



CUSD Summer Camps
Family Handbook
Summer 2020



Welcome to CUSD Summer Camps



[Contacting the Expanded Learning Program Administration](#)

CampbellCare is a program of the Campbell Union School District. The district administration office is located at 155 N. Third Street, Campbell, CA 95008. To reach the administration contact 364-4200 ext. 6378 or 6204. Individual site phone numbers are listed at the back of this handbook.



Rights & Expectations

Eligibility for Registration

Students must be enrolled in CUSD during 2019-2020 school year.

Childs Rights

The following are the child's rights as a participant of CUSD Summer Camps

1. To be treated with respect by other persons
2. To be free from physical, verbal or mental abuse
3. To be treated equally regardless of religion, age, sex, ethnicity or cultural beliefs
4. To receive medical aid during emergencies and as otherwise needed.
5. To be provided with a healthy, safe and caring environment.

Child Expectations

It is our expectation that children follow the rules set by the District and the Expanded Learning Programs when they are present at the center. The following are expectations of all children in the Expanded Learning Program..

1. Respect each other and their belongings
2. Show responsibility by following directions given by Camp Staff
3. Keep hands and feet to yourself
4. Participate positively in the group
5. Refrain from obstructing another child's or adult's right to safety and peace
6. Follow the PBIS expectations set for the school site

Please see page 10 for full student behavior guidelines.

Students who do not follow the site PBIS expectations are given verbal warnings. After two warnings parents are called, and or communicated with at pick-up time. If inappropriate behaviors continue a student may be suspended from Camp for 1-3 days. Should the problem persist, a meeting may take place between the parents, the leaders, and the Site Coordinator before that child may return to Camp. At this time, a behavior plan is discussed to help the student be successful in the program. If the child does not show adequate improvements after the parent/child communications Camp may refuse service to the child via suspension or expulsion from the program. No refunds are given to any family whose services are terminated due to breach of rules or continual student disruption. Students suspended from the regular school day are also suspended from Camp for the same duration. Reimbursement will not take place for suspended days.

Expulsion/Termination of Services:

When a student is expelled, termination of services shall be in effect for 1 calendar year from the date of termination. Re-enrollment may be considered no sooner than 1 calendar year from the date of termination. To request consideration for re-enrollment, a parent may request in writing a meeting with the program Director to discuss corrective action taken to prevent a re-occurrence of the reason for termination. The program Director will gather information and determine if services will be reinstated. Any re-enrolled family will be placed on provisional status for a period of 90 days. Failure to adhere to program policies, procedures and expectations will result in immediate termination and disqualification from future re-enrollment in CUSD Extensions programs.



Parent Rights

All persons who live with and assume responsibility for the child are afforded these rights, which are set forth by the California Department of Social Services Community Licensing Division and used specifically by CampbellCare. As a parent/authorized representative you have the right to:

1. Enter the childcare center whenever children are in care.
2. File a complaint against CampbellCare with CUSD as per board policy.
3. Complain to CUSD as per Board policy without discrimination or retaliation against you or your child.
4. Request in writing that the second parent is not allowed to visit your child, or take your child from the center provided you have shown and provided a copy of a certified court order.
5. Receive from the center the name, address, and telephone number of CUSD office. Receive a call back from the center within twenty-four hours.

Adult Expectations

We believe that the following behaviors are unacceptable and in conflict with the Camp program. Any adult who fails to follow these expectations may have his or her child excluded from participation in Camp programs and/or related functions.

1. No person will be mentally, physically or verbally abused or harassed.
2. No adult will use foul, obscene or perverse language at Camp, any related functions, and to Camp Staff.
3. Alcohol, drug, and tobacco use is prohibited on any Camp campus or during any related function.
4. Destruction, vandalism, or theft of school, Camp, or private property is prohibited.

* If any adult behaviors put at risk the safety of staff and/or students, CUSD will place a restraining order prohibiting the adult from entering any CUSD locations and alternative pick-up must be arranged.

Calendar & Hours of Operation

Calendar

Camps are **CLOSED** on the following day/s:

July 3, 2020 Independence Day

Regular Hours of Operation

Explores	7:00am-6:00pm
Adventurers	7:00am-6:00pm
Crew	8:45am-3:00pm
Crew Extended Care	3:00pm-5:00pm



Fees & Payment Schedule

Rates for Summer Camps

EXPLORERS AND ADVENTURERS

TK-4th grade (2019-2020 school year grade level)

Schedule	Weekly Fee
Week 1	\$220/week
Week 2, 4, 5, 6, 7, or 8	\$320/week
Week 3	\$280/week

Rates for Full-day Care

Bounced Check fee	\$25.00
Late pick up fee	\$1.00 per min/\$5.00 per min.
Late payment fee	\$25.00

THE CREW

5-8 grade (2019-2020 school year grade level)

Schedule	Weekly Fee
Week 1, 2, 3, 4, 5, 6, or 7	\$125/week
Extended Crew Care	\$75/week



Fees & Payment Schedule [CONTINUED]

Billing and Payments

All families need registered on <https://cusdextensions.asapconnected.com>. All payments can be taken care of and set up through this website. Debit, Credit Cards, and echecks can be used through this system. Cash or check can still be turned in at the site. Payments are due 1 week prior.

Payments can be left in the drop box on site. A late fee of \$25.00 will be charged for payments received after the 25th of each month. A \$25.00 fee will also be charged for each bounced check. The Expanded Learning programs may terminate childcare services for delinquent tuition.

Divorced or Separation Situations

The parent/guardian who signs the contract is the responsible party for making the full monthly payment. If you choose to split the payments between parents it is your responsibility to request a second contract and to determine the payment amount that will be paid by each parent. Both parents then must sign a separate contract with the correct amount listed. Should one parent default on payment, service to the child will be stopped for the days that correspond to the unpaid tuition amount. For situations where separated/divorces parents/guardian alternate pick-ups and do not have separate contracts, the staff will communicate important information to the parent who picks up and it is the responsibility of the parent/guardian to share this student information.

Charges for Late Pick-Up

The center closes promptly at 6:00 pm/3:00 pm. A fee of \$1.00 per child per minute will be charged for late pick-ups. After two late pick-ups the late fee will go up to \$5.00 a minute. If a child is picked up late two times at the \$5.00 a minute rate The Expanding Learning programs has the right to terminate services.

Subsidized Payments

The Expanded Learning program does accept payments from outside agencies who subsidize individual student child care. Upon enrollment in the program, the parent must provide the official signed contract from the approving agency. Children cannot start without a current contract letter. Parents are responsible for the registration fee. If the agency pays that fee, the parent shall be reimbursed. Parents are also responsible for the co-pay for difference in price between agency payment and tuition costs. Any family who has an outside subsidy will be required to sign a CUSD External Subsidy contract and must abide by outlines of the agreement or services may be terminated.

The Expanded Learning program offers a limited number of Internal Subsidies to families that qualify. Current 2020-2021 recipients can apply for a summer subsidy at the Expanded Learning office.

Once approved parents must make weekly payments using auto charge option on ASAPConnected. Subsidies are for one summer only. They do not automatically roll over to the school year or next summer.

Families who fail to complete subsidized paperwork in a timely manner, may be subject to termination from services.



CUSD Summer Camps Curriculum, License & Program

Licensing

CUSD Summer Camps are operated by a public-school district and must adhere to California State Education Code. The Campbell Union School District Superintendent and designees oversee all Summer Camp facilities and operations. School Districts serving their own students are exempt from licensing.

Curriculum

CUSD Summer Camps provide an environment that promotes positive social interaction and development through play. Our childcare centers offer children many choices with a variety of hands-on experiences through indoor and outdoor activities. Summer Camps provide quiet places where children may work on homework. This time is built into the daily schedule. Leaders do not check homework for correctness as we feel that is an important part of the home-school connection for parents. We will provide ample time for students to complete their daily homework and support the students in their work. Summer Camp students will get the opportunity to participate weekly in STEAM (Science, Technology, Engineering, Arts, and Math) Clubs, Recreation and Themed Activities. During the week they will also have the opportunity to take part in arts and crafts, science projects, games, and/or other activities. While attending the program, children may also have the opportunity to read, draw or paint, play computer or board games, participate in organized sports, outdoor free play, and more.

The leaders in the middle school program will elicit student input and plan curriculum according to the interests of students. In addition, a recreation type atmosphere will be established so that middle school students can be with their friends in a fun and safe environment.

Snacks

Summer Camps offers children both morning and afternoon snacks. A snack menu is provided monthly. Children may bring their own snack if they so desire. We do not offer lunches on in-service days or vacation days. Students will need to bring their own lunch on these days. Snacks brought from home must not be "junk food" such as candy bars, potato chips, etc. We serve healthy snacks and would appreciate parents sending nut free snacks that are similar. It is the parent's responsibility to let us know of any food allergies a child may have.

Electronic Devices

CUSD Summer Camps only allows electronic games to be brought to the program when the Site Coordinator informs children that they will be allowed in program. The schools do not allow electronic games or cell phones, therefore we must follow the same policy. Should your child bring his/her game or any other items from home, CampbellCare and the Crew **are not** responsible if the item is lost or stolen. Any items brought from home should be labeled clearly with your child's name. If your child has a cell phone it must be kept inside of the child's backpack during program time and it should be turned off. If you need to reach your child you can call the center phone directly. Should the child need to use their personal cell phone he/she will need to ask a Camp staff member for permission. Any inappropriate cell phone use will result in the child not being able to have it on campus.

CUSD Technology

Our programs follow the district's technology policy (Board policy 6163.4). Students are expected to use CUSD devices for educational purposes. Failure to obey policies will result in loss of privileges and disciplinary actions. All students and parent/guardian must read and sign the technology contract.

Field Trips

All parents must review and approve permission slip online for their child to participate in field trips. Although most trips are included in the childcare tuition, occasionally an additional fee may apply.

These trips are scheduled weekly. We invite and encourage parents to chaperone during activity trips.

The ratio of leaders to students on a field trip is 1:10.



CUSD Summer Camps Curriculum, License & Program [Continued]

Sign In & Sign Out

All children must be signed in and out of Summer Camp each day they attend the childcare program. A "Sign-in/Sign-Out" binder is located at the entrance to the center.

- * Anyone listed on the release form may sign in children.
- * When signing out, children will be released from the Summer Program only to those who are authorized to do so by the child's legal guardian. Those not on the child's emergency card will not be allowed to pick up students. Requests to add a name to the emergency card must be done in writing. Verbal, text messages or emails are not accepted permission for student release. We require a parent's signature on the request. In the event that parents are separated either parent has the right to add a name to the emergency card authorizing a person to pick up the child. Any court orders or legal documents will be strictly adhered to in the event of custody matters. Siblings may pick up a child but need to be a minimum of 16 years old and listed on the emergency card. Elementary students are not allowed to sign themselves in or out or walk home from the program unattended.
- * Sign in sheets must be completed for subsidized programs in addition to the Summer Camp sign-in sheet. (Please see page 11 for contract example)

Absence Reporting

For safety reasons, it is important that Summer Camp staff know which children are expected in attendance each day. Parents must report their child's absences to the Summer camp center whenever the child will not be attending the childcare program as expected. Call the phone numbers listed on the last page of the handbook.

Parents will not be reimbursed for days when the child is absent due to illness. Special consideration will be given for long-term illnesses or other unforeseen emergencies with a doctor's note.



Dropping

Parents who wish to drop their child(ren) from the Summer Camp program must provide the center with a **one-week** notice in writing.

Verbal notifications are not sufficient to alert us of a program change.

Illness while at Summer Camp

If the child exhibits any of the following symptoms while at Summer Camp, the parent/guardian will be notified. The parent/guardian will be expected to pick up the child within one hour. Summer Camp programs may request proof of treatments and/or a doctor's note before the child is permitted to return to the center

- A fever of more than 100 degrees
- A productive cough with yellow or green discharge
- A severe sore throat
- Diarrhea, nausea, or vomiting
- Head lice (exposure notices will be posted)
- Contraction of a childhood communicable or untreated infectious disease (exposure notices will be posted and sent home by the school)

Additionally, for health and safety reasons, children who exhibit the above symptoms should not be sent to the Summer Camp program.

Injuries

Summer Camp Leaders may clean and apply adhesive bandages to minor cuts and scrapes and may apply ice to minor bumps, bruises or other injuries. For more severe injuries, staff will contact an authorized person to pick up the injured child and care for him/her and/or staff may call for emergency response. A written observation will be given to parents any time their child is injured at Summer Camp.

IEP or 504 Plans

Upon registration, families must disclose if a child has an IEP or 504 plan and provide a copy to the Expanded Learning Department.

If an IEP or 504 plan is issued, families should communicate with the site coordinator.

Please take into consideration that all of our programs operate at a 1:20 ratio.

CUSD Summer Camps Curriculum, License & Program [Continued]

Medication Policy

Summer Camp staff will be responsible for giving ONLY Emergency medicine to students. We will not dispense daily Medications that can be given during the school day. Summer Camp programs follow the School District policy, which states that, in order to dispense emergency medication, parents must provide the staff with the doctor's orders for that medication. In addition, if children require an epi-pen, inhaler, or other emergency medications, parents will be responsible for providing training, and the medication needed, to the staff.

Parents or guardians must sign a form stating that they are designating the staff to dispense the medication. Dispensing the medication must not interfere with the overall operations of the program. Medication can be provided to students in summer programs after parents have provided the proper training and paperwork.

Staffing and Training

CUSD Summer Camps will employ Recreation leaders to run the programs. These leaders will participate in on-going training. Trainings will include classroom management, conflict resolution, emergency procedures, and curriculum ideas. The ratio of leaders to students will be between 1:20. All leaders are fingerprinted, have a tuberculosis skin test and are reference checked before hiring.

Many of our Recreation Leaders are pursuing a career working with children and therefore have taken college child development course work that supports the work they do in CUSD.

Mandated Reporters

All Summer Camp employees are mandated by the State of California to report any suspicion of child abuse. Employees shall not form opinions or conclusions on these suspicions. It is their responsibility only to contact Child Protective Services and state known facts. The responsibility then lies with Child Protective Services to investigate, draw conclusions, and, if necessary, to prosecute.

Open Door Policy

Our doors are always open to parents who wish to visit our programs. We welcome parents to participate during activity trips, celebrations and other family functions. Parents should plan all visits with Summer Camp staff and obtain a visitor pass.

Emergency Procedures

Summer Camp staff will follow the emergency guidelines as set by the Campbell Union School District. Summer Camp staff are trained in the district's emergency procedures. All rooms have phone access for emergencies, a cell phone, and hand-held radios to communicate in the event students are separated throughout the school grounds. All CampbellCare and Crew centers will be equipped with emergency supplies and first aid kits.

CONTACT INFORMATION



Explorers & Adventurers	364-4200 ext. 4380
Summer Crew	364-4200 ext. 5093
Lizeth Gonzalez, Expanded Learning, Director	364-4200 ext. 6280
Martha de Ojeda, Assistant Director	364-4200 ext. 6283
Edgar Romero Program Manager	364-4200 ext. 6284
Kristi DeRego Admin Assistant	364-4200 ext. 6378
Susana Perez Clerk	364-4200 ext. 6204

All of our centers have phone lines so that parents can call the center whenever they have a question or concern. Our policy is to answer the phone when it is convenient and doesn't take our attention away from the children with whom we are working. Your children are our first concern. Should you have to leave a message for the staff we will get back to you within 24 hours.



Student Behavior Guidelines

It is the goal of Campbell Union School District's Extensions Department to provide a healthy, safe, and secure environment for all Program participants. The CUSD extensions department is a friend, mentor, and role model to students. We strive to help students discover who they are through activities and experiences that build strong relationships and foster our youth to be globally upright citizens.

PROGRAM BEHAVIOR GUIDELINES

- People are RESPONSIBLE for their actions.
- RESPECT each other and the environment.
- HONESTY will be the basis for all relationships and interactions.
- We will CARE for ourselves and those around us.

WHEN A CHILD DOES NOT FOLLOW THE BEHAVIOR GUIDELINES, THE FOLLOWING STEPS WILL BE TAKEN:

- Staff will redirect the child to more appropriate behavior.
- The child will be reminded of the behavior guidelines and rules, and a discussion will take place.
- The parent will be notified of the behaviors
- The staff will document the situation. This written documentation will include what the behavior is, what provoked the problem, and corrective action taken.
- A conference with the parent and staff will occur to determine the appropriate action.
- A progress check or follow up will occur.
- If the problem persists, a conference will occur with the parent, child, staff and Coordinator. The Coordinator will have all documentation, and conference notes for review.
- If a child's behavior at any time threatens the immediate safety of self, other children or staff, the parent will be notified and expected to pick up the child immediately pending next steps.
- If a problem persists and/or a child continues to disrupt the program, the CUSD Extensions Department reserves the right to suspend the child from the program.
- Expulsion from the program will be considered in situations involving violent acts or after all alternatives have been attempted to resolve the problem.

SUSPENSION* FOR THE REMAINDER OF THE CURRENT DAY AND THE NEXT DAY

- Children suspended or expelled from the school day are not permitted to attend After School Program for the duration of the suspension/expulsion.
- Endangering the health and safety of self, other children and/or staff.
- Threats made to children and/or staff regarding firearms, knives, firecrackers or explosives.
- Theft or damage to school, or personal property.
- Leaving the program premises without permission.
- Continuous disruption of the program and/or refusal to follow program behavior guidelines and/or school rules.
- Use of profanity, vulgarity, obscenity and/or Lewd behavior.

*The severity of the behavior may result in immediate expulsion and persisting behaviors may lead to extended suspensions and/or expulsion of program

IMMEDIATE TERMINATION OF SERVICES

- Endangering the health and safety of self, other children and/or staff.
- Possession of and/or use of tobacco, knives, alcohol, illegal drugs, firecrackers, firearms or explosives.
- Inappropriate interaction by parents, tutors or family towards other parents, participants or staff. (Example: obscene language, fights, hostile, etc.)

Please read handbook Expulsion/ Termination of Services section for more information.

Upon completing the registration process for our programs, you agree to the behavior guidelines listed above.



**Subsidy for Care Guidelines
Parent/Guardian Contract**
Campbell Union School District

There are many agencies that provide tuition assistance for families to find a childcare provider that will meet their needs. CUSD Extensions department welcomes registrations for before and after school programs for approved families who have a subsidy agency.

Name of Parent/Guardian: _____ Date: _____

Child's Name: _____ Grade: _____

Child's Name: _____ Grade: _____

Child's Name: _____ Grade: _____

Child's Name: _____ Grade: _____

It is the responsibility of the parent/guardian to complete and sign required paperwork in a timely manner. The parent/guardian is responsible to complete and sign required paperwork no later than the 1st business day after the month closes to keep child in the program. Failure to complete required paperwork/signatures by the expected timeline will result the release of services.

I have read and understand the expectations listed above and understand that if I fail to complete the required paperwork/signatures, CUSD can terminate services.

Parent/Guardian Signature: _____ Date: _____



155 North Third Street
Campbell, CA 95008-2086
408-364-4200 x 6378, 6204
www.cusdextensions.org