



Conejo Valley Unified School District



Policy Agreement Handbook SUMMER 2025

Child Care Office
2801 Atlas Avenue, Thousand Oaks, CA 91360-2999
Phone: (805) 492-3567 | Fax: (805) 492-2302
cvusdccb@conejousd.org | www.cvusdchildcare.com

Tax ID #: 95-2868899

Office Hours: 7:30 – 4:00 Daily (M-F)
Closed – When School Offices are Closed



facebook.com/cvusdchildcare

CVUSD Child Care Program

Summer Camp 2025 Parent Handbook

CVUSD offers a variety of summer programs, all located at our elementary sites. Although priority enrollment is offered to currently enrolled child care families, enrollment is open to others as space is available. Incoming TK students are only eligible for Summer Camp at Weathersfield or camp at Wonder Preschool.

Calendar

The CVUSD Summer Camp program begins on June 16, 2025, and ends on August 8, 2025. We are closed on legal and District holidays. A program calendar can be viewed/downloaded on the [Summer Camp website](#), and additional copies may be obtained from your center staff.

Tuition Due Dates – All tuition payments are due the Tuesday before the week of attendance:

June 10, 2025	June 17, 2025	June 24, 2025	July 1, 2025
July 8, 2025	July 15, 2025	July 22, 2025	July 29, 2025

Camp Locations, Contact Info & Hours of Operation

EARTHs Elementary School

2626 Michael Drive
Newbury Park, CA 91320
earthscsummer@conejousd.org
Center Phone: 805-375-3932
Center Hours: 7:30 am - 3 pm; M-F

Lang Ranch Elementary School

2450 Whitechapel Place
Thousand Oaks, CA 91362
langranchsummer@conejousd.org
Center Phone: 805-241-4027
Center Hours: 7:30 am - 6 pm; M-F

Sycamore Canyon School

4601 Via Rio
Newbury Park, CA 91320
sycamoreccsummer@conejousd.org
Center Phone: 805-498-9152
Center Hours: 7:30 am - 6 pm; M-F

Madrona Elementary School

612 Camino Manzanas
Thousand Oaks, CA 91360
madronaccsummer@conejousd.org
Center Phone: 805-498-7915
Center Hours: 7:30 am - 6 pm; M-F

Weathersfield Elementary School

3151 Darlington Drive
Thousand Oaks, CA 91360
weathersfieldccsummer@coejousd.org
Center Phone: 805-492-0402
Center Hours: 7:30 am - 12 pm; M-F

Camp Procedures

Camp is Monday-Friday. All camps begin at 7:30 am. Camp at Weathersfield ends at 12 pm. Camp at Earths ends at 3 pm. Camps at Sycamore Canyon, Lang Ranch and Madrona end at 6 pm. Drop off/pick up will be at the child care room. Please plan any late drop-offs and early pick-ups around field trip times.

We request that you do not send children to camp if they have a temperature, cough, runny nose, or any other symptoms. If your child becomes sick during the day, we will expect pick-up within the hour.

Field Trips

All locations will participate in field trips, except Earths and Weathersfield. All field trip fees are included in the weekly/session rate. There is no child care onsite for those who choose not to participate in a field trip.

PURPOSE AND GOALS

The Conejo Valley Unified School District is committed to supporting our students and our parents through the many programs we offer. The CVUSD Child Care programs will provide your child with an enriching experience while providing you with the comfort of knowing your child is well taken care of.

Our mission is to encourage the social, emotional, intellectual, and physical development of the children who participate. Our caring and qualified staff provide a safe, nurturing, on-site environment that is designed to provide a rewarding experience.

Our program supports children in developing skills to make good choices, play safe, build self-esteem, and to become independent learners.

Freedom from Discrimination

It is the policy of the District to secure for all individuals freedom from discrimination because of race, color, religion, age, physical or mental handicap, marital status, sex or national origin; lack of English language skills; or sexual harassment.

If your student has special needs or needs special accommodations, please make an appointment with the Director. This meeting would be to review accommodations and determine if they can be properly met in the child care environment, or if the setting is appropriate for the child.

No Religious Instruction

The CVUSD Child Care Program refrains from religious instruction and worship in our Child Care program in accordance with State Law regarding Funding Terms and Conditions for agencies contracting with the California State Department of Education, Child Development division.

PROGRAM DESCRIPTION

Our programs are staffed with highly qualified Child Care Leaders and Assistants. We create safe, nurturing, and fun experiences for children so they may develop in an age-appropriate environment. Students have a choice of activities and opportunities for individual expression as well as social development. Students may choose to participate in a variety of activities including arts and craft projects, physical development activities, music and movement, technology and science centers and academic support. Our curriculum emphasizes the development of a sense of personal competence and interpersonal skills, such as conflict management and group cooperation.

PARENT INVOLVEMENT AND COMMUNICATION

We encourage you to communicate with the staff about your child's day and any special needs. Camp emails and phone numbers can be found at www.805summercamp.com. If there is any way we can assist you, please contact us. It is important to us to establish a partnership with you and communication is the key!

Website

Parents are encouraged to use the CVUSD Summer Camp website as a resource for information. The website offers the most up-to-date information, with quick access to download pertinent forms, view the Daily activity calendar, check the billing schedule and register for our programs. The website is located at www.805summercamp.com.

Parent Bulletin Board

This is the place where notices and information are posted just for you! Each center has their daily time schedule, and list of special activities, as well as other information of interest.

Parent Responsibilities

Parents are held responsible for all information that is posted in a timely manner. Take time to read flyers, newsletters and communicate with staff. Please call the center to report an absence or let us know if someone else will be picking your child up. **It is your responsibility to read newsletters, field trip information, pay tuition on time, sign-in and sign-out, request or pick up necessary paperwork and inform us of any changes.**

Parent Visitations/Observations

In accordance with District policy, all visitations/observations in Child Care centers must be arranged in advance through the Child Care office. 24-hour advance notice is required if a visit is requested. Failure to give 24-hour notice may result in revocation of visitation privileges.

A normal classroom (center) visit/observation for parents/legal guardians of students enrolled in a Child Care program may be up to thirty (30) minutes per visit, not to exceed one (1) hour per month.

Other visitors to a classroom (center) may visit for no more than one (1) hour per month, per visitor, with prior approval from the Child Care office. Director and his/her designee will make the decision to accompany the visitor. Visitors related to a Special Education referral must be accompanied by a Special Education coordinator or designee.

If a parent is stopping by a Child Care center to drop off items for their child or for any other reason other than to sign-in/out, a visit should not last longer than 10 minutes.

Your Child is Special

Help us help you! If your child has any special needs we should be aware of, please let the center staff know when your child is enrolled. You may use the [CVUSD Child Care Accommodations Protocol form](#) to formally document any special needs. It is beneficial for the staff if they have information or prior knowledge about a situation. It is our desire to work with you so we are able

to help your child be successful. We welcome you sharing what works for you and we may be able to implement similar strategies. Changes in your child’s behavior or environment (including medication, illness, and sleeping patterns) which affect his/her behavior, should also be discussed with the staff. We are here to help provide support to your child through such transitions.

BEHAVIOR STANDARDS

Our Child Care program follows a CHAMPS methodology to classroom management. CHAMPS is a positive and proactive approach to discipline. CHAMPS stands for:

Conversation
Help
Activity
Movement
Participation
Success

Our goal is to set behavior expectations for students at the start of each activity. Each center follows Guidelines for Success/Code of Conduct and has developed a specific set of positive classroom rules. The rules at all centers generally cover the following categories:

- Keep your hands to yourself
- Respect your peers and staff
- Use a calm, inside voice
- Stay where staff can see you
- Use the buddy system
- Take pride in how you care for materials and equipment
- Use technology in accordance with District ‘Acceptable Use Policy’ (AUP)

We assist all children in meeting these expectations and request your help from home.

Positive Pays Off!

We are proud of the warm, caring environment created in our programs and feel that it supports children’s interpersonal development. All programs emphasize positive reinforcement to help students adapt to realistic behavior expectations. Students also participate in establishing rules and the consequences for breaking the rules. We practice – “Catch You Being Good!” You can look for a “Happy Note” to come home documenting those moments when we catch good behavior.

Behavior Reminders

We use an Encouragement Notice to communicate with you and your child when behavior improvement is needed due to your child having difficulty adjusting to the expected behavior standards. Rather than just letting you know your child had a “good” or “bad” day, we have found it to be more effective to focus on specific behaviors. These notices are meant to be used as a positive, constructive approach to help children learn through mistakes.

Behavior Contracts

A behavior contract is a written agreement focusing on specific changes the child needs to make in his/her behavior. Through discussion with the student, parent and Leader, a plan (with rewards and consequences) is created to resolve behavior challenges. The contract is signed by the student, parent, and staff member.

Incident Report

We use an Incident Report when a more challenging behavior occurs or when a child has difficulty with several behaviors that interrupt the camp day for him/herself or others. This is a way to communicate with parents and to outline next steps.

Written Warnings and Termination

Acts of harmful physical aggression, extreme defiance, a pattern of disruptive behavior (which interrupts the operations of the program and/or infringes on the safety of another), and inappropriate use of any technology will result in a formal written warning. We allow for three written warnings for the entire duration of your child's enrollment in Child Care (warnings carry over from year to year while enrolled). Listed below are actions taken with the student and parent for each incident:

1. When the first written warning is given, there will be a conference with the student, parent and Child Care Leader to establish a plan to resolve the problem.
2. The second written warning will result in a conference with the student, parent, Child Care Leader and Director of Child Development. This conference will be used to discuss different strategies and options for alternative care.
3. The third written warning will terminate all Child Care services, school year and summer camp, for the duration of your child's enrollment in Child Care.

Termination of Services/ Appeal Process

If your child is terminated from the CVUSD Child Care program, the parent/guardian may make a written appeal, within seven (7) calendar days, to the Director of Child Care. (If the appeal is granted by the District Office Administration, reentrance into the program may not be until the new school year, following the registration guidelines for enrolling a new student.)

Immediate Termination

If at any time it is deemed that your child is a threat to the safety of self or others, the three-warning system will not be utilized, and immediate termination of services may result.

School Suspension

If your child is suspended from any part of the school day, they are also suspended from Child Care for the duration of the suspension.

Child Care Suspension

Suspension from the Child Care program may also occur if the child commits a suspendable offense (see E.C. 48900). Under these circumstances, we require you to pick up your child immediately. Failure to pick up in a timely manner will result in additional late fees.

LUNCH/SNACKS

Please send your child with a nutritious lunch, as well as a morning and afternoon snack. They will also need to bring a water bottle. CVUSD promotes healthy food choices; children are encouraged to bring healthy, nutritious snacks such as fruits and vegetables.

HEALTH CONCERNS

The Child Care program provides equal access for services and activities to students who are classified as disabled under Section 504 of the federal Rehabilitation Act of 1973. The CVUSD Child Care Program strives to meet the individual needs of students with disabilities as adequately as the needs of nondisabled students. As part of your enrollment packet, you will be asked to complete a “CVUSD Child Care Accommodations” form. This form will allow you to share specific medical needs your child may have, including allergies, diabetes, asthma, etc.

Protocol for Child Care Staff – Students with Diabetes

- Work with other members of the camp health team to implement the student’s health care and education plans.
- Consult with the camp leaders to determine the appropriate level of diabetes management training you should attend for carrying out your responsibilities and completing the training.
- Recognize that a change in the student’s behavior could be a symptom of blood glucose changes. Be aware that a student with low or high blood glucose levels may have some cognitive impairment.
- Be prepared to respond immediately to the signs and symptoms of hypoglycemia (low blood glucose) and hyperglycemia (high blood glucose); contact the school nurse or trained diabetes personnel.
- Be aware of the policy for activating Emergency Medical Services (EMS) in case of a diabetes emergency. Know where supplies to treat low blood glucose are kept and where students with diabetes normally keep their supplies.
- Provide a supportive learning environment for students with diabetes to manage their diabetes safely and effectively at school. This includes enabling students to monitor blood glucose, administer insulin and other medications, eat snacks for routine diabetes management and for treatment of low blood glucose levels, have bathroom privileges, access to drinking water, and participate in all school-sponsored activities.
- Provide accommodations for students with diabetes such as alternative times and arrangements for exams and permission for absences—without penalty—for health care appointments and prolonged illness, as indicated in the student’s health care and education plans.

- Recognize that eating meals and snacks on time is a critical component of diabetes management. Failure to eat lunch on time could result in low blood glucose levels, especially if a student has missed a morning snack or has had a physically strenuous or otherwise active morning at school.
- Provide information for substitute teachers about the day-to-day and emergency needs of the student. Leave a copy of the Emergency Care Plans for Hypoglycemia and Hyperglycemia readily available.
- Notify the parents/guardian in advance of changes in the school schedule such as class parties, field trips, and other special events.
- Communicate with the school nurse, trained diabetes personnel, or the parents/guardian regarding the student's progress or any concerns about the student.
- Treat the student with diabetes the same as other students, except to respond to their medical needs.
- Respect the student's confidentiality and right to privacy.

General Health Symptoms to Watch For

For the health and welfare of your child and others, we will send a child home with symptoms, including indications of:

- Diarrhea
- Severe coughing (whooping and/or red-blue face)
- Difficult or rapid breathing
- Conjunctivitis (Pink Eye)
- Temperature/Feverish (99.5 or higher)
- Undiagnosed rashes
- Vomiting
- Lice, Scabies, or other parasites
- Green-yellow nasal discharge
- Lethargy – Listless and cannot physically participate in activities

For the safety of your child and others, children who exhibit any of these symptoms cannot remain in Child Care. Parents (or designee) are requested to pick up their child in a timely manner from Child Care when these symptoms do occur. In order to return to Child Care, your child needs to be symptom free or have a Doctor's note stating approval to return.

Communicable Diseases

Parents are required to inform the school and Child Care of exposure to communicable diseases.

Allergies

Parents must notify staff, in writing, of any allergies, the remedy and/or action needed to be taken in case of an allergic reaction.

Medication

No medications (prescription or over-the-counter) may be given without signed authorization from you and your physician. *Medication Authorization* forms are available at each school, center or the Child Care Office. Medication must be brought to the center by parents in the original container with directions for dispensing. Children are not allowed to administer their own medication.

Lice

Head lice are easily spread and must be reported to our staff immediately. We take this issue seriously and respond promptly by taking all necessary steps to avoid widespread infestation. If your child has lice, it is imperative that you be diligent about the needed treatment and not return to school or Child Care until all nits and lice are removed. Information about head lice is available in the school office, Child Care center, and the Child Care Office.

Broken Limbs

A child with a cast or sling is a common sight at an elementary school. If your child must have a cast or wear a sling, a Doctor's note is required which states the child's physical limitations on the playground and allowed activities. (For your child's safety, if we do not receive a Doctor's note, your child will not be allowed to play on the play yard until the cast or sling is no longer needed.) The Child Care administration has the final decision as to the activities the child may be engaged in.

TUITION PAYMENTS

It is the parent's responsibility to adhere to the payment deadlines. If your payment is not received by the appropriate dates, you may forfeit your Summer Camp space. For your convenience, tuition payments can be made online, at the Child Care Office or you may set up automatic payments through the Child Care Office.

Tuition Terms

- Registration Fee: Session camps have a \$30/session/student registration fee due at the time of registration. Week-to-week camps have a \$20/week/student registration fee due at the time of registration. Please note: Your child is not considered registered until all registration fees have been paid.
- All tuition payments are due the Tuesday before the week of attendance. Tuition payments must be made online by 4:00 pm on the due date. Payments can be made via the website: www.MyProcare.com or by contacting the office. No payment will be accepted at the school site. It is the parent's responsibility to adhere to the payment deadlines. If your payment is not received by the appropriate dates, you may forfeit your Summer Camp space. All payments made after the Tuesday before the week of attendance are considered late and will be subjected to a \$30 late fee.
- **Students will be *withdrawn from* (not allowed to attend) camp if school-year tuition is not paid by the 15th of the month.** If the Child Care Office has not been contacted, nor payment received by the 15th of each month (including weekends or holidays), summer camp enrollment will be terminated, and your account will be sent to the Child Care Accounting Office for further collection. We want to continue to have your child

participate in our program. If you are facing difficulties, we ask that you call the Child Care Office *before* the payment due date so we may work with you.

Payment Methods – Tuition payments can be made by:

- **Credit/Debit card** – made via www.MyProcure.com or by contacting the office.
- **"Bill Pay"** – please note that it is the parent's responsibility to ensure that the bank check is received in our office by the tuition due dates.
- **Cash** – in person at University Early Childhood Center, 2801 Atlas Ave., Thousand Oaks.
- **Check**– in person at University Early Childhood Center, 2801 Atlas Ave., Thousand Oaks.

Returned Checks (any reason)

- \$30 late payment fee
- \$30 per returned check bank fee
- Two returned checks will result in cash or credit card payment only for remaining time in camp

Declined Credit/Debit card (any reason)

- One notification phone call will be made, voice message left
- New information to be received within 24 hours
- \$30 late fee added if payment information received after payment due date

Flexible Spending Accounts (FSA)

Flexible Spending Account verification forms must be verified, completed and signed by staff at the Child Care office only; Leaders and Assistants at Child Care centers are not able to assist in this manner.

Financial Assistance

Need (work hours/shift), income level, and family size are the three qualifying conditions for a scholarship. CVUSD Child Care scholarship funds are limited each year; applicants are ranked and priority is given to the lowest income families. Awarded scholarships will be for up to 25% off camp tuition.

The following are eligibility criteria which must be met to be given a Child Care scholarship application:

- Child/ren must currently be enrolled in a CVUSD Child Care program.
- Parent(s)/Guardian(s) must be employed. Hours of employment must be during camp hours when care is being provided. If one parent/guardian does not work or is seeking employment, we are unable to provide a scholarship.
Original three most recent paycheck stubs will be required for income verification.
- Parent/Guardian is a *Full-Time* student
Current Class Schedule and Record of Tuition payment will be required.

If you meet the above criteria, you are encouraged to come into the Child Care office. Application for Partial Scholarship is made in April for Summer Camp. All qualified applicants will be interviewed to review applications and documentation.

Applicants are responsible for all tuition payments until notification from the Child Care office has been received. Once notified, approved applicants will have their ledger account balance adjusted to reflect scholarship amounts.

Child Development Resources (CDR)

Assistance is also available to eligible families through CDR of Ventura County. Please call 805-485-7878 x512 for further information.

Families new to CDR and Child Care must provide a current Notice of Communication to our office upon registration. If current NOC is not provided, full tuition for the camp must be paid or families must wait to register.

Continuing CDR families must provide a current re-certification Notice of Communication by the 5th of each month. It is the parent's responsibility to notify CDR of a location change if their child's school of attendance is not the same as the summer camp.

Families are responsible for paying all registration fees, which may or may not be covered by CDR.

ATTENDANCE AND ACCOUNTABILITY

Changes in Enrollment

If you need to make a change to your registration, please contact the CVUSD Child Care Office at University Center. Do not submit new information online. To request a change, please call or email the Child Care Office at (805) 492-3567 or cvusdccc@conejousd.org. Leave a message including your child's name, camp location(s), your phone number and the change requested. Changes in enrollment are only accepted at University Center and cannot be made at camp locations.

We request notification of a change at least one week prior to the week of attendance. All processing fees remain non-refundable and non-transferable, regardless of notice. There are no credits or refunds for missed days at camp.

Sign-In Procedure

CVUSD operates Child Care programs in accordance with Title 22-California Health and Welfare Regulations and Title 5-California Education Code. Both titles require that accurate records be kept of children attending the program each day. Our agency uses Procure for electronic sign-in/out. Payers listed on the Procure account will be asked to download the app before the start of school.

Sign-Out Procedure

Parents must come in and personally check out their child from the Child Care program. If you choose to have an emergency designee pick-up, please inform them that they will be asked to show a picture ID when coming into the Child Care room at check out.

Picture ID

Please be prepared to show picture ID. Your designee will also need to have picture ID on hand when signing out your child. This procedure is necessary even after you have been enrolled, especially if there is a new staff person, or a substitute. Again, please use your full legal signature.

Emergency/ Sign-Out Authorization Form

This Emergency Authorization will serve as your sign-out authorization for Child Care pick-ups. You are required to complete this form during the enrollment process. You will list any and all persons who are authorized by you to sign-out your child from Child Care. (This includes you, spouse, siblings-4th grade and above, other family members and/or friends who may be picking up your child.)

Under no circumstances will your child be released to anyone not listed on this form. A child will not be released to a biological parent (whether or not s/he has custody) if there is a current court order filed at the Child Care center restricting release.

LATE PICK-UPS AND CHARGES

Parent Responsibility

It is the parent's responsibility to have a child picked up on time daily. It is also the parent's responsibility to choose dependable designees to pick up their child when needed. If a child is picked up late from camp, there is a *per child* late pick-up charge and repeated lateness will result in termination of the child from our program.

Call the Center

Please notify your school site as early as possible if you are running late. (You will still be charged the late pick-up fee, but we will be able to reassure your child you are in route.) If you are late and we have not heard from you, we will make calls to those you have designated to pick up your child in your absence. (You, the parent, will be charged and be responsible for paying any late fees incurred.)

Late Pick-Up Charges

A fee of **\$1.00 per minute, per child**, is charged when a child is picked up late.

It is the parent's responsibility to pay the late fee at pick-up or prior to the child's next day of attendance. Late fees must be paid in cash or check. (If the person you have designated to pick up your child is late, the *parent is still responsible for paying the late fee.*) **Children will be withdrawn from (not allowed to attend) the program until late pick-up fees are paid in full.**

Pick-Up Times

At Weathersfield, pick up is at 12:00 and late fees commence at 12:00.

At Earths, pick up is at 3:00 and late fees commence at 3:00.

At Sycamore Canyon, Lang Ranch and Madrona, pick up is at 6:00 and late fees commence at 6:00.

After 6:30 p.m. – Late Pick-Up Policy

We will request the Sheriff's Department to pick up your child if we have been unable to reach you or anyone on your Emergency/Sign-Out Authorization form. We will pursue this if, *and only*

if, all other efforts have failed. It is imperative that you have dependable back-up people listed on your sign-out authorization. Remember—our center is always a phone call away!

ANNUAL PRIORITY REGISTRATION

Priority Registration for Summer Camp is applicable to both current Child Care students, and any newly enrolling siblings when all of the following conditions are adhered to:

- Completed Registration form and registration fee submitted during priority registration time frame
- **Remain enrolled in the current Child Care program through the last day of school (no drops after priority registration have been submitted, including June)**
- **Tuition account is current (no outstanding balances at end of school year)**
- If terminated from Child Care - must have an appeal applied for *and* granted

If any of the above conditions are not met, *you will lose your priority registration status*. Your account will be held in suspense until conditions are met, at which time you will be enrolled (if space permits) or added to the Wait List, if necessary.

Delinquent Accounts and Drops

If you have an unpaid balance or drop from the current school-year program any time after priority registration has been submitted (including June), you will lose your priority registration status for the upcoming summer. You will be part of Open Enrollment.

Completing Your Enrollment

The enrollment process is finished when the following forms are completed in full, signed and turned in to your Child Care Center prior to the first day of attendance, along with first month's tuition payment:

- Emergency Authorization Card
- Child Care Accommodations Protocol
- Responsible Use Agreement for Technology
- Release of Information
- Permission to Apply Sunscreen
- Medical Authorization form (if needed)

The above forms are available in PDF format on the CVUSD Summer Camp website, www.805summercamp.com.

MATERIALS

Respect for Supplies

Our classrooms are well supplied with craft materials, games, sports and technological equipment. We guide students in the proper use of materials and clean-up responsibilities. Students and their parents will be held responsible for items that are broken or damaged due to improper use or deliberate misuse. Items must be replaced, or replacement fees paid within thirty days of the incident.

Toys from Home

Check with your center staff to see if your child may bring a toy from home to play with at camp. We do not encourage this practice as such items are frequently lost, broken or stolen. If items are brought, Child Care will not be responsible for any damage, theft or replacement. Please make sure any toys from home are appropriate; no weapons or weapon-like items may be brought to camp.

Technology

Campers are not allowed to bring electronic devices to camp. Campers will be allowed the use of computers, iPads, and Wii that the program provides. In addition, all cell phones and smart watches need to be kept in backpacks. It has become increasingly difficult to monitor all campers and the variety of activities that they are engaging in on their devices. Our goal is to make sure all children are experiencing summer camp as a safe and nurturing environment.

Multimedia

On Fridays, full-day sessions, and rainy days, we often show movies. You may wish to check with your staff about what movie will be shown. In accordance with School Board policies, PG movies will only be shown with parent permission. (No PG-13 movies will be shown.) If you have an objection to any movie, you can make note of it on the permission slip. Television and movies will not be used as a scheduled activity, other than as previously mentioned.