Ocean View School District

Childcare Program Handbook

Expanded Learning and Childcare Department
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Section 1 Program Information

OVSD offers a comprehensive childcare program that focuses on the whole child, providing academic support while developing students' social, emotional, and physical well-being. The program is student-centered, results-driven, and includes community partnerships to engage students in enrichment, social-emotional learning, play, nutrition, and other developmentally appropriate activities.

OVSD Childcare Programs are aligned with Ocean View's Core Values of Innovation, Integrity, and Equity and follow the District Blueprint:

- Learners will achieve and develop the skills to live productively in a changing society with confidence, compassion, and enthusiasm for life-long learning.
- Learners are offered innovative, unique programs to enrich and magnify their learning experience.
- Learners are provided with an engaging environment that encompasses the whole child, including safe learning experiences and secure campuses.
- Positive and respectful interactions are fostered with all students, staff, and families. ● Two-way communication is practiced and valued, allowing for honest feedback, direction, and guidance.
- District resources are unified in order to maximize funds, support equity, and ultimately support student success.
- Staff are valued for their expertise and are provided with current and purposeful growth opportunities.

OVSD Childcare Programs Funding:

1. **Expanded Learning Opportunities Program (ELOP)** provides state funding for afterschool childcare plus days of intersession/summer school enrichment programs for all transitional kindergarten through sixth grades in OVSD.

2. **Tuition** is available for families that require before-school, Thanksgiving break, Winter break, Spring break and other non-ELOP funded times and grade levels, for a nominal fee. The tuition-based program is provided at all elementary sites and one middle school.

OVSD Childcare Program Information				
Provider	Program Site	Grades Served	Programs Offered	Phone Number
OVSD	Circle View Elementary	TK - 5	AM Tuition, ELOP	(714) 896-6767
	College View Elementary	TK - 5	AM Tuition, ELOP	(714) 847-2551 x2112
	Harbour View Elementary	TK - 5	AM Tuition, ELOP	(714) 847-2551 x2316
	Hope View Elementary	TK - 5	AM Tuition, ELOP	(714) 375-1976
	Star View Elementary	TK - 5	AM Tuition, ELOP	(714) 895-5676 (714) 847-2551 x3017
Boys and Girls Club of Huntington Valley	Village View Elementary	TK - 5	AM Tuition, ELOP	(714) 377-9369
	Mesa View Middle	6 - 8	AM Tuition, ELOP for 6th, Tuition for 7th, 8th grade	(714) 847-2551 x2736
	Golden View Elementary	TK - 5	AM Tuition, ELOP	(714) 847-3467
	Lake View Elementary	TK - 5	AM Tuition, ELOP	(714) 842-6889 (714) 298-3508
	Oak View Elementary	TK - 5	AM Tuition, ELOP	(657) 283-1032
	Westmont Elementary	TK - 5	AM Tuition, ELOP	(714) 841-7017 (714) 401-4212
	Marine View Middle School	6	ELOP	(714) 899-5900
	Vista View Middle School	6	ELOP	(714) 531-2581

Program Description

OVSD's Childcare provides before school, after school, summer, and intersession learning programs that focus on developing students' academic, social, emotional, and physical needs and interests through hands-on, engaging learning experiences.

Two Areas of Focus:

1. **Academic Extension:** Homework help provided by staff is embedded in the program Monday through Thursday. Chromebooks are provided to access educational materials at all Childcare Program sites. Time is scheduled to build math and literacy skills, including the i-Ready personalized path (with teacher approval), ST Math (with teacher and parent approval), and silent reading. Staff monitor students and work closely with classroom teachers to support learning during the Childcare Program.

2. **Educational Enrichment:** The program provides students with a variety of experiences that promote collaboration, experimentation, critical thinking, creativity, communication, skill building, active engagement, and a sense of belonging. A few examples of the enrichment programs offered include skateboarding, robotics, STEM, engineering, and music. All sites include Social Emotional Learning (SEL) in their daily programming.

Parent Communication

To maintain open, transparent communication with parents/guardians, each site has a display case outside the main childcare room. All display cases include the names and photos of childcare staff at the site and childcare programs administrators, along with contact information. The posted daily schedules includes activities (academic support, enrichment programs, and physical activities) and snacks. An enrichment schedule with QR code is displayed to enroll students in one of the free enrichment programs, such as Skatedogs or Brainstorm. Parents are encouraged to communicate directly with the Site Supervisor with concerns. If the concern is not sufficiently addressed, reach out to the Childcare Supervisor, identified in the display case.

Section 2 Enrollment and Registration

Enrollment Policy

Students are enrolled on a first-come, first-served basis.

With current qualified and enrolled participants in good standing prioritized.

If a site reaches capacity, students are placed on the waitlist. Students are taken off the waitlist as space becomes available in their grade span (TK/K and 1st-5th). Example: If a TK/K student

leaves, the spot would only be available to the next TK/K student on the waitlist.

Accommodation requests must be indicated in writing to the Director of Expanded Learning and Childcare ***before*** the student is enrolled to prevent a delay in starting. Students are expected to function in a setting with one adult to ten students (1:10) in grades TK-Kindergarten or one adult to 20 students (1:20) in grades 1st-8th. Examples of accommodations include modified days/hours, frequent breaks, or use of sensory spaces. Students who have outside support, such as ABA therapy, and would like support included during childcare programming, must contact the Director of Expanded Learning and Childcare.

The Childcare Program implements equal opportunity programs. Services are provided to all eligible students in a nondiscriminatory manner. Students are served regardless of their gender, race, color, religion, national origin, ethnic group, or mental or physical disability. The program is open to all TK-8th students enrolled in OVSD who meet the childcare criteria, school-wide attendance, and behavior policies.

Enrollment Steps

1. Complete the parent/guardian interest survey found in the OVSD Parent Portal for all Childcare Program options.

2. ELOP: Program is open to all students in grades TK-6.
    a. Apply for the Childcare Program through the Aeries Parent Portal.
    b. Parents/guardians receive confirmation whether their student has been admitted or placed on the waitlist.
    c. Once admitted to the program, the parent/guardian completes the registration information in ARUX at Childcare (Kids' Club, FLY, Camps) - OVSD Child Development Programs

3. Tuition:
    a. Apply for the Childcare Program through the Aeries Parent Portal.
    b. Parents/guardians receive confirmation whether their student has been admitted or placed on the waitlist.
    c. Once admitted to the program, the parent/guardian completes the registration in ARUX at Childcare (Kids' Club, FLY, Camps) - OVSD Child Development Programs
    d. Pay the registration fee and first month's tuition before starting the program.

Payment is due in advance, on the 20th of every month. Billing statements are e-mailed by the fifth of the month. Parents mail payments or use ARUX. Payment is delinquent on the first of the month, resulting in a 10% late fee. Failure to pay fees will result in students being dropped from the program.

Waitlist

Due to staffing ratio requirements, if demand exceeds space, a waitlist is established. Students may enroll any time throughout the year. An OVSD Childcare Program staff member contacts parents as space becomes available. Placement in the program or on the waitlist is based on

the date the application for admission is completed.

School Transfers

Enrollment in the Childcare Program is not guaranteed. If a student transfers and there is no space, the student will be added to the waitlist.

Court Orders: Restraining Orders and Custody Agreements

If a student's parent/guardian has obtained a Restraining Order through the court and it pertains to the student during school hours, the registering parent/guardian is responsible for providing the school and Childcare Program Department with a valid copy of the order. Orders must be current and include an end date. Legal documents specifically addressing student pickup, as addressed by the court, should also be provided to the Childcare Department. Typical custody orders are not needed or requested. In the event of a concern regarding a student's safety during pickup, the local police department will be contacted. Without specific court-ordered documentation, staff may be required by law enforcement to release a student to either parent.

Section 3 Attendance Procedures

Students enrolled in ELOP are encouraged to attend regularly. In addition, students must be picked up promptly. If a student is picked up at any time during the ELOP day, they may not return to the program later that same day.

Student attendance is carefully monitored through a district-wide online attendance system with ARUX. Upon arrival and departure, each student must be signed in and out by an authorized adult. This digital check-in/check-out process ensures accountability and provides a real-time record of attendance. Only individuals listed on the emergency contact forms with identification can pick students up.

Days and Hours of Operation

The Childcare Program operates Monday through Friday, excluding school holidays and a few other designated days for professional development and facility maintenance. The closure dates are typically determined shortly after the regular school calendar is adopted by the Board of Trustees. Before school care is provided from 6:45am until the start of school (tuition based only), after school care is available from dismissal until 6:00pm.

Withdrawal from Childcare Program

Written notice is required to withdraw a student from the Childcare Program. Families wishing to re-enroll may be placed on the waitlist if the program is at capacity.

Section 4 Pick Up and Sign Out Procedures

Daily Sign-Out

The parent/guardian or other adult 18 years or older listed on the Authorized Pick-Up list in ARUX may pick up a student at the school site's primary Childcare Program classroom by 6:00pm. Every adult must sign out on the iPad using the parent/guardian's PIN. Once the Childcare Program staff recognizes the adults picking up students, picture IDs may only be required when someone other than the usual adult picks up the student, or when a new staff member checks students out.

Authorized Pick-Up List

Parents/guardians may add or delete adults 18 years of age or older from the Student's Authorized Pick-Up list in ARUX. Childcare (Kids' Club, FLY, Camps) - OVSD Child Development Programs

NOTE: In the event of an unforeseen circumstance/emergency in which parents/guardians and the authorized adults listed on the student's Authorized Pick-Up list cannot pick up a student from the program, the parent/guardian must immediately notify the site Childcare Program staff by phone and provide an email with written authorization for the adult 18 years or older who will pick up their student(s). The parent/guardian must provide the adult's legal name and relationship to the student. Upon pick-up, the adult must present a photo identification to the Site Supervisor and sign the student out, noting the correct time on the iPad. In the event the parent requests that a responsible sibling under the age of 18 be allowed to pick up the student from the Childcare Program site, a written request needs to be made to the Director of Childcare

Program. The Director of Expanded Learning and Childcare Program will respond to the parent/guardian.

Late Pick-Up Policy

All students must be picked up before closing at 6:00 pm. When a student is picked up after closing time, the parent will be assessed a fee of $10.00 for the first 5 minutes, or any portion thereof, and $1.00 for each additional minute, per student. Payment for the late pickup must be made within 24 hours at the Childcare Program Department. After 6:05 pm, if a parent has not made contact, a responsible party on the emergency list will be contacted. At 6:30 pm, if no one is available from the emergency list, the police will be called, and the student may be taken into protective custody until a parent can be located.

If a student is picked up after 6:00 pm:

1. First late pickup: An email will be sent to the parent/guardian as a warning. 2. Second late pick up: An email will be sent to the parent/guardian as a second warning. 3. Third late pick up: The student will be dropped from the Childcare Program for the remainder of the school year.

There is no refund if the student is in the tuition program and is dismissed for late pick-ups.

Parking Lot Safety

The parking lots can be very busy. To facilitate a safe environment, the parking lot expectations

for parents/guardians include:

- Responsibility for the student safety.
- Adherence to all school parking regulations.
- Slow driving in the parking lots.

Section 5 Health Care

Sick Child Policy

Childcare Programs are for students who are physically well. An ill child generally does not benefit from the program and may adversely affect the health of other students. **1.**
Students should stay home if they exhibit any of the following:

a. A temperature of 100º or above
b. A severe cough
c. Earache or draining ear
d. Sore throat
e. A rash of any kind until diagnosed
f. Colds with colored discharge
g. Diarrhea or vomiting
h. Red, runny, or matting eyes - pink eye (conjunctivitis)

2. Report absences to the Site Supervisor and include the student's name and the reason for absence.
3. If a student arrives or becomes ill during programming, he/she will need to go home. a. The parent/guardian is expected to pick up the ill student as quickly as possible.. b. Refer to the illness chart, with your school office, to guide when the student may return to the program.
4. Minor injuries sustained during the program are reported to the families on an Ouch Report or For Your Information (FYI) incident report.

5. Families are called immediately in the event of a serious or questionable injury. If a parent cannot be contacted, 911 will be called at the parent's expense when necessary.

Medication

Whenever possible, it is preferred for students to take medications at home. California Education Code Section, 49423 allows the school nurse or other designated non-medical school personnel to assist students who are required to take prescriptive and non-prescriptive medication during the school day. Students may carry inhalers or Epi-pens if a current doctor's permission is on file in the health office. Please consult with the medical provider to request medication that can be scheduled to be given at home. If this is not possible, please follow your school site's procedures. On-going medication needs must be arranged before enrollment begins/continues.

Injuries

Childcare Program staff are trained in First-aid and CPR and handle minor injuries. Staff use their best judgment in evaluating the severity of injuries/illnesses. Parents will be immediately notified of head or serious injuries. For minor bumps, cuts, scrapes, etc., parents will be notified at pick-up time. Typical first-aid treatment includes washing the wound ONLY with soap and

water, applying a cold compress or bandage as needed. Parents will be provided a FYI form or an OUCH Report with information regarding the injury.

Although the Childcare Program staff makes every effort to be in the line of sight of all students, injuries can occur and go unseen. To ensure timely, proper care, please encourage your student to report injuries to the staff when the injury occurs.

Snack

Childcare Program provides a daily nutritious snack overseen by OVSD's Nutrition Services Program. Parents/Guardians may pack a drink or an alternative snack, please avoid fast food or non-nutritive snacks or meals. Glass containers and refrigeration or heating of meals is not allowed. Sharing personal food with other students is not permitted. Notify staff in writing if your student has food allergies.

Section 6 Emergency Procedures

Emergency Contact and Authorization

Part of the childcare enrollment and annual registration process, each parent/guardian is required to update emergency and health information in ARUX. The authorized adults listed as emergency contacts MUST be 18 years of age or older and available to pick up the student if the parent/guardian cannot be reached. Parents/guardians are responsible for keeping information current in ARUX by updating home address, telephone numbers, and authorized adults as necessary.

If a parent/guardian cannot be reached, an authorized adult listed in ARUX may be contacted if a student:

- becomes ill or is injured
- has not been picked up by dismissal time
- needs to be removed due to behavior
- is present during a natural disaster or emergency in the community

Transportation of a Student in an Emergency

If a student is seriously injured during the Childcare Program, a site staff member will call 911. The parent/guardian will be notified following the emergency assistance request. The cost for medical assistance shall be the responsibility of the parent/guardian. If the student is transported to a hospital, a staff member will accompany. Information about low-cost insurance a family can purchase is provided at the beginning of each school year or during mid-year enrollment into the District.

Emergency Preparedness

All Childcare Program sites participate in monthly emergency drills, including fire, shelter-in-place, earthquake, and run, fight, hide. Sites align their monthly drill to the school site disaster plan.

Evacuation Procedure

In the event of an emergency or natural disaster, all students will remain with the Childcare

Program staff at the school site until an authorized person can pick them up. In the event of a critical school incident requiring an evacuation, designated locations have been established with local law enforcement.

Students will be evacuated to the **Huntington Beach Central Library** (7811 Talbert Ave, Huntington Beach, CA 92647), where parents/guardians/authorized persons pick up children at the adjacent **Huntington Beach Sports Complex** (18100 Goldenwest St, Huntington Beach, CA 92647).

Procedure:

- Notification of the school evacuation will be announced through the District communication system (Parent Square) and on other media sources.
- Parents/Guardians/Authorized Persons will go directly to the Huntington Beach Sports Complex and look for a yellow school bus, parked in the northwest corner of the parking lot. The bus serves as a landmark to identify the Parent/Guardian/Authorized Persons Check-In Area. A check-in form is required to pick up each child. Bring a valid photo ID.
- After the form is complete, the parent/guardian/authorized person will wait in the Student Release Area at the Turf Soccer Fields at the sports complex.
- Students will be escorted by school personnel from the library to the Student Release Area, and released to the parent/guardian/authorized person.

Section 7 Student Behavior

Behavior Expectations

Behavior expectations during the school day are the same as those for the Childcare Program. School rules focus on self-control, helping them understand the consequences of their decisions, and encouraging good choices. Students are expected to be respectful, responsible and safe at all times.

Positive Behavior Interventions and Supports (PBIS)

All OVSD schools have adopted the Positive Behavior Interventions & Supports (PBIS) system. PBIS is a schoolwide system that includes strategies for defining, teaching, and supporting

appropriate behaviors to create a positive school environment. Each school has developed its own PBIS plan, with signs posted around campus that communicate behavior expectations in classrooms, playgrounds, hallways, lunch areas, and other areas. The Childcare Program follows the same PBIS expectations as the regular school day with the PBIS Matrix in childcare classrooms. Parents and families should be familiar with their school's PBIS expectations and plan. The PBIS system is available on your school site website.

Behavior Standards

Behavior in the Childcare Program parallel those in classrooms. Children are expected to respect the adults, follow directions, and respect their peers. In alignment with PBIS, general guidelines include:

1. Be Safe, Be Respectful and Be Responsible.
2. Follow the directions of adults.

3. Keep your hands and feet to yourself.
4. Stay in the assigned play area. Do not leave that area without staff permission. 5. Quiet, inside voices are expected in buildings, hallways, and during designated homework/quiet time.
6. Use equipment, materials, and play items appropriately and safely.
7. Mobile devices are not permitted.
8. Games and activities must be put away before playing with or using anything else, and before leaving.
9. Treat one another with respect - No fighting, stealing, using inappropriate language or actions.
10. Settle disagreements by discussing them. Use your words.
11. No toys from home may be brought to the Childcare Program without permission from the Site Supervisor.

Disciplinary Process

If the behavior standards are not adhered to, then the following process goes into effect: ● **1st Behavior Notice -** A written ***Student Discipline Referral*** will be completed to notify the parent/guardian of the student's misconduct, and the parent/guardian's signature will be required. Depending on the severity of the behavior, a suspension of 1-3 days may apply. The Parent/Guardian, Student and Childcare Program team may develop a Behavior Plan to assist the student in successfully participating in the program.

- **2nd Behavior Notice -** A second written ***Student Discipline Referral*** is completed to notify the parent/guardian of the student's misconduct, and a parent/guardian signature is required. 2nd notice may result in a 1-3 day suspension. A Behavior Plan between the Parent/Guardian, Student, and Site must be developed and implemented before the student returns.
- **3rd Behavior Notice -** Attempts to correct the student's inappropriate behavior have been exhausted. The student will be dismissed from the Childcare Program until the next school year. The parent will be informed via phone call or in person by a Childcare Supervisor of the reason for the dismissal and when the student can reenroll in the program.

In some cases, students will be immediately removed from the Childcare Program. In the event a student needs to be removed, the parent will be called and is expected to pick up the student within 30 minutes unless otherwise agreed upon with a Childcare Program Supervisor. Removal can be for the remainder of the day, for several days, or for the remainder of the school year.

Removal from the Childcare Program include:

1. The student continuously displays disruptive behavior after conversations, reflection, and repeated redirection.
2. The student is harmful to him/herself or is violent toward other students or adults in the program, causing them harm. Acts of violence are unacceptable.
3. Harassment of students or staff, including bullying, intimidation, sexual harassment, hazing, initiation activity, or any other verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering.
4. Profane, vulgar, or abusive language.
5. Damage to or theft of property belonging to the District, program, staff, or other students.
6. Tardiness in reporting to the Childcare Program at the end of the school day. 7. Failure to remain on school premises during Childcare Program hours. 8. The student has accrued

three discipline referrals. Referrals are accrued from the date of enrollment in the Childcare Program.

Confidentiality Policy

Information regarding students and their families is kept confidential. State Law mandates that only a parent/guardian and the personnel directly involved can engage in discussions related to a student or family. If a parent has a concern regarding another student enrolled in the program, the parent must bring those concerns to the attention of the Childcare Program Supervisor.

Field Trips

Childcare Program offers some field trips and/or special activities. Some of these field trips may include “walking” field trips to a local library, park, store, or fire station, while others may require transportation. Information regarding field trips or activities will be shared with parents through email and school site display boards. Signed permission slips are required for every student attending a field trip.

Bus Rules

In addition to the Student Behavior Code, students who are transported by bus on a field trip are required to adhere to the following rules:

1. Enter the bus in an orderly manner and take a seat.
2. Use a quiet voice.
3. Follow the instructions of the drivers.
4. Engage in learning emergency drill procedures as explained by the driver.
5. Be courteous to the driver, staff and students.
6. Eating and drinking (except water) are prohibited on the bus.
7. Remain seated at all times.
8. Keep head, arms, and hands inside the bus at all times.
9. Be alert to traffic when exiting the bus.

Cell Phone Rules

Students' cell phones are expected to remain in backpacks in silent mode or powered off.

Other mobile devices, such as smart glasses, gaming devices, wired and/or wireless headphones, shall be put away and not used in the childcare program. Smart watches may be worn on campus in airplane mode only and must be put away if they become a distraction. Smartphones and other mobile communication devices shall not be used in any manner that infringes on the privacy rights of any other person, including the recording of

audio, video, or taking photographs without written permission, consent, or staff assignment.

Parents/Guardians assume responsibility for damage or loss of a student's cell phone. If a cell phone creates a distraction or disruption to programming, it may be taken. Cell phones taken will be provided to parents/guardians or to the student, once the student has been signed out.

Childcare Program Site Phone

The program site phone is for program communication between parents, school personnel, and the community. In the event of an emergency, the Site Supervisor may allow students to use the phone to communicate with parents/guardians.

Movie Authorization

As a special activity, students occasionally view movies during childcare program hours. All elementary-level movies will be rated G or PG. If you do not wish for your student to watch G or PG movies, please check “no” on the student registration form in ARUX.