



BONSALL ELEMENTARY EXTENDED DAYCARE

31555 Old River Road Bonsall, CA 92003

Phone: 760-631-1384

Kim Stumpf – Daycare Coordinator

kim.stumpf@bonsallusd.com or www.be.bonsallusd.com

~ WELCOME TO BONSALL EXTENDED DAYCARE PROGRAM ~ 2017-2018

Program Hours and Scheduled openings

- Before school- 6:30-7:55 a.m. / After school- T-K 11:15-6:00 p.m / K-5 2:30-6:00 p.m
- Thursday early release day's 1:30-6:00 p.m. / Mega early release 12:30-6:00 p.m.
- **A waiting list will be generated once capacity has been reached.**

Program Philosophy

Bonsall Extended Daycare is designed to provide a safe, fun and educational environment for school-age children. Age-appropriate activities are designed to meet the needs of all the children by promoting creative and social development. Emphasis is placed on building a positive self-image and cooperating with others in a group situation.

School calendar, closings, and Early Release Days

The Extended Daycare Program will follow the same schedule as the Bonsall School District, including early release days and in-service days. We are closed during scheduled school holidays.

Drop-Off and Pick-up

Before school, parents **MUST** escort their child to the before school daycare for sign-in. After-school, each child **MUST** be signed-out daily, by an adult listed on the child's registration sheet. We will not allow your child to leave with anyone not on the registration form. **ID must be provided.** Parents must pick-up children no later than 6:00 p.m. Students who are not checked out by 6:00 p.m. will be charged \$1 **per child**, per late minute. If we are unsuccessful in contacting any authorized person(s) to pick-up your child by 6:15 p.m. the Sheriff/Child Protective Service will be called to pick-up your child. After the third late occurrence, your child may be withdrawn from the program.

Payment

To enroll a child in the Daycare Program, parents must fill out an enrollment packet; one packet per family. This registration form must be returned to Daycare along with an annual enrollment fee of \$25. A monthly, flat rate fee of \$175 per child, **sibling** discounts of \$150 per child. Fees are due on the 1st of each month; a \$25 late fee will be assessed if payment is not received in full by the 5th of the month. Your child may be withdrawn from the program if late payment is not received in full by the 10th of the month. To be reinstated, the entire bill must be paid in full. A \$25 fee will be charged on NSF/Returned checks. Billing for the month of June is included on May Statement. **A waiting list will be generated.**

Online payment option available: <https://firstlinemerchant.com/Bonsall/index.htm>



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Emergencies

In an event of an emergency involving your child, we will follow school emergency procedures. If your child is injured, we will apply first aid, contact you, and if serious call **911**. **Please be sure to keep us up-dated as to changes in phone numbers and emergency contacts.**

Medication

Daycare will not administer medication on site without a doctor's release form and medication on file at the daycare office. Daycare staff cannot be a liaison for distribution of medications.

Homework

We will encourage students to work on their homework during our 'HOMEWORK CLUB'. The staff will guide and supervise students during homework. Your child is responsible for the completion of their homework.

Discipline/Behavior

Bonsall Daycare follows the six pillars of Character Counts; Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship. Misbehavior will be dealt with immediately with a written behavioral report. After the second behavioral report you will receive a letter placing your child on probationary status for sixty days. If your child is involved in another incident during this time period they may be withdrawn from the Daycare program. We follow the same code of conduct as the Bonsall Elementary School.

Children with Special Needs:

Please contact the Daycare Coordinator to schedule an appointment to discuss any special needs that your child has.



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Emergency & Registration Form

Child's Last Name (Print) First Name Middle Birth Date Teacher Grade

Mother / Guardian (name) Employer Home Phone Cell Phone Work Phone

Father / Guardian (name) Employer Home Phone Cell Phone Work Phone

Mailing Address Street City State Zip Code

Name of Emergency Contact Home Phone Cell Phone Work Phone

Name of Emergency Contact Home Phone Cell Phone Work Phone

Name of Emergency Contact Home Phone Cell Phone Work Phone

Email Address Work / Home (*Required*)

Transition K Students Only: ESCORTED TO PARENT PICK-UP STAYS at DAYCARE

(Circle One)

Doctor's Name Phone Dentist Phone

Does your child have any health conditions or limitations? Yes No Asthma? Yes No if so, please list.

Does your child take any medication on a daily basis? Yes No what kind?

How often? Is medication stored in the Nurses office? Yes No

- **If you child has Asthma we need an Inhaler for emergency purposes.**
- **If your child goes into anaphylactic shock from allergies, we need an EPI-PEN kept in Daycare.**
- **If your child is special needs, please notify Mrs. Kim Stumpf.**

I AGREE TO COMPLY WITH ALL PROGRAM POLICIES AND UNDERSTAND FEES ARE DUE ON THE 1ST OF EACH MONTH, A \$25 LATE FEE WILL BE ASSESSED IF PAYMENT IS NOT RECEIVED IN FULL BY THE 10TH OF THE MONTH. YOUR CHILD MAY BE WITHDRAWN FROM THE PROGRAM UNTIL THE BILL IS PAID IN FULL. A \$25 FEE WILL BE CHARGED ON NSF/RETURNED CHECKS. I AM AWARE THAT IF MY CHILD'S BEHAVIOR BECOMES A SIGNIFICANT PROBLEM, I MAY BE ASKED TO SEEK CHILDCARE ELSEWHERE. I HAVE BEEN GIVEN THE RULES, POLICIES AND PROCEEDURES AND HAVE DISCUSSED THEM WITH MY CHILD. THE ENROLLMENT FEE AND *FIRST MONTH'S TUITION* MUST BE ATTACHED TO THE FORM AND RETURNED BEFORE YOUR CHILD MAY USE THE PROGRAM.

PARENT/GUARDIAN SIGNATURE

DATE