



# Childcare Handbook

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## **GENERAL INFORMATION**

Moraga School District Childcare Clubs offer an extended day recreation program, available for a fee, to children who are enrolled in one of our three elementary schools. Each Childcare Program is located on the campus of their respective school.

- Bobcat Club: located at Camino Pablo Elementary
- Panther Club: located at Los Perales Elementary
- Roadrunner Club: located at Rheem Elementary

We are proud of our trained, experienced, and professional staff. We offer a place where your child/children can play and have fun in a safe and nurturing environment. We provide snacks, arts and crafts, Chromebooks, cooking, games, and outdoor activities.

This Handbook will identify rules and procedures needed to provide the high quality service the children of our community deserve.

## **GOALS**

- To encourage...
  - a sense of free play
  - a “neighborhood school” concept
  - Responsive behavior and a positive attitude
  - Cooperation with others
- To build social relationships
- To help develop respect for others and school facilities
- To promote a positive sense of self within a group setting

## **BEHAVIOR AND EXPECTATIONS OF STUDENTS**

Our philosophy:

The safety and well being of all children is our foremost responsibility. Our program encourages conflict resolution where children are encouraged to take responsibility for their actions and to problem solve with other children. Positive behavior is encouraged and expected. Mutual respect between children and staff and parent support is necessary for a smooth running program. Throughout the year, we aim to teach children to make responsible choices and utilize communication and problem solving skills.

## Behavior infractions:

- When behavior results in physical and/or emotional hurt to another child(ren). We have a no tolerance policy for teasing, bullying, and being unkind to children and adults.
- When damage to or theft of property occurs
- When behavior disrupts an activity and spreads or causes discomfort to others
- When rudeness or offensive language is displayed
- When a child shows blatant disrespect for a staff member
- When the rules of safety are not honored

## Staff intervention will include:

- Guiding the child away from the area of conflict and/or redirecting to another activity
- Giving the child time by themselves with staff presence and guidance
- Asking children involved to talk through possible solutions together

## Consequences/possible outcomes:

- For minor behavior concerns, time-outs will be used.
- For more serious and repeated infractions, parents/guardians may receive a written notice, telephone call, and/or a conference may be scheduled. • A second notice may result in exclusion from the Club for the next two consecutive school days in which the child would be in attendance.
- A third notice may result in exclusion from the Club for the remainder of the school year. This exclusion may become effective immediately without a grace period.

At the Director's discretion, parents may be called to pick up their child related to, but not inclusive of, the behavior expectations noted above.

## **REGISTRATION**

Online 2024-25 school year registration can be found on Childcare Club websites.

Camino Pablo [Camino Pablo Registration](#)  
Donald Rheem [Donald Rheem Registration](#)  
Los Perales [Los Perales Registration](#)

**Please note:** Registration will not be accepted until prior year unpaid balances have been paid in full.

## **BLOCK SELECTIONS**

**5** Days ~ Monday - Friday

**3** Days ~ Monday, Wednesday, Friday

### **Morning - TK only**

7:00 - 8:15

7:00 - 9:15

8:00 - 9:15

### **Afternoon - TK only**

#### **Early Friends:**

12:00 - 3:00

12:00 - 5:30

#### **Late Friends:**

1:00 - 3:00

1:00 - 5:30

### **Morning/Afternoon - Kindergarten-5th**

7:00 - 8:15

7:00 - 9:15 Panther and Roadrunner 9:30 Bobcat only

8:00 - 9:15 Panther and Roadrunner 9:30 Bobcat only

2:00 - 3:00 (early friends only)

2:00 - 5:30

3:00 - 5:30 (late friends only)

All schedules must be selected by the 25th of each month for attendance beginning the following month. (For example: August 25th is the signup deadline for your child to start on September 1st)

**No credit will be given for absences due to: illness, after-school activities (enrichment classes, sports, etc.), or family vacations.**

## **ATTENDANCE**

Any student in good standing currently enrolled at any of the three Moraga Elementary Schools may attend.

**Your child may not attend if they leave and return to campus after their dismissal bell.**

Children may attend on either a Permanent or Drop-in basis. A Drop-in reservation is defined as one who uses the Club occasionally, not to exceed the same day(s) and time(s) more than two instances in the same billing period. Upon the third instance, you must make a Permanent Reservation for the next billing cycle, if that same day and time is still needed.

Club Contact Information:

Bobcat Club: [bobcatclub@moraga.k12.ca.us](mailto:bobcatclub@moraga.k12.ca.us) or 925-376-7940

Panther Club: [pantherclub@moraga.k12.ca.us](mailto:pantherclub@moraga.k12.ca.us) or 925-377-7465

Roadrunner Club: [roadrunnerclub@moraga.k12.ca.us](mailto:roadrunnerclub@moraga.k12.ca.us) or 925-376-3012

## **NOTIFICATION OF NON ATTENDANCE**

For your child/children to attend the Club on any given day, they must attend school at the time of the dismissal bell.

**The parent is responsible for notifying the Club if their child/children will not attend that afternoon. For example, picked up before school is dismissed due to an appointment or illness.** Parents of children holding reservations in the morning must notify the Club before the scheduled arrival time. Failure to notify may result in a Search Fee.

For a proper staff/child ratio to be maintained, the Childcare Clubs must assume that each child with a reservation will attend for that day, *whether or not they do attend.*

Therefore, all reservations will be billed for the length of the reservation, even if the child does not attend.

## **AUTHORIZED RELEASES**

Please be advised that we will only release children to those individuals authorized by the parent or guardian. The Club must receive a written request before the release of the child. It is the parent/guardian's responsibility to keep the authorized pick up list updated.

All children in grades 2-5 with a Release and Waiver of Liability and Indemnity Agreement and a Dismissal/Sign Out Agreement on file may sign out from the Club in the afternoon at the designated time on the agreement. You may access these forms on each Club's webpage.

**Photo identification is required** for any authorized person to pick up a child from the Club.

## **UNREGISTERED ARRIVALS OR NO RESERVATION**

When referred to the Club by the school's administrative staff, we will accept unregistered children. Any child sent by the school office or who shows up at the Club without a reservation will be charged \$50.00 in addition to the time they were in attendance.

## **PERMANENT RESERVATION CHANGES**

You may change your child's permanent reservation by the 25th of each month. The new schedule will become effective on the 1st of the following month.

## **DROP-IN RESERVATIONS**

Drop-in care is an occasional club use and must be scheduled by a parent or authorized adult.

• **All requests for Drop-in care must be completed via the Curacubby system before 9:00 a.m. to ensure your child's name appears on the daily classroom list.**

Once a Drop-in reservation is made, it is considered permanent for that day, and all notification deadlines are applicable, and appropriate fees will be charged. **No credit or refund will be given if a drop-in reservation is canceled.**

## **BILLING AND INVOICES**

The billing period begins on the first school day of the month and ends on the last school day of the month.

- Tuition payment is due at the time of registration for the upcoming month. As noted under the "Registration" section, **all block schedules must be selected and paid for by the 25th of each month** for attendance in the following month.
- You may pay by credit card or bank transfer through Curacubby. There are no additional fees to pay by bank transfer (ACH), but there is a 3% processing fee when paying by credit card.
- If a failed payment or late tuition payment is made twice during the school year, the Moraga School District reserves the right to terminate usage until the account is paid in full or for the remainder of the school year.

## **FEES AND PAYMENT**

**Registration is** \$50.00 per child (one time payment per school year)

**Cost is** \$7.00 per hour until Closing (childcare schedules are based on a monthly flat rate system. Conference days, minimum days, early release Wednesdays, holidays, and non-school days have been adjusted into the monthly rate.

**Drop-In Care** \$10.00 per hour until Closing

**Late Pickup is picking up a child after the scheduled time**

\$10.00 charge + \$1.00 per minute = 1st time

\$10.00 charge + \$5.00 per minute = 2nd time

\$10.00 charge + \$10.00 per minute = 3rd time  
(charges are per child)

**There is no grace period for late pick-up past your scheduled end time.**

**Search Fee** \$25.00 for any child with a reservation that does not arrive at the Club, in addition to hours reserved  
\$50.00 for second and subsequent searches

**Failed Tuition** \$30.00 if payment is received after the 25th of the prior month

**Late Monthly Signup** \$50.00 after the 25th of the prior month

**No Reservation** \$25.00 charge per child for any child(ren) sent from the office without a reservation, in addition to the attended time at the Club

## **MORNING/Sign-In Procedures**

The Childcare Clubs open at 7:00 a.m.

- Each parent must create their own personal identification number (PIN). This will be required to drop off/pick-up your child from your childcare club.
- **All TK, K, and First grade children must be walked to the Club by a parent, authorized adult, or sibling in at least second grade.**
- If an older sibling walks the child to the Club, authorization and a Release and Waiver of Liability Agreement in writing must be on file. All children with a Release and Waiver of Liability Agreement on file, in grades 2-5 may walk to the Club in the morning, and the student will sign in with their PIN upon arrival.

## **AFTERNOON/Sign-out Procedures**

- Please be advised that we will only release children to those individuals authorized by the parent or guardian in writing. The Club must receive a written request before the release of the child.
- Each individual must have a PIN to pick up a child. You may set up individual Personal Identification Numbers by going to your Curacubby account under your "Profile."
- All children grades 2-5 may self sign out with a Release and Waiver of Liability Agreement and a Dismissal/Sign Out Agreement on file.

## **LATE PICKUP**

Children should be picked up at their scheduled time. It can be distressing for a child to be left after hours. Please allow enough time to arrive at the club, pick up your child, and leave the club by closing time. We do, however, understand that special circumstances arise. If, in the case of an emergency, you cannot pick up your child on time or send one of your emergency contacts, please notify the club immediately. Without contact from a parent/guardian, we will call the child's emergency contacts. Please ensure these numbers are local friends and/or family and are current. A late fee will be charged if a child is picked up after the Club closes.



## **CONFERENCE/MINIMUM/FIELD TRIP DAYS**

On any school day the school or district changes your child's arrival/dismissal time, you will be charged from the dismissal bell until your scheduled pickup time. If your child is normally scheduled to attend the Club on one of these days of the week, we assume that he/she will attend the Club from the dismissal bell/return to school until his/her regularly reserved pickup time.

## **AFTER SCHOOL ACTIVITIES**

A child attending after school activities, such as Scouts or ASEP, may attend the Club before or after these activities, **provided they occur on campus.**

The parents are responsible for giving us the dates and names of individuals picking up their child.

## **POSITIVE IDENTIFICATION**

We require photo identification for any authorized person to pick up a child from the Club. Security measures are used when our supervisory staff does not know the individual you have sent to pick up your child. If an individual unknown to our supervisory staff comes to the Club without proper identification, your child will not be released.

## **POLICE INTERVENTION**

If we have not received proper authorization to release your child to an identified individual by 5:30 p.m., we will have no other recourse but to seek police intervention. This is the currently accepted procedure followed throughout California. The administrative staff, the Moraga School District, and the Moraga Police Department have approved this procedure.

Please help us avoid implementing this emergency measure by ensuring you comply with the above safety requirements.

## **TRANSITIONAL KINDERGARTNERS**

Students are picked up by a staff member in front of their building and escorted to the Club. A list of children scheduled to attend is given to each teacher. Children have their lunch together at 1:10 p.m.

**Please send a lunch and drink from home if your child is not eating the school provided lunch.**

## **KINDERGARTEN THROUGH GRADE 5**

Lists of children scheduled to attend are given to all teachers or posted in a designated area. We ask the K-3 teachers to read these lists to their class. Children in 4th and 5th grades are expected to read the posted daily list to check if they are attending the Club.

## **CLUB ACTIVITIES**

Activities are primarily unstructured, although we regularly provide arts and crafts, cooking, sports skills, outdoor play, computers, and movies on rainy or exceptionally hot days. We don't require children to participate, but we do encourage them. We have daily use of the outdoor playgrounds and plenty of games and toys that the children are free to use. We assume no responsibility for toys and other possessions brought from home.

## **MEDICATION**

We do not supply non-prescription medications such as Tylenol, Neosporin, Calamine lotion, etc.

We follow the Moraga School District policy of requiring a written note from an M.D. containing specific dispensing instructions and an original labeled container before any medication can be dispensed while at the Club.

The parent must complete a Notice of Medication form before dispensing any medication.

[OTC Medication Form](#)

[Prescription Medication Form](#)

[Inhaler/EpiPen Prescription Medication Form](#)

All medication is to be taken under the supervision of club staff.

## **SUBJECT TO CHANGE**

The availability of staff may require schedule changes and cancellations. Clubs will attempt to provide parents with as much advance notice as possible.