



The Learning Connection

2018-19 PROGRAM OVERVIEW



The Learning Connection Center and Staff

Our staff is a highly qualified team invested in providing top TLC care. The Director, Ms. Denise Azcuna, will work with the staff to plan and implement a monthly calendar to provide a wide variety of age-appropriate activities. Some of these activities include seasonal art projects, general arts & crafts, teacher led games and sports, and homework assistance for grades 1-5.

The Director will visit all sites daily, and will be responsible for a complete and safe program. Our staff members include adults with Early Childhood Education (ECE) units and adults who have had program training and experience. Our staff to child ratio is one to fourteen (1:14). Our staff members will exhibit a positive attitude and support an atmosphere of respect.

TLC OPENS AT 6:30 A.M. AND CLOSSES AT 5:55 P.M.

Introducing Your Child to TLC

Your child must be registered* in The Learning Connection (TLC) forty-eight (48) hours before attending. Parents are encouraged to show their child the TLC location on campus and introduce themselves to our staff when you begin our program. Parents need to inform their child and their child's classroom teacher of the days TLC will be attended. Kindergarten/TK students are the only children who will be escorted to and from their classroom by our TLC program staff.

**Registration consists of completing and submitting the on-line application, payment of the initial family registration fee and confirmation from the director.*

Communication

Each site has a parent information area located on the parent sign in/out table. Information specific to your child will be clipped to your child's sign in/out sheet. Billing information will be e-mailed to a maximum of two (2) e-mail addresses per family. Please contact the TLC Director if your family requires two sets of pertinent written information. Parents/guardians are responsible for reading all district issued information, including emails, billing statements, handouts and site-posted signs.

Snacks and Lunches

A monthly snack menu, following ESUSD healthy snack guidelines, is provided for each TLC participant. Please inform the staff if there are certain foods your child should not eat. Parents may supplement snacks. Food will not be consumed at TLC after 5:00 PM. Please send a sack lunch for in-service days, holidays and winter & spring recesses from the TLC calendar, as the cafeteria is not open on the days when school is closed.

Personal Belongings

Each site has stimulating activities facilitated by staff on a daily basis and its own designated day(s) when children can bring "items from home". These items should not include anything irreplaceable, for either sentimental or financial reasons. Please note that electronic devices that allow for access to the internet AND/OR filming capabilities are not allowed at school or TLC.

Relationship to the El Segundo Unified School District

TLC is a part of ESUSD and operates under the district policies and procedures. The program is intended to be self-supporting through our fee structure.

Registration Fee

A registration fee in the amount of fifty dollars (\$50.00) per family is due upon submission of the online registration. This registration fee will remain active while the family attends TLC. Re-enrollment after an unpaid absence, other than Summer Recess, will require a new registration fee.

Schedule of Service - Grades K-5:

The Learning Connection Child Care Program monthly fee provides day care for each school day of the school year, all minimum days, and 2 in-service days, 3 Thanksgiving Week days, 3 Winter Recess days, and 5 Spring Recess days. **CHILD CARE BEGINS ON AUGUST 28, 2018 AND ENDS ON JUNE 14, 2019.** One monthly fee, paid each month by the 15th, beginning in August covers all days; however, you must observe your normal pick up time of 4:30 PM or 5:55 PM every day. On pupil free days and minimum days, "before school only" participants must be picked up and signed out by the close of a typical school day. Check the *Schedule Term Policies* for full day eligibility based on your chosen program. The costs to run extended hours on minimum days, some school holidays (see calendar), the in-service days, and recesses are calculated into the monthly fee. There will be no additional cost for these days, nor will the program give credit for the days if your child does not attend.

Dates not included in school year child care are:

Monday, June 18, 2018 through Monday, August 27, 2018 (summer session & cleaning)

Monday, September 3, 2018 (Labor Day)

Monday, November 12, 2017 (Veteran's Day)

Thursday & Friday, November 22 & 23, 2018 (Thanksgiving)

Monday, December 24, 2018 through Tuesday January 1, 2019 (Winter Recess)

Monday, January 21, 2019 (Martin Luther King Day)

Monday, February 11, 2019 (Presidents' Day #1)

Monday, February 18, 2019 (Presidents' Day #2)

Friday, March 8, 2019 (TLC & School Inservice Day)

Monday, May 27, 2019 (Memorial Day)

SCHEDULE TERM POLICIES:

BEFORE SCHOOL ONLY (BSO) means that your child may attend from 6:30AM until the bell rings for school. ***On non-school days your child may attend from 6:30 AM to 2:45 PM.*** If you pick up later than 2:45PM you will be billed a minimum of \$25.00 per 15 minutes and asked to sign the TLC Late Pickup Acknowledgement Form.

BEFORE AND AFTER SCHOOL UNTIL 4:30 PM (B&A4:30) means that your child may attend from 6:30AM until the bell rings for school and after school until 4:30PM. ***On non-school days your child may attend from 6:30 AM to 4:30 PM.*** If you pick up later than 4:30PM you will be billed a minimum of \$25.00 per 15 minutes, per child, and asked to sign the TLC Late Pickup Acknowledgement Form.

BEFORE AND AFTER SCHOOL UNTIL 5:55 PM (B&A5:55) means that your child may attend from 6:30AM until the bell rings for school and after school until 5:55 PM. ***On non-school days your child may attend from 6:30 AM to 5:55 PM.*** If you pick up later than 5:55PM you will be billed a minimum of \$25.00 per 15 minutes, per child, and asked to sign the TLC Late Pickup Acknowledgement Form.

AFTER SCHOOL UNTIL 4:30 PM (A4:30) means that your child may attend after school until 4:30 PM. ***On non-school days your child may attend from 8:15 AM to 4:30 PM.*** If you pick up later than 4:30 you will be billed a minimum of \$25.00 per 15 minutes, per child, and asked to sign the TLC Late Pickup Acknowledgement Form.

AFTER SCHOOL UNTIL 5:55 PM (A5:55) means that your child may attend after school until 5:55 PM. **On non-school days your child may attend from 8:15 AM to 5:55 PM.** If you pick up later than 5:55 you will be billed a minimum of \$25.00 per 15 minutes, per child, and asked to sign the TLC Late Pickup Acknowledgement Form.

This is a sample of what our daily schedule* looks like:

Before School: 6:30-9:20 AM — Inside Games, Reading, TLC Toy Time

After School: 1:00-3:00 PM — Teacher Led Games & Art Projects

Regular End of Day Bell Schedules:

Kinder 12:45/1:45 or 1st & 2nd Early Birds 2:05 or Later Gators, 3rd – 5th 2:45

3:00-3:30 PM — Snack

3:30-5:00 PM — Teacher Led Sports, Individual Outdoor Free Play // Grades 1-5 Homework Time

5:00-5:55 PM — Inside Games, Reading, TLC Toy Time

Please note that if a child attends enrichment classes on campus certain TLC activities will be missed. Parents must coordinate with the TLC director and the director of the enrichment program to confirm how the child will be transported between programs.

*Please refer to your site calendar and visual schedule in your child’s particular classroom—daily activities and times vary by site.

Authorization to Pick Up Your Child

Only those persons listed on a child’s emergency notification sheet or those who have written permission signed by the parent or guardian on file with the Director will be allowed to sign a child in or out of TLC. This policy is in place for the protection of every child. **Any person (including parents) on the emergency notification sheet should be prepared to show picture identification when they enter the facility for the protection of the child.** Staff members will question anyone who they do not recognize and will check the child’s emergency sheet for authorization before releasing a child. Parents and guardians are responsible for updating emergency information.

Signing “In” and “Out”

Whenever dropping off or picking up a child from TLC, an authorized person must enter the facility and sign the child “in” and “out” with a full signature and time on the daily sign in/out sheet. Please advise TLC by note, e-mail or phone call when your child will not be attending TLC that day. Examples: Picking up your child from school early or at the end of day bell for illness, appointment, sports practice, play date, etc.

NO CHILD IS TO BE DROPPED OFF OR PICKED UP WITHOUT AN AUTHORIZED REPRESENTATIVE'S SIGNATURE per California code 101529.1 that will be filed in the child's record. NOTE: Authority cited: Section 1596.81, Health and Safety Code. Reference: Sections 1596.72, 1596.73, 1596.81 and 1597.05, Health and Safety Code.

- 1. The first violation will result in a verbal notification to the parent or guardian**
- 2. The second violation will result in a one day suspension from TLC.**
- 3. The third violation will result in a three day suspension from TLC.**
- 4. The fourth violation will result in dismissal from TLC.**

Custodial Arrangements

TLC will not become involved in a child custody dispute except to comply with court orders. In cases of joint custody, the lead teacher or Director may ask for a monthly calendar clearly stating custody dates for each parent/guardian.

Photographs and Social Media

Photographs are taken of the children in TLC for use in the classroom or for take-home projects. Permission will be asked prior to use of any photographs for publicity purposes. Photographs will be taken with district-owned equipment and will be deleted after use. We must respectfully request that parents refrain from posting on social media any photographs, emails and other information designed solely for the use of individual or group TLC communication.

Homework Help

Homework time is scheduled with all students at each site except for TK/K. TLC staff will assist children with homework Monday through Thursday; however, this time is limited and is done in small groups. The responsibility for checking the work and insuring it is turned in on time rests with the child and parent. Please feel free to discuss homework related concerns with the site lead teacher.

Earthquake Preparedness Program

TLC children will participate in the School District’s earthquake preparedness program at each site. Each TLC site has a three-day emergency kit for each child enrolled. School sites are designated emergency disaster centers. Should evacuation become necessary, signs will be posted at any affected site.

Professional Staff Responsibilities

The California Penal Code (11164 - 11174.3) provides that day care workers **MUST** report suspected abuse. All of the staff working at TLC are mandated reporters. Failure to report suspected abuse by a mandated reporter within thirty-six (36) hours is a misdemeanor punishable by six months in jail and/or a \$1,000.00 fine.

Late Pick Up Policy

If a child is picked up late, there is an additional \$25.00 fee per child for every portion of fifteen (15) minutes after pick-up time. This policy is vigorously enforced and there is no grace period for any reason. Excessive late pick-ups at 4:30 P.M. or extra time requests will result in an automatic program change to 5:55 P.M. pick up for the remainder of the program. Excessive pickups after 5:55 P.M. will result in TLC program dismissal. **Excessive is defined as three times in any 30 DAY PERIOD or a total of five times in a school year.** We understand that emergencies can arise and a call to the site when you will be late is appreciated, but will not reduce the late pick up fee. The staff on duty will prepare a “TLC Late Pickup Acknowledgement Form” and ask for your signature upon your arrival. The additional fee(s) will be automatically calculated and included in your next monthly fee statement, even if you don’t sign the form.

Late Pick Up (LPU) Fee Schedule:	<u>First and Second LPU</u>	<u>Third LPU</u>	<u>Fourth LPU</u>
01-15 minutes late:	\$25.00	\$50.00	\$50 & 2 day suspension
16-30 minutes late:	\$50.00	\$100.00	\$100 & 2 day suspension
31-45 minutes late:	\$75.00	\$150.00	\$150 & 2 day suspension
And \$25.00 for every portion of 15 minutes thereafter.			

A 4:30 Pickup schedule can request “Extra time” until 5:55 for an additional \$20.00. This must be arranged by completing the Program Change Form and turning it in to the TLC Director for approval prior to the day the extra time is needed. Without prior approval, the time will be invoiced as “Late Pick Up”. **If a child has not been picked up by 7:00 PM and the parent has not contacted the site and persons on the emergency sheet cannot be reached, the El Segundo Police Department will be called.**

Schedule Change Policy

If you need to make changes to your schedule or stop attending TLC you can e-mail the Director at dazcuna@esUSD.k12.ca.us to verify availability and your request will be processed upon submission of the appropriate on-line “program change” form located on the TLC page of the elsegundousd.net website. Mid-month (half-month) schedules cannot be accommodated unless arrangements are cleared through the Business Office with advance notice. We require a minimum four week notice on all changes and drops. We strive to be flexible at the beginning of the school year when early bird/late gator assignments are issued from your child’s classroom teacher, but appreciate notification as soon as your child’s schedule is determined.

Refund Policy

A refund will not be given for mid-month withdrawal. A fifty dollar (\$50.00) registration fee will be charged for re-entry after an unpaid absence.

BILLING POLICIES AND PROCEDURES

TLC tuition is based on costs to fund the program from August 28, 2017 through June 15, 2018. For your convenience, tuition is divided into 10 equal monthly payments. Days missed are not deducted or pro-rated from the tuition for any reason. We recognize that due to holidays and vacation periods, the number of school days in each month **is not equal**. This was taken into consideration when establishing TLC fees. Your courtesy statement will be e-mailed from esUSD_childcare@esUSD.k12.ca.us the first week in each month.

TLC tuition is due on the 15th of each month beginning August 15, 2018. Checks made out to “ESUSD” must be delivered to the box at your TLC site, the green “District Office Drop Box” at 641 Sheldon St. or in the USPS mail to the district office (ESUSD, 641 Sheldon St., El Segundo, CA 90245) by the fifteenth* of every month. If payment is not received by the fifteenth* of the month, it is considered delinquent and a \$50 late fee will be applied per child. Failure to pay all fees by the twentieth* of the month will result in dismissal from the program and you will need alternative child care on the 21st. Your TLC eligibility will be reviewed if more than 3 late payments are received within the year.

*If this date falls on a weekend or holiday, payment must be received on the next ESUSD / TLC business day.

A fifteen (\$15.00) service charge will be assessed on all returned checks. Payments covering returned checks must be paid by certified funds (cashier’s check, money order or cash). If a second check is returned, you will be asked to make all payments with certified funds for the remainder of your attendance in TLC. ESUSD uses a “green” invoicing system. The first week of each month you will receive, via email, a statement with the amount due on the fifteenth of that month, as well as a record of payments since your last statement. Each family can have two “sponsors” email addresses. The notifications will go to both addresses. Notifications will not be split to accommodate custody arrangements. An end-of-year statement will be e-mailed before January 31st.

Forms of Payment:

1. **Checks** made payable to “ESUSD” or “El Segundo Unified School District”. Checks must be dated on or before the date they are received at the district office. We cannot hold “post-dated” checks for deposit and they will be returned to you.

2. **Direct payment from your bank.** You can set this up with your bank and have payments mailed to ESUSD, 641 Sheldon Street, El Segundo, CA 90245. Please have TLC indicated in the account or memo section of the check. It is your responsibility to be sure that the check is released from your bank in a timely fashion to allow time for post office delivery by the 15th (usually a release date should be set for no later than the 10th of the month.)
3. **Cashier's checks and money orders** made payable to "ESUSD" or "El Segundo Unified School District.
4. **Credit Card Payments can be made through MySchoolBucks with a 3.95% service charge.** Payments made online will be accepted up until midnight of the deadline. Accounts can be set up through the link on the ESUSD > Department > Childcare website.
5. **Cash** payments must be received at the district office between 7:00am-3:30pm. We request that you not leave cash payments in site collection boxes.

Accounts are filed by the student's last name. Please be sure your child's last name and "TLC" are written in the memo section of the check, and all correspondence, for prompt credit to your account.

A fifty dollar (\$50.00) non-refundable registration fee is required for all families.

If a child is picked up late, there is a minimum of twenty five dollars (\$25.00) fee per child for every fifteen (15) minutes after pick up time: **1-15 min=\$25, 16-30 min=\$50, etc.** You will be requested to sign TLC Late Pickup Acknowledgement Form at pick up and this fee will be added to your account. Please refer to the late pick up fee schedule listed above for the sliding scale.

HEALTH AND SAFETY POLICIES AND PROCEDURES

Absence Policy

Please call your TLC site when your child will not be attending. Each site has a telephone message machine to report an absence. If your child is picked up from school because of illness or other reasons, call the site to let us know your child will not be attending TLC. The TLC staff needs to know where each child is every day for his/her safety and supervision of our students. If your child is not present for roll call in the afternoon, every attempt will be made to reach a parent or guardian by phone to verify your child's safety. Please notify the staff if your child is absent due to a contagious condition so we may take the proper safety measures. **IF YOUR CHILD DOES NOT ATTEND SCHOOL DUE TO ILLNESS OR SUSPENSION, YOUR CHILD MAY NOT ATTEND TLC.**

Illness Policy during TLC Attendance

If your child becomes ill, he/she will be isolated from the other children and the parent will be contacted to pick up the child. TLC is not set up to accommodate sick children. If a parent or guardian cannot be reached, emergency contact persons will be notified. **When a parent is notified that his/her child is ill, the child must be picked up within one hour.**

Richmond Street School TLC Grades TK-5 contact number: 310-414-7839
Center Street School TLC Grades TK-1 contact number: 310-615-2676 x 4243
Center Street School TLC Grades 2-3 contact number: 310-615-2676 x 4252
Center Street School TLC Grades 4-5 contact number: 310-615-2676 x 4253

Medication Policy

The Education Code allows school personnel or TLC staff to administer medication, if the following steps are taken:

- “Parent Release form for the Administration of Medicine and Physician’s Request” completed, signed, and on file with the TLC Director.
- Medicine container that has been prescribed by a physician and labeled with child’s name, name of the medicine, dosage requirements, and physician’s name.
- Medicine brought to TLC by parent or guardian.

Students should not bring aspirin/Tylenol/Advil or any other over the counter medication to school or TLC to take on their own. There is the possibility of another child taking the medication and having a severe reaction to it. All medication, no matter how harmless it may appear, must be kept in the TLC office during TLC program time.

Injury Policy during TLC Attendance

If a child is injured, the Lead Teacher and/or Director will take the necessary steps to obtain emergency medical care, if warranted. In the case of a life-threatening emergency, 911 will be called immediately. These steps may include, but are not limited to the following:

- Attempt to contact the parent or guardian
- Attempt to contact parent or guardian through persons listed on child’s information sheet.
- Call 911
- Upon recommendation of paramedics, child will be taken to an emergency hospital by an emergency vehicle. TLC is not responsible for the cost.

TLC does not provide insurance for your child(ren). Low cost school insurance forms are available in each school office.

BEHAVIOR EXPECTATIONS

Good citizen behavior, such as listening, following program rules, using polite manners and showing respect to the other participants will be expected and positively reinforced. Appropriate behavior includes being responsible, using proper language, and cooperation in cleaning and caring for TLC games and equipment. If equipment is destroyed or lost as a result of inappropriate behavior, the parents may be asked to replace it at their expense. Children are responsible for their own belongings and are asked not to bring toys from home, except on special “toy from home” days. TLC behavior guidelines apply to all students, parents and staff.

Examples of inappropriate behavior include, but are not limited to:

- Hurtful name-calling, teasing, bad language, threatening or abusive talk
- Intentional physical contact including hitting, spitting, kicking, biting
- Deliberate inattention to rules or attempting to leave the school site or field trip boundaries
- Behavior which imposes a danger to self and others

Discipline Policy for disruptive behavior – the following steps will be taken:

1. Verbal notification to the parent or guardian
2. Written warning--a behavior improvement form //contract and parent conference
3. One day suspension from the program
4. Three day suspension from the program

5. Five day suspension from the program
6. Dismissal from the program

During a one to five day suspension, monthly fees are not refundable. The Director and/or Lead Teacher may administer a suspension from the program for up to five days. Dismissal must be administered by the TLC Director. In situations that are considered an emergency (i.e. a perceived threat to self, others, property, or extreme disruption of the program), one or more steps in the progressive discipline guidelines may be eliminated at the discretion of the Director.

If a parent or guardian wishes to appeal a decision made by the TLC Director, a written appeal should be addressed to the Executive Director of Eagles' Nest and The Learning Connection (TLC). The decision of the Executive Director will be final. Appeals will be heard and a decision rendered within ten working days. The parent must obtain alternate childcare during this period.

Questions

TLC is an optional program—questions and suggestions are welcomed. In order to operate a quality program, it is important to receive input from all of our participants. The Director will address all inquiries privately via email, phone or personal conference. Suggestions will be evaluated and changes will be implemented if the outcome will benefit the program as a whole. Please contact the TLC Director at dazcuna@esusd.k12.ca.us.

Rev. 3/14/18