



AROUND THE BELL (ATB) PARENT HANDBOOK

**BURBANK UNIFIED SCHOOL DISTRICT
CHILD DEVELOPMENT DEPARTMENT**

1900 WEST OLIVE AVE

BURBANK 91506

818-729-4424

The Burbank Unified School District's Child Development staff wishes to welcome to you and your child. We want to make your experiences happy and successful. The center provides programs that are tailored to serve a wide variety of developmental needs. These quality programs are designed to serve preschool and school age with an emphasis on their cognitive, social, emotional, and physical development. The stimulating environment encourages children to develop self-discipline and self-control.

Philosophy

The Burbank Unified School District Child Development Before and After School Program provides children in transitional kindergarten/kindergarten through fifth grade with a safe, enriched age appropriate environment before and after school. We provide a high-quality program that strives for excellence through activities planned and implemented by knowledgeable staff educated in the field of Child Development.

Administration and Staff

The Around the Bell Program is administered by the Burbank Unified School District. The Around the Bell Program is staffed by a lead teacher, and Instructional Assistants. Each teacher holds a Child Development teacher Permit issued by the State of California Commission on teacher credentialing. Each Instructional Assistant hold six or more units in Child Development/Early Childhood. The Child Development Coordinator is responsible for the direct supervision of the program.

Activities

Children learn through play. Children are allowed to make choices and act on them. The staff acts as guides extending their learning and encouraging them to discover new skills and concepts. Children are given many opportunities to increase their knowledge and development. The program and activities recognize individual differences of ability, language, and culture and utilize age appropriate learning activities to ensure success and achievement in their education.

Waitlist Procedures

1. Families contact the Child Development Office to request before and after school care for the Around the Bell Program. They are informed of the \$100 **non-refundable** waitlist fee. Families are given 10 days to pay the waitlist fee and have their name officially placed on the waitlist based on the date that the waitlist fee was paid.
2. Families are placed on the waitlist of their home school. If a family does not have a home school they are placed on the permit waitlist. Families may only be placed on one waitlist at a time.
3. Families that are placed on the permit waitlist are required to contact the Child Development Office and notify the office staff when they have been accepted into their school of choice. Once accepted into the school of choice the family is transferred to the waitlist of the new school based on the original date that they paid the waitlist fee.
4. Once placed on the waitlist the family is given a waitlist number. Waitlist numbers can change due to the interchanging of students from school to school and or waitlist to waitlist.
5. When a space becomes available, families are contacted to determine their continued interest in the program and to offer them a spot.
6. The parent is sent an email containing an attachment with the enrollment packet and registration appointment details.
7. An appointment is scheduled for the family to return the completed enrollment packet. Parents are required to set up their Eleyo account prior to their scheduled appointment.
8. During the appointment the enrollment packet is reviewed and processed. The family is invoiced the \$100 **non-refundable** registration fee. Program information is reviewed with the parent.
9. The parent is given a start date.

Registration and Admission Procedures

Priority Registration

- BUSD employees will have priority to register into the ATB program pending available space. All employee's will be placed on the waitlist based on the date that they contacted the child development department.
- BUSD employees with children in grades TK-K will have priority over employees with children in grades 1st-5th.
- Priority registration is for families with a child or children currently enrolled in the Around the Bell Program, for siblings who will be entering TK and Kindergarten the next school year.
- Families with children enrolled in Horace Mann Child Care Center with a child who will be entering TK or Kindergarten the next school year.

Discipline

Discipline in the Burbank's Around the Bell Program is used as a positive form of guidance, not a punishing device. Discipline is administered in a kind, firm, and fair manner to all children. Corporal punishment is not allowed in any program administered by Burbank Unified School District.

The following list includes some of the techniques that the staff uses:

1. They show respect for each child; they do not belittle or talk down to a child.
2. Positive characteristics of each child are emphasized – praise is given frequently.
3. Children are encouraged to discuss and work out their own problems – staff are there to observe, listen and when necessary, mediate.

The ATB staff plan and provide a variety of activities in a creative environment. This effectively helps to keep discipline problems to a minimum. Children choose from a variety of activities offered daily in the ATB Program. Both indoor and outdoor learning experiences are provided with time for active play as well as time to relax, read, complete homework and participate in quiet activities.

Challenging Behaviors

The teaching staff at BUSD Child Development Program is responsive, respectful, and purposeful in their interactions with children. The adults take steps to prevent potentially challenging behaviors by:

- Interacting in a respectful manner with all children
- Evaluating and changing their responses based on the child's individual needs; modeling turn taking, sharing, compassion, empathy, and other caring behaviors
- Helping children negotiate interactions and materials with others;
- Helping each child feel they are an important part of the Around the Bell community
- Aggressive physical behavior toward others is unacceptable. Staff will intervene immediately and parents will be contacted.

General Program Policies

The following policies and rules require your cooperation and compliance:

Tax Information

Parents may print out receipts and tax records directly from the Eleyo website. BUSD's tax ID number is 95-6000418. It is the parent's responsibility to keep track of child care tuition payments.

Fee Policy:

1. All parents must make payments through our web-based program, Eleyo. Cash and personal checks will no longer be accepted in the Child Development Office unless other arrangements have been made.
2. There is an annual registration fee of \$100 due for the new school year. **Registration fees are nonrefundable.**
3. All fees are due weekly. Please call the Child Development Office at (818) 729-4424 if you have difficulty navigating the website.
4. Tuition is charged for all week days each month, including holidays, district holidays, and or family vacation time as well as Spring Break whether attending or not. It might be helpful to think of tuition like your rent or mortgage. You are required to pay your rent or mortgage even if you go on vacation and do not stay in your home. Your weekly fees are similar. By continuing to pay your weekly fee it holds a place for your child in the

center. Just as a landlord is unable to fill your apartment for a few weeks while you go on vacation, we are unable to fill your child's space for a brief vacation period while our operating expenses remain constant. Tuition guarantees your child a place in the Around the Bell Program and you will be charged until your child is formally withdrawn from the program.

5. **All families are invoiced on Friday of each week. Your account needs to be paid in full by the end of the week. Your child will not be able to attend the program if your account is not at a zero balance by Monday of the following week. *E.g., You are invoiced on Friday 10/15 for ATB services for the week of 10/18-10/22. Your fee is due on 10/22. If your balance is not paid by Friday 10/22 @ 5:00 p.m. your child will not be accepted into the program on Monday 10/25.***

Your child may return to the program when the overdue balance is paid in full.

6. Effective July 1, 2021, all families will be charged a 3.69% program fee for all ACH and credit card transaction. This fee is directly charged by Eleyo.

New Payment Option.

Monday October 25, 2021, there will be a new payment option for families. Families will be able to make weekly payments at the Child Development Office located at the district office (1900 W. Olive Ave) on the 2nd floor.

Payments made at the district office must be made in the form of cash or a cashiers check only. Personal checks are not accepted.

Payments must be made weekly even if being dropped off at the child development office.

When dropping off a payment you will be required to fill out the payment envelope with the following information:

- 1. Parent's name**
- 2. Your Eleyo Account #**
- 3. Your child (ren) names**
- 4. School site**
- 5. Eleyo Invoice # for the week you are paying.**

6. Week of Service

7. Amount of your payment.

Once you have filled out the envelope, place your payment inside and seal the envelope and put it in the drop box. Payments will be collected at the end of each day and the payment will be applied to your account by the next business day.

It is not recommended that you send cash in the mail. Our office will not be held responsible for any payment that is lost in the mail.

Declined Fee Charge

Payments that have declined or been rejected through Eleyo will be assessed a \$25.00 fee.

Disenrollment:

When you decide to dis-enroll your child from the child care program you must provide a written two week notice which begins on Monday and ends two weeks later on Friday.

Sign in/out:

Around the Bell regulations require that parents verify their attendance by signing each of their children in and out daily. A full, legible signature is required, along with the actual time. If your child(ren) are going to be absent from day care, please call the site and let them know.

The program is not a drop-in program. If your child is sick and does not attend school they will not be able to attend the ATB program.

Health Regulations:

No child will be admitted who show signs of illness. Parents are asked to keep a child home if:

- The child does not feel well enough to participate in the program's activities
- The staff cannot adequately care for the sick child without compromising the care of other children
- The spread of germs cannot be reasonably controlled
- The child has any of the following symptoms:

- Diarrhea or vomiting – children with intestinal disturbance accompanied by diarrhea or vomiting more than once in the past 24 hours should stay home until free from symptoms.
- Fever – children with a fever of 100 degrees or more accompanied by behavior change or other symptoms of illness must stay home for 24 hours after symptoms subside. Children may return to school after being free of fever for 24 hours without using a fever reducer.
- Head lice, scabies, ringworm or any undiagnosed rash, sore or discharging eyes or ears or profuse nasal discharge.

If the child develops any of these symptoms while at the center, he/she will be isolated from the other children. The parent will be called and asked to take the child home as soon as possible. Keeping children healthy requires good communication and a partnership between families, child care staff, and healthcare providers.

Readmission:

1. Reportable communicable diseases must be reported to the school. Clearance to return to school must be obtained from your physician for readmission.
2. Any child whose illness keeps them out of school for 5 days or more may require readmittance by the school nurse, family physician, or center supervisor.
3. Children excluded for pediculosis (head lice) may only be readmitted by the school nurse or the CC staff.
4. Children with braces, casts, crutches, and/ or stitches must have a physician’s clearance prior to readmission. The physician’s clearance should note any activity restrictions. All re-admittance procedures are based on the type of exclusion. Any questions can be answered by the center supervisor, head teacher, or CC office.

Medication:

Children who need medication administered during the day **MUST OBTAIN** a “Request for Medication” form from the Child Development office and have it filled out and signed by both the parent and the doctor. Medication must be brought in the **ORIGINAL CONTAINER** which is labeled with the dosage

designated. The medication form and the medication container must state the same information.

Late Pick Up Policy

The hours of operation are 7 am – 6 pm.

Please be considerate of our staff and observe the closing/ending time of Around the Bell. *You will be charged a late fee of \$1 per every minute late after 6:00 pm.* After three late occurrences you may be terminated from the program.

Emergency information

Any change of address or phone numbers must be reported to the site immediately. Please update your emergency card any time you change your phone number, address, place of employment, etc. In addition, remember that all persons picking up your child from care must be on our emergency card and must have photo ID for us to release your child.

Emergency procedure

Each center has an emergency card for each child. This will be very important in a life-threatening situation. Please keep this card current. This card will list the names, address, and phone numbers of two or more people other than parents who can be called to pick up your child in any emergency, illness or accident situation. These people must be local, accessible adults who at least 18 years of age. They must have a valid picture identification. If there is a life-threatening emergency and we are unable to reach the parents, we will call the Burbank Police and Paramedics so your child can obtain the medical attention he/she requires. Please refer to the Health Safety and Emergency Plan.

Snacks and lunches:

School-age children are provided a PM snack daily. On early release days or student free days, parent must send a sack lunch for their child. In addition, a sack lunch needs to be sent for all TK or kindergarten students daily. Around the Bell does not provide lunch.

Homework

Homework time is available each day. Staff are available to assist the children. It is the responsibility of the child to let the staff know that they have homework. Since parents need to be involved in their child's homework, we do not attempt to have the homework completed at the center. We do however provide 30-45 minutes daily for a structured homework period with staff available to help. If a child so desires, they may continue to work on their homework after this time. We feel it is important for the students to have outside time daily as well as a snack. This limits the time for homework.

Open Door Policy

Burbank Unified School Districts Child Development Programs has an open-door policy for all parents. Parents are welcome in the centers at any time during our normal operating hours. Parents may come and observe their child, interact, participate during group time, and volunteer. If interested in volunteering at the center please, plan with the Child Development Coordinator. You will need to complete a volunteer packet (located at the district office) and provide a test for TB.

COVID Closures:

During a COVID closure the site will be closed and all staff and students will be required to get tested and quarantine for the full quarantine period. The site or classroom will be closed during the quarantine time and will not reopen until all staff and students have met the full quarantine period of 10-14 days.

Fees During COVID Closures:

All families will be required to continue paying their weekly fees during a COVID closure. Fees are calculated at the start of the school year to include COVID closures and ongoing program costs. There will not be any refunds of fees during a COVID closure.

Child Care COVID Quarantine Guidelines

If your child has tested positive or is exposed to someone who has tested positive your child will be required to quarantine for a full 10 days from the date, they tested positive or from the date they were last exposed to the positive person.

You will be required to send a copy of your child's PCR test results to the child development office indicating either a positive or negative result and your child must complete the full quarantine period.

**** All childcare programs must adhere to childcare guidelines and these guidelines may differ from your child's elementary school guidelines**.**

I acknowledged that I have received the Around the Bell Parent Handbook. By enrolling my child into the Around the Program I am aware that this constitutes as my agreement of policies. I also understand that I must follow these rules and policies to maintain my childcare services and failure to adhere to all program rules can result in termination of all services.