



Extended Day Learning Center Handbook 2026-2027



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Welcome to the Oakley Union Elementary School District's Extended Day Learning Center (EDLC) Program where our vision is to provide before and after school supervision in a safe, fun learning environment which fosters the growth of the whole child. This collaborative opportunity between school, home, and community provides a secure place and an enriching program which meets the needs of working parents/guardians and students. The EDLC program is open for students currently enrolled in Transitional Kindergarten through Fifth grade in the Oakley Union Elementary School District (OUESD).

Our EDLC Values

In EDLC, we value CHILDREN AND FAMILIES. We are committed to providing a safe, clean, and welcoming environment where all students and families feel respected and valued. We strive to create a culture of inclusivity that celebrates diversity and individuality. In EDLC, we value LEARNING. We believe learning and character development occur every day through both students' failures and successes. We value our students' futures and support their learning through fun, engaging activities that encourage growth, discovery, and the building of relationships. We value COMMUNICATION. Communication is at the heart of understanding. We encourage communication between students, families, and EDLC staff in order to create a positive experience for all. We value SAFETY. EDLC is committed to ensuring the safety of the children in our care.

Admission

We accept students on a space-available, first come, first served basis in addition to the approximately 5 TK/Kindergarteners accepted each year. Priority enrollment is given to returning students and their siblings. Students who attend must be registered and attending school within OUESD. Registration takes place online and can be accessed by visiting the District website (<http://www.ouesd.k12.ca.us/EDLC/>). In addition, there is a one time, non-refundable \$50.00 per new family fee due at the time of registration. If space is available, this will secure your child's placement in the EDLC Program.

Homework

The EDLC does not assign nor require homework. We do offer homework support in all areas of the OUESD curriculum from Transitional Kindergarten through Fifth grade. There will be at least 30 minutes of homework time during each day where the EDLC staff will be available to assist students with homework. It is up to the students to use their time wisely and efficiently during homework time. EDLC staff are not responsible for students completing all of their homework.

Breakfast

All students who are enrolled in the EDLC Program for the AM session can bring a healthy breakfast from home or may be served breakfast through the District Nutrition Program. Students choosing to eat breakfast through the District Nutrition Program will be able to attend the cafeteria when breakfast is served. Students in Transitional Kindergarten through Third grade will be walked over. There is no cost to parents for breakfast offered by the District Nutrition Program.

Snack Time

One nutritious snack will be provided during each afternoon session. This snack will consist of two of the following four options: dairy, meat or meat alternative, fruit or vegetable, or grain. Snack time will take place within the first hour of dismissal from school. For students who have an allergy to a particular food, parents will need to make sure the staff is aware and that all allergy information is provided at the time of registration. If an allergy exists with the student, another snack option will be offered, or the parent/guardian can provide a healthy snack of his/her choice. As Wednesdays are early release days, in addition to the snack provided during EDLC hours, we encourage students to bring an extra snack from home.

Yard, School and Cafeteria Rules

EDLC is supported by the school site and school district, therefore, same school, yard, and cafeteria rules apply while the EDLC program is in session.

Discipline Philosophy

Our discipline philosophy in the EDLC consists of two main goals. First, we want to maintain a safe, fair, and respectful environment for all students by correcting any inappropriate behavior. Second, we want to help children learn to take responsibility for choosing appropriate behavior. Every attempt is made to resolve behavioral difficulties by guiding and supporting appropriate student behavior. The EDLC staff will strive to maintain open communication with parents/guardians regarding behavioral issues.

Our goal is that all students are successful in a positive learning environment while enjoying their daily activities. However, a student who chooses a behavior that may impede the learning or participation of others, causes a disruption, or a safety concern, may face one or more of the following consequences:

- Reflective writing on incident: The student(s) will be given the opportunity to write about what happened, what rule was broken, what life skill(s) could have been used to solve the problem and what could have been done differently
- Loss of Activity
- Student Conference: This conference may include Program Coordinator and/or Administrator, EDLC Staff, and Student
- Parent Conference: This meeting may include Program Coordinator and/or Administrator, EDLC Staff, and Parent. Possible outcomes may include a behavior plan, communication plan, next steps, and/or expectations to continue in the program.
- Immediate Student pick up
- Suspension from the Program without Reimbursement
- Student removed from the EDLC Program

Parent Communication Forms will be used as a tool to maintain communication between EDLC staff and parents. EDLC reserves the right to exclude a student from participating in the EDLC without prior notice due to safety concerns or other reasons deemed necessary by the Superintendent.

Personal Property

Students are discouraged from bringing personal items to the EDLC unless given permission by the EDLC staff. The program cannot be responsible for these items. The same school rules which apply to electronic equipment also apply to electronic equipment within the EDLC program. Electronic games, smart watches, cameras, etc. are not allowed. Any communication items such as phones, smartwatches, etc. must be silent and kept secure in a backpack. Recording of any kind is strictly prohibited.

Dress Code

All students will need to wear clothing that they can play and move in easily. Children should wear shoes which are appropriate for physical activities. Shoes are required to have a back (flip flops or slip on shoes are not allowed). Students should also have a light sweater or sweatshirt in case of unforeseen weather changes. All school dress codes must be followed while attending the EDLC.

Primary school age students (Transitional Kindergarten through Third grade) should have a set of extra clothes in a large zip lock bag at school with their name clearly labeled. This allows a quick change should there be an accident and an easy way to transport wet and/or dirty clothing items home.

Transportation

The EDLC program does not offer transportation at this time. Transportation arrangements for students to and from the EDLC program must be arranged by parents/guardians. Primary school age students (Transitional Kindergarten and Kindergarten) will be escorted to and from a central location outside their classrooms each day. First through Fifth Grade students will be allowed to walk to and from their classrooms to the EDLC program.

Communication

Communication is key in developing a strong relationship between EDLC staff and parents/guardians. The EDLC values the bond among teachers, parents, and students. Our EDLC staff will keep an “open door policy” and invite parents/guardians to share information which will benefit the students’ daily routine. The EDLC staff will be prepared to share daily/weekly observations with parents/guardians. In the EDLC, we will continue to build the communication path with you through emails, notes home, newsletters, parent communication forms and other reports.

The EDLC Staff, Program Coordinator, and Site Administration are available for questions and will readily make an appointment to discuss issues or questions you may have. Please keep the school and the EDLC updated on any address, employment, phone number(s), medical, or emergency contact information changes. In addition to making these changes through the Customer Portal, parents/guardians will need to provide these changes in writing so that they can be changed in our EDLC database. If the student will not be attending the EDLC on his/her scheduled day, please notify the EDLC Staff prior to the absence or as soon as possible.

Arrival and Departure

All students must be checked in and out of the EDLC program every day. Parents/guardians must use their assigned EDLC Pin number. Pin numbers are assigned to a specific person, therefore, the pin numbers cannot be shared with other individuals. Your assigned pin number serves as your signature at drop off and pick up. The EDLC Lead will assign you a Pin number at the beginning of the year. Pin numbers can only be assigned to emergency contacts and authorized pick-ups.

Health and Emergency

At the time of registration each parent/guardian will complete emergency information for the EDLC student that authorizes EDLC staff to obtain emergency medical and/or dental care and to provide emergency evacuation for your child, should it be deemed necessary by our staff. If there is a life threatening emergency, 911 will be called. Students may not begin attending EDLC until all registration items are completed. In case of an emergency (fire, earthquake, lockdown, etc.), students and staff will follow the same procedures established by the school site. Parents/guardians are able to make changes to student information through the EDLC Customer Portal. In addition to making changes through the EDLC Customer Portal, parents/guardians need to submit these changes in writing to the EDLC Lead so that the site is immediately aware of these changes and so that the changes can be made in the EDLC database. **Please notify the EDLC Lead immediately if there are any changes in medical information.**

For minor injuries, parents will be notified through “Ouch Reports” indicating what happened and what treatment was administered by EDLC staff.

Illness

Attendance and participation are crucial to a child’s educational success, but rest and special care are required for students who become ill. If your child’s temperature is 100 degrees or greater, your child must remain home until he/she has 1 full day of normal health and is fever free for 24 hours without the use of a fever reducing agent (such as Tylenol or Motrin). Any child who becomes sick at EDLC (Fever of 100 or higher, vomiting, rash, etc.) will be appropriately isolated from the group and a parent/guardian will need to pick them up within a reasonable amount of time after the EDLC has notified them.

Parent/Guardian Visitors

Parent/guardian visitors are always welcome but please notify the EDLC Staff when you arrive. All visitors may be asked to show photo ID.

Medication

The law does not allow the dispensing of medications unless provided written consent from parent/guardian and physician. The law requires parents or guardians of any students who are on prescription and/or over-the-counter medication to complete a school form describing the medication. In addition, the student’s physician must provide the following information: name of the medication, amount, method, and time schedule (Education Code 49423).

- Students are not permitted to bring narcotics or another strong analgesic (pain relieving) medication to school. A student who requires this type of medication should stay home until he/she is well again.
- If a student must regularly take medications during EDLC hours it is important that the parent or guardian notifies the EDLC Lead. The medication will be kept in the EDLC room and administered according to the doctor’s orders. Parents/guardians and physician must sign the “Permission to Give Medication at School” form. This form can be found on the District website:
- All medications kept at EDLC must be in the original container and not expired and must be delivered to the school site by the parent/guardian.
- Medication cannot be kept in a student’s backpack unless written permission has been granted by physician and parent.

Anaphylaxis Treatment - Annual Notification to Parents

- California Education Code 49414 (SB 1266) authorizes school districts to provide epinephrine auto-injectors to trained personnel to use to provide emergency medical aid to persons suffering from an anaphylactic reaction.
- Anaphylaxis is a rapid, severe allergic response triggered by insect stings, foods, medications, latex materials, exercise, or in rare cases by unknown causes. This is a life-threatening allergic condition, requiring immediate treatment. Administering epinephrine to students during a medical emergency may help to insure the student's health and safety at school. Therefore, the Oakley Union Elementary School District has adopted a policy for standing orders to provide life-saving epinephrine to students who are in need of such treatment.
- This policy states that a credentialed, licensed school nurse or trained, unlicensed school staff, under the direct or indirect supervision of the credentialed school nurse or supervisor of health, may administer epinephrine in the form of an epinephrine auto-injector during a severe, life-threatening allergic reaction. The epinephrine auto-injector rapidly delivers a pre-measured, sterile, single dose of epinephrine by direct injection through the skin.

Immunizations

All children are required to have a photocopy of their current and updated immunization/shot records on school file.

Naptime

Since EDLC is a school-aged program, we do not offer a naptime for our students. We recommend students come to school well rested so they can enjoy their daily routine.

Authorized to Pick Up

Individuals picking up students from the EDLC will be required to show a picture ID. We will authorize pick up to parent/guardian contacts, emergency contacts, and up to 5 additional individuals listed under "Authorized to Pick Up." Students will only be released to people at least 18 years or older. Under special circumstances, exceptions may be granted to siblings under the age of 18 with written documentation provided (in advance) by the parent/guardian to the EDLC Lead.

Program Sample Schedule

Routine is an essential component of a successful program. We will attempt to maintain daily routines though some changes will occur.

Start Time *Exact start and end times vary based on school schedules.

6:00AM EDLC Opens/Quiet Time
 6:30AM Breakfast Time/Prep for School
 8:15 AM Student Release Time for School
12:15 PM Early Release Days
12:00 PM Lunch Time
1:45PM Outdoor Activity/Afternoon Recess
 12:30 PM TK and Kindergarten Enrichment (Tuesdays and Thursdays)
 2:30PM Handwashing/Snack Time
 3:00PM Free Choice Time/Homework
 4:00PM Whole Group Time/Art/Story Time/Group Activity/Outside Play
 5:30PM Quiet Time/Reading/Manipulatives
 6:00PM EDLC Closes

Hours

The EDLC Program is open from 6:00AM to the time school starts at all given sites. The program will then reopen from dismissal time to 6:00PM Monday through Friday. We are not open during legal school holidays, student non-attendance days or Fall, Winter, Spring, or Summer breaks. Please see the section on “Days EDLC Will Be Closed” for specific dates. There are no makeup days for students who miss their scheduled day.

What happens to my child after 6:00PM?

We will never leave your child unattended. Parents/guardians are required to pick-up their child by 6:00PM. If you know you will be late, please call the EDLC to let them know. If you are late picking up your child, you will be charged \$2.00 for every minute late (per child). **The late fee is added to the next month’s tuition and must be paid in full to continue in the program.** At approximately 6:10PM EDLC Staff will attempt to make phone contact with the parent/guardian of the student. Please note: If you are late three times, your child may be dis-enrolled from the EDLC Program.

Staff Development Days

The EDLC Program will NOT be open on Staff Development Days 2026-2027: September 4th and November 2nd.

Days the EDLC will be closed:

September 4th Staff Development Day
 Sep 7th Labor Day
 Sep 28th-Oct 9th Fall Break
 November 2nd Staff Development Day
 November 11th Veteran’s Day
 November 23th -27th Non-School Days and Thanksgiving
 December 21nd-January 1nd Winter Break
 January 18th Martin Luther King Jr. Day
 February 12th Lincoln’s Birthday
 February 15th President’s Day

March 15th-26th Spring Break
March 29th Non-School Day
May 31st Memorial Day

Tuition

The EDLC tuition is based on the school year of July 28th, 2026, through June 4th, 2027, and it is due monthly. **The full amount of each month's tuition is due on the 5th of the month.** Tuition will not be prorated based on student attendance. If a tuition due date falls on a day that the EDLC is closed, the tuition will be due on the next business day the EDLC is open. A \$25.00 late fee will be imposed if tuition is received after 4:30PM on the due date. **Students may be removed from the program if fees are not paid in full by the 10th of the month.**

Payments will not be accepted at the EDLC sites. You can make payments online using the EDLC Customer Portal. Once you have set up your Customer Portal, go to "My Account" tab and add your credit card information. By adding your credit card information, you are authorizing the EDLC to make tuition/fee payments. If your credit card information is in the Customer Portal, we will process credit card payments the **day tuition is due.**

Enrollment and Monthly Tuition Rates

EDLC enrollment occurs on a first come, first serve basis. The EDLC program was designed to be self-sustaining; therefore, priority will be to students enrolling in our Full-Time program. Part-Time enrollments will be offered once Full-Time enrollment has been completed. Requests to change from Full-Time to Part-Time will be granted only when all Full-Time waitlisted families have had an opportunity to enroll. Requests to change from Full-Time to Part-Time must be provided to the Program Coordinator in writing two weeks prior to the end of the month in which the request was made. If a Part-Time enrollment is available, it will take effect at the start of the following month.

A one time, \$50.00 non-refundable registration fee per **new** family will be posted to your account at the time of enrollment.

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Program Options:

Full Time Rate: \$575.00 per month

Part Time Rate: \$395.00 per month

Morning Rate: \$180.00 per month (Morning rate is only available to families who qualify for ELOP)

Part Time Rate is PM only 5 days per week.

*10% additional sibling discount *10% OUESD employee discount * 10% ELOP AM discount

Subsidized Support

The EDLC offers subsidized support through our Expanded Learning Opportunities Program (ELOP). Students who qualify for ELOP include English Learners, students who qualify for free/reduced lunch, foster youth, and students experiencing homelessness. When combined with the instructional day, ELOP provides 9 hours per day for students. Students who qualify for ELOP receive after school care (PM) for free. If those families need before school care, too, they may apply for morning care at the morning rate.

EDLC also accepts subsidized support from outside agencies for which EDLC is an approved provider. Parents

are responsible for all balances and expenses such as late pick-up charges and the one-time non-refundable family registration fee if not paid by the subsidized support provider.

Modification and Cancellation Policy

The first month of the EDLC contract is a probationary period for EDLC, parent/guardian, and child. This agreement may be terminated at any time during this period. After the initial 30 day probationary period, a two-week written notice must be given when your child is leaving the EDLC program to avoid additional fees. After receipt of the two-week written notice, your child will be disenrolled the month immediately following. Parents may modify the contract with 30 days prior written notice. Families will be given a two-week notice of any changes to this agreement by the EDLC.

Contact Information

EDLC Coordinator: 925-808-9969

EDLC Clerk: 925-625-6366

For general information, billing, program availability, calendar contact us at 925-625-6366.

EDLC Website: <https://www.oesd.k12.ca.us/page/extended-day-learning-center-k-5>

Parent Portal: <https://app.jackrabbitclass.com/jr3.0/ParentPortal/Login?orgId=526849>

EDLC Sites Direct Phone Lines:

Almond Grove Elementary: 925-625-6720 Ext: 4824

Gehringer Elementary: 925-625-7088 Ext: 4295

Iron House Elementary: 925-625-6825 Ext: 4722

Laurel Elementary: 925-679-3094 Ext: 4495

Oakley Elementary: 925-625-7098 Direct number

Summer Lake Elementary: 925-625-6730 Ext: 4965

Vintage Elementary: 925-625-6814 Ext: 4524