

# **WGCEDEP PARENT HANDBOOK**

**1425 Lincoln Ave.  
Rooms P18, P19, P20, Cafeteria, Library  
San Jose, CA. 95125**

**Classroom P20 (408) 287-6999  
Cell Phone (408) 709-6581**

**[www.wgdaycare.org](http://www.wgdaycare.org)**

**License# 430702544 Federal. Tax I.D. # 94-2708241**

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# **WILLOW GLEN COMMUNITY EXTENDED DAY ENRICHMENT PROGRAM**

The Willow Glen Community Extended Day Enrichment Program is a private nonprofit organization that has been fully licensed and operating at Willow Glen Elementary since 1980. We lease space from San Jose Unified School District to provide before and after school childcare for TK through 5th grade students. We also offer a full day, 8-week "Summer Fun" day camp.

## **Mission Statement**

W.G.C.E.D.E.P.'s mission is to provide an enriching and safe environment for children in TK through fifth grade, in an after-school setting. We strive to create an atmosphere that offers children warmth and security, while fostering social, emotional, physical, and cognitive growth.

## **Our Teachers**

W.G.C.E.D.E.P. has always prided itself in having a quality program and a highly qualified staff. All staff members must meet licensing requirements including a health screening, T.B. testing, background checks and fingerprinting. Teachers must have at least 12 units of course work in Child Development or related classes. Most teachers are First Aide / CPR certified.

## **Board of Directors**

W.G.C.E.D.E.P. is a private nonprofit corporation and is run by a Board of Directors. Current board members:

Amanda Zavosky  
Jessica Bautista  
Rey Resereccion  
Andrea Benavidez  
Victoria Duran  
Ian Powers  
Bobbi Urbano  
Sophia Valdez

The Board of Directors meet several times throughout the school year. If you are interested in serving on the board, or attending one of our meetings, let the Director or Assistant Director know.

## **Tuition Payment Policy**

You are charged a weekly tuition for your child to attend WGCEDEP. Once enrolled, tuition will be due whether your child attends the program or not. We have a flat rate tuition policy. There are no credits issued for holidays or absences. Tuition is due on the Friday Prior to the weeks start.

### **Subsidy**

W.G.C.E.D.E.P. accepts a variety of subsidies:  
GoKids, Choices for Children, Social Services, Cal Works

When tuition is paid by an outside agency, parents/guardians are responsible for any fees not covered by said agency. It is the parent/guardian's responsibility to make sure that all necessary requirements are met to maintain the contract with the paying agency.

Sliding Scale:

Fees based on a sliding scale may be available for income eligible families on a first come, first served basis. A maximum of a 50% discount can be applied. There are limited funds for this option.

If applying for the sliding scale, full tuition payments must be received until verifications are submitted and a contract has been approved. Payments must be made on time each week or your sliding scale contract will be revoked, unless the need for a late payment is communicated in advance and approved by the Director.

### **Payment Options**

- 1) **Credit, Debit or Bank Transfers** – Payments will be automatically withdrawn through our Curacubby system. You may choose to set these automatic payments up with a debit card, credit card or bank transfer. Fees apply to credit and debit card payments.

### **Late Pick Ups**

If a child is picked up after closing time:

First Time: \$1 a minute per child  
Second Time: \$2 a minute per child  
Third Time: \$10 a minute per child

If you are late to pick up your child more than 3 times, you will be at risk of losing your child's spot in the program.

### **Pickup/Drop Off**

For your convenience, you may drop off your child(ren) in the morning in the Lincoln Ave loading zone. There will be a teacher there you to sign in your child from your car. Your child will then be escorted to our classroom.

From 4pm until closing you may pick up your child in the big staff parking lot off of Lincoln Ave. Your child will be sent directly to your car. There will also be a teacher there to assist you. After closing, your child will be located in P20.

You are also more than welcome to park and come in to sign your child in/out of the program.

### **Sign In/Out**

In order to maintain the State of California's Child Care Licensing requirements, it is vital to sign your child in and out of the program daily.

We must be notified prior to the end of the school day of your child's absence from school. This helps us best manage the safety of the children.

### **W.G.C.E.D.E.P. Fees**

\$5 non-sign out fee  
\$5 non-notification of absence  
\$25 schedule change fee (Summer Fun)  
Late Pickup fee (Details above)

\* ALL FEES ARE SUBJECT TO CHANGE\*

## **Tuition Credits**

**Absences due to Illness:** There will be no tuition credit offered for absences due to illness unless the illness exceeds 1 week and has been reported to us in writing or by doctor verification.

## **Behavior Policy**

In order to maintain a safe environment for all children, W.G.C.E.D.E.P. has 3 strikes, you're out policy. This policy is implemented when a child has repeatedly not complied with the program's behavior expectations and has not responded to the usual interventions for the inappropriate behavior.

**Strike One:** Parents/guardians will be called and asked to pick up their child from the program ASAP. Suspension for the next day will be implemented.

**Strike Two:** Parents/Guardians will be required to pick up their child from the program ASAP. Suspension for the next 2 days or next field trip days will be implemented.

**Strike Three:** Parents/Guardians will be required to pick up their child ASAP. Dismissal from the program will be implemented and the child will not be able to return to the program unless approved by the Executive Director.

## **Parent/Guardian Behavior**

All adults authorized to drop off or pick up your child should maintain a courteous demeanor when on campus. WGCEDEP will not tolerate yelling, profanity, or any form of disrespect directed at any staff.

## **Outside Contact Policy**

Employees are not permitted to share any personal contact information including phone numbers, emails, social media profiles etc. with any child, parent or family member currently enrolled or acting as a volunteer at WGCEDEP. Babysitting children or volunteers from our program is strictly prohibited.

## **Illness and Emergencies**

Ill children (running nose, continuous cough, red throat, unexplained rashes, swollen glands, head or stomach aches, fever within the past 24 hours) should not be brought to the center. When a child becomes ill or is seriously injured at the center, the parent will be notified and expected to pick him or her up immediately.

Keep up to date on our COVID-19 Policies at <http://www.wgdaycare.org/covid-19.html>

## **Medication Administration**

Only physician prescribed medication in the original prescription container, will be administered at the center. A letter or form for the administration of the medication must be written by a physician and be on file at the center.

## **Sunscreen**

Since your child may potentially be outside quite a while in the afternoons, you may pack sunscreen for your child to apply himself or with the help of a teacher. In order for your child to use sunscreen, a parent or legal guardian must fill out a sunscreen waiver. **Sunscreen will not be provided by W.G.C.E.D.E.P.**

## **Food**

A nutritious snack will be served to all children each day. A snack list is posted in the classroom. All food served is nut free.

Your child will be able to choose to participate in our weekly cooking project once during the week (School Year Only). During the cooking project we will be preparing foods that are fun to make and eat.

Your child will learn to try new foods, use kitchen tools, and learn to apply mathematics and science concepts while cooking. During the cooking lesson teachers will also incorporate curriculum on nutrition and healthy eating habits.

\*An occasional sweet may be given out for a treat.

## **Toys**

Children should not bring toys, cards or electronics from home. Small cars, finger skateboards, action figures, etc. tend to get lost, traded or stolen. Toys brought for sharing or awarded to them at school should be kept in the child's backpack.

If your child has a cell phone, they may not use it during daycare hours. It must be kept in their backpack.

W.G.C.E.D.E.P. is not responsible for any lost or stolen toys.

## **School Year Registration Information**

In order to register your child at W.G.C.E.D.E.P. you will need to complete:

- 1) Online Registration Form
- 2) Emergency Consent Packet
- 3) Pay first weeks tuition + \$100 registration fee (for first child)  
\$ 50 registration fee (each additional child)

**\*\*All fees and tuition paid are non-refundable\*\***

Every year you will need to re-register your child(ren) into the program. Priority registration will be given to all existing families.

For your child's safety, any changes to personal information (i.e. address, phone number) needs to be given to the center within 1 week of the change.

### **Homework Policy (School Year)**

We offer a time for your children to complete their homework as a support to your family and the success of your child. Homework is offered Monday through Thursday from 3:15 to 4:00 and it is mandatory for all children to attend.

During homework time we offer a quiet space for children to concentrate and work. We have a variety of manipulatives as well as books and dictionaries for your children to use. Children can receive homework help from teachers; however, teachers will not be able to tutor your child.

### **School Year Camps**

**W.G.C.E.D.E.P. is OPEN for 2 specialty camps during the school year:**

Fall Break (October)  
Winter Break (February)

Specialty camps are offered on a first come first serve basis. We do not provide part time care during these weeks (daily rates). A separate signup is required for these camps. Each camp has a theme and includes a field trip.

If your child is signed up for one of these camps, you are required to bring a lunch, and a morning snack for your child. A nutritious afternoon snack will be provided by W.G.C.E.D.E.P.

### **After School Activities (School Year Only)**

Willow Glen Elementary offers a variety of after school activities that are not affiliated with W.G.C.E.D.E.P. If your child is signed up for one of these activities or has a tutoring session on campus, a waiver needs to be signed allowing your child to attend that activity. **A W.G.C.E.D.E.P. teacher will not be able to escort your child to any of these activities unless your child is in TK or Kindergarten.** If your child is in TK or Kindergarten, your child will be walked over to their activity, and they will be walked back by the activities teacher.

If your child is in 1<sup>st</sup> through 5<sup>th</sup> grade, they must go straight to the after-school activity from class and return to P-20 as soon as the activity is completed.

## **Summer Fun**

W.G.C.E.D.E.P. provides a summer day camp from 8am-5:30pm daily, for 8 weeks each summer. Each week of **Summer Fun** has a theme and is filled with fun and exciting activities, including field trips and swimming. Registration for the **Summer Fun** program is available online in February. Space is limited, so sign up early.

Children are required to bring a lunch and a morning snack while attending Summer Fun day camp. An afternoon snack will be provided.

### **Tuition Policies**

- \$25 fee per week per child for schedule changes (dropped or swapped) until June 1, 2023.
- No Drops after June 1, 2023 full tuition required, no exceptions.
- Tuition fees due on Fridays prior to registered week's start.
- \$10 late fee applied Mondays.
- All fees and tuition paid are non-refundable.

### **Summer Swimming**

**Ant Swim School** – The children and staff will walk about a mile each way to and from Ant Swim School. Their pool is 3 feet deep on each end and 5 feet deep in the middle. At all times, there is staff supervision both in and out of the water. There are also several certified lifeguards around all of the pool decks.

If your child does not know how swim, you can send a Coast Guard approved life jacket for him/her to wear or you can rent one for a nominal fee.

### **Summer Reading, Library & Live Oak Senior Center**

We will provide a quiet reading time after lunch every day for your child(ren) to read, listen to a book, or to complete an academic workbook or writing journal.

Every Friday, we take some children to visit the Willow Glen Public Library after lunch. Children must have **their own** library cards to go to the library. You may apply for library cards on the San Jose library website. Please be sure your child knows his/her password. We are limiting each child to check out three items. You are responsible for making sure the materials are returned on time.

Once a week the children in our older camp (3<sup>rd</sup> – 5<sup>th</sup> grade) will voluntarily visit Live Oak Senior Center (located across the street on Minnesota Ave). They will spend time helping create crafts, mingling, and playing games with the senior adults at the center.

### **Summer Field Trips**

Teachers and children will attend a weekly theme related field trip. All trips and activities are covered in the tuition cost for full time campers. Please check our website weekly to remind yourself of coming events and what to bring. A new weekly plan is emailed and located on our website. There may be some changes from the original summer calendar, so please check the weekly plan for more up to date information.

For all day trips please send your child with a lunch either in a sack (all throw away) or lunch box that can be put in a backpack. Please do not send money with your child, unless we tell you differently. We will be transported by a school bus for all of our field trips.

### **Summer T-shirts**

A summer t-shirt will be given to every child to be worn each day we leave campus for field trips, swimming or other days that may be indicated on the weekly calendar. It is mandatory for your child to wear the summer T-shirt when we leave campus. You are welcome to purchase extra t-shirts for \$10. If your child forgets to bring their summer t-shirt, a new t-shirt needs to be purchased for \$10.

## **Communication**

To prevent waste, W.G.C.E.D.E.P. communicates solely through email. It is a requirement that each parent/guardian has an active email account to hear the latest news and events.

## **Contact Us**

### **Phone**

408-287-6999 Office

408-709-6581 Cell

### **Email**

#### **Questions, Comments, Concerns:**

Assistant Director

[Sophiavaldez@wgcedep.com](mailto:Sophiavaldez@wgcedep.com)

#### **Account & Payment Information:**

Executive Director

[Bobbiurbano@wgcedep.com](mailto:Bobbiurbano@wgcedep.com)