ideas and philosophies between staff members
- ✓ Provide a challenging, rich and disciplined learning environment