

# Early Childhood Education

## PARENT HANDBOOK



**"A Place for Growing Minds"**

<http://kern.org/educationservices/early-childhood-education/>

KCSOS Early Childhood Education Services strives to provide quality child care and education services in partnership with families and the community.

Revised: July 2022

## **WELCOME TO EARLY CHILDHOOD EDUCATION SERVICES**

Dear Parent,

It is my pleasure to welcome you to Kern County Superintendent of Schools (KCSOS) Early Childhood Education Services (ECE). We have a very dedicated and diversified staff who each possess individual experiences and perspectives; collectively we share the same purpose of providing quality childcare services to children that positively influence a child's love for learning.

ECE is a large department that provides early education services to over 1100 children at 10 different sites throughout Kern County. We are staffed with certificated, classified, clerical & management employees to meet the needs of providing full and part time services to families.

Our program is funded through California Department of Education (CDE), Title 5; Early Education and Support Division (EESD). Therefore, it is our contractual obligation to follow the laws and regulations stipulated in California's State Preschool Program (CSPP) & General Child Care (CCTR) Funding Terms & Conditions (FTC).

Each preschool site is licensed through California Department of Social Services; Community Care Licensing (CCL). All of our staff are required to understand and follow the required Health & Safety Codes, Title 22. According to CCL, as of October 2009, the Legislature established a zero tolerance policy for lack of care and supervision resulting in a child being left unattended or wandering from a facility. Staff is required to visually supervise all children at all times. We also need the assistance of parents to care and monitor their own child/children, especially during times of arrival and departure.

The Parent Handbook has been put together to assist you with some initial information about the program, our philosophy, procedures and requirements. If at any time, you have questions or need help, please seek the assistance of classroom staff. If a teacher isn't able to help you, please contact the site supervisor (Site supervisors are listed on page 1). Each parent will be asked to sign a certificate to acknowledge receipt of handbook. At the time of orientation, parents have the option to receive an electronic copy of Parent Handbook.

I believe that your child will receive many social and academic benefits from our program through meaningful interactions and purposefully planned play activities. To maximize your child's first school experience I encourage you to closely work with your child's teacher and openly ask questions and express any concerns as they arise. My contact information is also on page 4, please feel free to contact me should you need additional assistance.

Gladys Garcia-Jara, ECE Director II

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# Early Childhood Education Services

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Christine Lizardi Frazier Student Services Building  
1675 Chester Avenue, 3<sup>rd</sup> Floor  
Bakersfield, California 93301

Each Early Childhood Education Center has an assigned Site Supervisor (SSII) to assist with the daily needs and concerns of parents, children & staff. You may directly contact the assigned supervisor, of your child's site, as needed. Contact information is provided below:

**Rebecca Quintanilla, SSII** (661) 546-8980 Email: [requintanilla@kern.org](mailto:requintanilla@kern.org)

**Shanthall Meza-Muro, School Clerk** (661) 546-8970 Email: [shmeza-muro@kern.org](mailto:shmeza-muro@kern.org)

- Ming Avenue Child Development Center
- Greenfield State Preschool

**Rene Maston, SSII** (661) 546-8989 Email: [remaston@kern.org](mailto:remaston@kern.org)

**Elvira Lopez, School Clerk** (661) 546-8990 Email: [ellopez@kern.org](mailto:ellopez@kern.org)

- Fairgrounds Child Development Center
- Richardson Child Development Center
- Discovery State Preschool

**Cindy Diaz, SSII** (661) 845-1015 Email: [cydiaz@kern.org](mailto:cydiaz@kern.org)

**Ana Salmeron, School Clerk** (661) 845-1015 Email: [ansalmeron@kern.org](mailto:ansalmeron@kern.org)

- Lamont Child Development Center
- Richland Child Development Center
- North Beardsley State Preschool

**Hilda Ramos, SSII** (661) 772-8187 Email: [hiramos@kern.org](mailto:hiramos@kern.org)

**Anna Lisa Turrubiates, School Clerk** (661) 758-5611 Email: [anturrubiates@kern.org](mailto:anturrubiates@kern.org)

- North Maple Child Development Center
- Clemens State Preschool
- Kern Avenue Child Development Center

## **Nurse for Early Childhood Education Service (All sites)**

**Lynne Myers (661) 636-4762** Email: [lymyers@kern.org](mailto:lymyers@kern.org)

## **Affirmative Action Policy**

The Early Childhood Education Program operates under an Affirmative Action Policy, which ensures equal Employment opportunities based on job-related qualifications without regard to race, creed, color, national origin, political affiliation, age, sex, or physical handicaps.

## KCSOS Early Childhood Education Center Locations

**Karl F. Clemens State Preschool**

523 Broadway, Wasco, CA 93280  
**License No. 153801222**  
 Phone: 661-758-1760 FAX: 661-758-1760  
 Hours: 7:45 A.M. – 4:15 P.M.

**Discovery State Preschool**

7500 Vaquero Avenue, Bakersfield, CA 93308  
**License No. PENDING**  
 Phone: 661-695-9403  
 Hours: 7:45 A.M. – 4:15 P.M.

**Fairgrounds Child Development Center**

931 Belle Terrace, Bakersfield, CA 93304  
**License No. 153801386**  
 Phone: 661-546-8990 FAX: 661-836-8060  
 Hours: 7:30 A.M. – 5:30 P.M.

**Greenfield State Preschool**

5400 Monitor Street, Bakersfield, CA 93307  
**License No. 153801741**  
 Room A Phone: 661-827-0834  
 Room B Phone: 661-398-0426  
 FAX: 661-398-0426  
 Hours: 7:45 A.M. – 4:15 P.M.

**Lamont Child Development Center**

9615 Main Street, Lamont, CA 93241  
**License No. 150404109**  
 Phone: 661-845-1015 FAX: 661-845-1005  
 Hours: 7:30 A.M. – 5:30 P.M.

**Kern Avenue Child Development Center**

492 W. Kern Avenue, McFarland, CA 93250  
**Full Day License No. 153801765**  
 Phone: 661-792-2037 FAX: 792-2037  
 Hours: 7:30 A.M. – 5:30 P.M.  
**Half Day**  
 Phone: 661-792-6708 ext. 5150  
 Hours: 7:45 – 4:15 P.M.

**Ming Avenue Child Development Center**

1100 Ming Avenue, Bakersfield, CA 93304  
**License No. 150406473**  
 Phone: 661-546-8970 FAX: 661-831-0576  
 Hours: 7:30 A.M. – 5:30 P.M.

**North Beardsley State Preschool**

900 Sanford Drive  
**License No. 150407404**  
 Phone: 661-399-9682 FAX: 661-399-9682  
 Hours: 7:45 A.M. – 4:15 P.M.

**North Maple Child Development Center**

650 North Male Avenue, Suite B, Wasco, CA 93280  
**License No. 153810063**  
 Phone: 661-758-5611 FAX: 661-758-5650  
 Hours: 7:30 A.M. – 5:30 P.M.

**Claude W. Richardson Child Development Center**

1515 Feliz Drive, Bakersfield, CA 93307  
**License No. 150406474**  
 Room A1 Phone: 661-336-5411  
 Room A2 Phone: 661-336-5412  
 Room C1 Phone: 661-336-5431  
 FAX: 661-832-8437

**Richland Child Development Center**

275 West Lerdo Highway, Shafter, CA 93263  
**License No. 153801303**  
 Phone: 661-746-3904 FAX: 661-746-3904  
 Hours: 7:30 A.M. – 5:30 P.M.

**Hours of Operation for State Preschools**

7:45 A.M. – 4:15 P.M. (Serves 3-5 years old)

**Hours of Operation for Child Development Centers**

7:30 A.M. – 5:30 P.M. (Serves 2-5 years old)

**PARENT: PLEASE FILL IN INFORMATION ABOUT YOUR CENTER**

Name of Center:	
Name of Teacher:	
Telephone #:	Room Extension:
Supervisor's Name:	Telephone #:

## **Mission Statement**

To provide quality early childhood education services in partnership with families and the community.

## **Program Philosophy**

The overall purpose of KCSOS Early Childhood Education Services is to support the family in its childrearing role. We strive to provide quality early childhood education services that promote a positive partnership between the staff and the family. There will be several opportunities throughout the year for every parent to actively participate in various activities; such as, parent meetings, parent advisory committees, parent-teacher conferences, fundraising events, special celebrations and field trips.

We value the importance of early learning activities to nurture the minds of young children and help prepare them for future learning success. We understand that building positive relationships among children and caregivers plays a significant role in a child's ongoing social and academic achievement.

All children will have daily opportunities to learn new and exciting concepts. Staff will support children's learning by providing well-planned purposeful learning environments.

Children will be cared for in a safe, nurturing and developmentally appropriate classroom with highly trained and qualified staff. All teachers hold Children Center Permits issued by California Commission on Teacher Credentialing and all aides are required to have appropriate child development experience and education relative to their position. All staff members are expected to participate in trainings and professional growth to increase their knowledge and skills about how to best support the growth and development of children.

## **Open Door Policy**

We have an open door policy. We invite and encourage all parents to spend time in the classroom. Our open door policy does not mean that doors will remain unlocked. For the safety and protection of all children, most of our classroom doors remain locked through the day. We do want parents to feel comfortable with our program staff and encourage you to ask questions when needed. You do not need an appointment to visit your child's class.

## **Staff Development and Requirements**

All of our classified staff are required to have a minimum of 6 units in child development. Many of our classified staff have 12 plus units. All of our teachers and associate aides have a child development permit. Permits are issued at various levels and are valid for a five year period. The permit holder is required to meet specific criteria to renew their permit, such as attending college classes and/or trainings. Classes or trainings must equate to a minimum of 105 hours of professional growth. Permit holders are required to have a Professional Growth Advisor to assist them with setting goals and career objectives.

Teachers and aides are encouraged to attend a variety of community workshops throughout the year. ECE program also provides Saturday staff in-services, consisting of 21 hours of training per year. Professional growth activities support and improve our overall classroom effectiveness with children.

For more information on job descriptions and requirements, please visit the following website <http://www.kern.org> under the Human Resource tab.

## **Staff Mandated Child Abuse Reporting & Fingerprinting**

California law requires that all suspected cases of child abuse or neglect **must** be reported to Child Protective Services. Each year all ECE staff receive training in Child Abuse and Neglect Mandated Reporting. Program staff take reporting responsibility very seriously and understand that the safety of children is our most important concern. Each staff member is subject to prosecution for failure to notify the appropriate law enforcement agency immediately if there are suspicions of abuse or neglect. As a condition of employment, all employees of KCSOS are required to have their fingerprints on file with Department of Human Resources.

## **Program Goals**

To provide daily activities that support the optimal development of each child:

1. To develop each child's sense of self-worth.
2. To provide a safe environment in which all children grow and learn.
3. To strengthen each child's sense of belonging to a family by the group experience.
4. To help family members understand their role with their child's growth and learning.
5. To prepare children for future success.

## **Desired Results Teaching Objectives**

Our Early Childhood Education program follows rules and regulations set forth by the California Department of Education (Title 5) & Community Care Licensing (Title 22). The rules and regulations are to ensure that your child is in a safe and nurturing, age appropriate environment. If you have any questions or concerns about requirements or regulations please discuss it with the Site Supervisor II.

Within 60 days of your child's enrollment, an assessment of your child's development will be completed. Each teacher will use the Desired Result Assessment Tool to gain an understanding of your child's development. The teacher will schedule a conference with you to share the information. The outcomes from the assessment will also be used to plan for the daily needs of the child. The frameworks from

Desired Results guides us in our planning to promote the following:

- Children are personally and socially competent
- Children are effective learners
- Children show physical and motor competence
- Children are safe and happy
- Families support their children's learning and development
- Families achieve their goals

## *Parent Survey*

Every year in October, our program will distribute a Parent Survey and ask parents to complete the survey. This survey will assist our program in planning and conducting activities to support children's learning and development as well as meeting family needs. The results from the survey will become part of our annual agency self-evaluation process

## *Program Self-Evaluation Process*

Our program is required to submit an annual self-evaluation that is due June 1st of each year. This ensures an efficient and effective child care and development system that meets the needs of children, parents, and the community. This evaluation consists of many components. In order to complete our Agency Self-Evaluation, the following assessments must be implemented:

- An assessment of the program by parents using the Desired Results Parent Survey
- An assessment of the program by staff and board members
- Findings from Desired Results Development Profiles
- Findings from Environment Rating Scales
- Procedures for the ongoing monitoring of the program to assure that areas of the program continue to meet standards



### **Classroom Environments and Daily Curriculum**

Our program uses the Early Childhood Environmental Rating Scale to evaluate the overall quality of our program environment. Several different areas are rated, which include the following:

- Each class has adequate space and furniture for routine care, play and learning
- Personal care routines occur at greeting/departing, meals/snacks, nap/rest, toileting,
- Health and safety measures are taken to promote wellness
- A variety of appropriate learning activities and materials are used each day
- Staff demonstrate positive interaction with children throughout the day
- Organization of program provides a balance of adult structure and child's choice

Our preschool centers and classrooms are designed to create an atmosphere, which will support each child's interest in learning. The curriculum takes into account the ages, language, culture and individual needs of each child enrolled. Children have different levels of development and unique ways in which they learn. Our centers practice an anti-biased approach to teaching and we welcome parents to share cultural events.

Children are naturally curious and learn by exploring their environment through play. Your child will have several opportunities throughout the day to actively be engaged with developmentally appropriate materials. Classroom environments are set up to encourage small group interaction and large group gatherings. Daily schedules reflect a balance of teacher-directed and child initiated activities. We promote school readiness skills in social and academic domains through hands-on learning. Our program implements Scholastic PreK On My Way/STEAM Curriculum.



**Included in the curriculum are:**

1. Planned activities balanced with spontaneous self-directed play in all areas of curriculum: language, social, science, technology, engineering, art, math, music and physical
2. Multicultural experiences appropriate to children, with a special emphasis on social activities
3. Cognitive games and activities which develop children's ability to think and to solve problems;
4. Creative exploration, self-expression, and aesthetic appreciation through art, music, dance, dramatic play; to promote positive development of self-esteem
5. Physical activities which help develop children's large and small coordination of muscles Health, nutrition and safety education

**Quality Rating Improvement System (QRIS)**

In 2012, California received a highly competitive Race-To-The-Top – Early Learning Challenge federal grant to implement a QRIS, with a goal to improve the quality of early learning program and close the achievement gap for children with high needs.

The rating review consists of seven separate elements all being scored by highly qualified external raters. Elements consist of the following areas: (1) Assessment of Children, (2) Developmental and Health Screening, (3) Qualification of Teacher, (4) Adult Interaction with Children, (5) Class Size Ratios, (6) Environment and (7) Qualification of Director. Each element is worth 1 to 5 points. Upon completion of the elements, the site receives a rating of 1 to 5 stars. Kern County began reviews in 2012 and our program has had site participation each year. Our current ratings are as follows:

**5 Star Sites:** Clemens, Kern, Fairgrounds, North Beardsley, Richardson and Richland.

**4 Star Sites:** Greenfield, Lamont, North Maple and Ming Ave.

The ratings are valid for a period of two years and the review cycle begins again.



## Sample Daily Schedule

Approximate times of activities are listed below; however, times vary depending upon full day or half-day program and on the interest and needs of the children/child. Weather and air quality may also affect daily schedule.

General Child Care & Full Day Preschool	Half Day Preschool (3 Hours)	Sample of Time Schedule
<p>Greet Parents: Parents Sign Child In (full signatures required please)</p> <p>Daily Health Check</p> <p>Learning Centers / Child's Choice</p> <p>Opening / Daily Concept Review</p> <p>Breakfast</p> <p>Story Time / Language Development</p> <p>Small Group Activities</p> <p>Outdoor Activity Time</p> <p>Learning Centers / Child's Choice</p> <p>Music / Circle Time</p> <p>Daily Learning Review / Transition</p> <p>Lunch</p> <p>Rest Time</p> <p>Hygiene to Snack</p> <p>Story Time</p> <p>Outdoor Activity Time</p> <p>Indoor Play Activities</p> <p>Parents Sign Children Out (full signatures required please)</p> <p>(Close Center)</p>	<p>Greet Parents: Parents Sign Child In (full signatures required please)</p> <p>Daily Health Check</p> <p>Opening /Daily Concept Review: Large Group</p> <p>Small Group Activities</p> <p>Story Time / Language Development</p> <p>Breakfast / Snack or Lunch</p> <p>Outdoor Activity Time</p> <p>Learning Centers / Child's Choice</p> <p>Movement &amp; Music Activities</p> <p>Daily Learning Review/Transition</p> <p>Parents Sign Children Out (full signatures required please)</p> <p>(Close Center)</p>	<p><b>Full Day ONLY</b></p> <p>&gt; 70 Minutes: Learning Centers (child's choice to select area of play)</p> <p>&gt; 30 Minutes Hygiene &amp; Breakfast</p> <p><b>ALL CLASSES</b></p> <p>&gt;15 Minutes: Opening (large group gathering/sharing/preparing for the day)</p> <p>&gt;15 Minutes: Small Group (4-6 children work in smaller group)</p> <p>&gt;15 Minutes: Language Development (story/finger plays/rhymes)</p> <p>&gt; 30 Minutes: Large Motor Development (outside activities)</p> <p>&gt;15 Minutes: Music &amp; Movement (singing, dancing, pretending)</p> <p>&gt;65 Minutes: Learning Centers (child's choice to select area of play)</p> <p><b>Full Day ONLY</b></p> <p>&gt; 15 Minutes: Hygiene &amp; Prepare for Rest</p> <p>&gt; 130 Minutes: Rest / Nap</p> <p>&gt; 30 Minutes: Hygiene &amp; Snack</p> <p>&gt; 15 Minutes: Story or Music</p> <p>&gt; 45 Minutes: Outside</p> <p>&gt; 65 Minutes: Inside Activities</p> <p>&gt;30 Minutes: Snack or Meal &amp; Hygiene</p>

## Start and End Times for Full Day Preschool and General Child Care (2 year olds)

Start and end times for Full Day Preschool and General Child care depends upon the verified need of parent. During the enrollment process, the parent provides information and supporting documentation regarding their childcare need. Each family receives a childcare contract with specific start and end times; this is based upon the need verification, for example a work schedule.

## **Full Day Preschool**

Full day preschool begins at 7:30 a.m. and ends at 5:30 p.m. All parents of children enrolled in the full day preschool program have met the need criteria, such as working or attending school.

On days that you do not have a need, such as vacation from school or work, we encourage you to bring your child for the preschool portion of the class. The hours your child may attend on “no need” days are 8:30 to 12:00. Attending school on a daily basis helps to keep your child on their regular schedule of attending school. No need schedules are set up at time of enrollment. If you have a change to your schedule and you want the program to make changes you may let us know at the time of recertification, which will occur no sooner than the 24 month eligibility period. Upon your written request, we will make the change sooner, should you need additional hours or a reduction to family fees.

Full day preschool takes a rest/nap midday which requires each student to have their own mat. As such, the parent is responsible for bringing their child a crib fitted sheet and blanket (labeled with child’s name). These items are brought to school on Monday and taken home on Friday to be washed and returned on the following Monday when the child returns. For additional information please contact Site Supervisor II.

## **General Child Care (2-year-old children-CCTR)**

Children in our CCTR program are children who are too young for preschool. All parents of children enrolled in the General Child Care Program must meet the need criteria, such as working or attending school. A child enrolled in general childcare may only attend on established contract days in which parent has a need due to work, training or school. If you have a change to your schedule and you want the program to make changes you may let us know at the time of recertification, which will occur no sooner than the 24 month eligibility period. Upon your written request, we will make the change sooner, should you need additional hours or a reduction to family fees.

## **Half-Day Preschool 3-Hour Sessions (AM and PM)**

Children enrolled in the half-day program attend a 3 hours morning or afternoon session. A child may attend the am or pm session, but not both. Most morning classes begin at 8:25 A.M. and end at 11:35 A.M. The afternoon session begins at 12:25 P.M. and ends at 3:35 P.M. All children in the half-day class start and end at the same time. Due to the short amount of time the child spends in the classroom, no rest/nap time is scheduled. Actual times for your class can be obtained from the teacher or site supervisor. All parents are expected to be on time at the beginning and end of each day. Parents are to sign in the accurate time when arriving and departing. The classroom door will be open a few minutes prior to the start of class to ensure that we are providing a full 3-hour session. Please follow the arrival and pick up times and procedures given to you by the teacher. There are no family fees for the half day program.

## **Admission Policies & Requirements**

Our program operates under the Funding Terms and Conditions set forth by Title 5, California Department of Education, and Early Education Support Division. Families are required to meet specific criteria based on income and need eligibility.

## **Enrollment Priorities**

- (a) The first priority for services shall be given to four-year-old or three-year-old neglected or abused children who are recipients of child protective services or recipients who are at risk of being neglected or abused, upon written referral from a legal, medical, or social service agency, without regard to income.
- (b) The second priority shall be given to eligible four-year-old children in the following order:
- (1) Children who were enrolled in the State Preschool Program as a three-year-old, without regard to income ranking.
  - (2) Children whose families have the lowest income ranking based on the most recent income ranking schedule adopted by the State Superintendent of Public Instruction (SSPI) at the time of enrollment. The Child Care and Development Income Rankings (revised 12/2007) is hereby incorporated by reference.
  - (3) When two or more families have the same income ranking, according to the most recent income ranking schedule, the child with exceptional needs as defined in Education Code section 8208(l) shall be admitted first.
  - (4) If there are no families with children with exceptional needs, the contractor may establish the following priorities in an order determined by the contractor.
    - (A) Children who are identified as limited English or non-English proficient.
    - (B) Children from families whose special circumstances may diminish the children's opportunities for normal development.

The admission process requires that parents provide specific documentation to determine income and or need eligibility. Prior to a child's first day of enrollment, a parent or legal guardian needs to attend an orientation to complete required forms. We also encourage all parents to schedule a class visit with your child so he/she can meet the teacher and get familiar with their new classroom. When a parent takes the time to visit the classroom with her/his child, before their actual start date, it helps to lessen first day anxiety.

Please note that parents must provide appropriate income verification (check stubs, public assistance, and child support, other as it pertains to your situation) prior to enrollment. For purposes of determining eligibility and/or need, we will phone your employer to verify employment. We also adhere to Health and Safety requirements of Title 22, California Department of Social Services; Community Care Licensing, for Center Based Child Care.

## **Waiting List Criteria**

Our program maintains a waiting list that follows the CDE criteria to prioritize enrollment, which we will use to fill vacancy. We do not discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, and/or mental or physical disability. For a detailed list of Eligibility and Need Criteria parents may go to the following website:

<https://www.cde.ca.gov/fg/aa/cd/ftc2017.asp>

## **Sign-in and sign-out Requirements**

Your child is signed in and signed out each day on the child's attendance sheet as a confirmation of the established attendance schedule and fees. The child's attendance sheet is a legal document and must be signed during arrivals and departures. You must sign your child in and out using your full signature with first and last name. The exact times each day that your child has attended must be noted. If there are questions regarding days and/or hours of attendance, attendance sheets and records may be checked. If a child is not properly signed in and signed out, they are counted as an unexcused absence for that date. Parents who fail to sign in, may be asked to return to the Center to complete the process.

## **Pick Up Policies and Procedures**

**It is the responsibility of the parent to ensure that his/her child is picked up on time.** It is extremely important that parent designate reliable friends and relatives, who are available to pick up their child in the event of an emergency. As needed, parents are to update emergency contact information to make sure names and phone numbers of emergency contacts are correct. Any adult who picks up a child from our center is required to present a valid identification card.

It is the programs responsibility to protect staff and children from any unnecessary potentially unsafe after hour situations. We do not staff our full day programs to offer parents a 5 minute grace period. It is the responsibility of the program to release staff at their assigned time. Please arrive on time to pick up your child, all center's close at 5:30. It is our policy that if a late patterns of pick-up occur (3 times constitutes a pattern) parents will be given a written Notice of Action to inform parent(s) that child care services will be terminated in 14-19 days, depending upon delivery method of notice. After a parent has been late 3 times within a 12-month period, program will terminate full day childcare services. Parents have the right to appeal, as indicated on Termination Notice and services will continue during the appeal process.

## **Procedure for Late Pick Up**

1. The first late time: parent receives a verbal reminder from staff, which is documented and supported by the daily sign in sheet.
2. Second late time: parent receives a written notice, which is documented by the staff and supported by the daily sign in sheet. Family is in jeopardy of child being dropped from program.
3. Third late time: a second written notice is made; one more late time will result in termination.
4. Fourth late time: parent receives a Notice of Action that services will be terminated in 14 -19 days. Parent has the right to appeal as indicated on Notice of Action.

**If a parent fails to notify a center that she/he is running late, by the closure time of the site, the following policy will be implemented:**

1. Staff will call parent/legal guardian, and if needed all other authorized adults listed on the Emergency Contact Card.
2. If no one is available, due to no answer or disconnected number; a decision may be made by the closing teacher and/or supervisor to contact the local law enforcement.
3. Local law enforcement may be called no sooner than 15 minutes and no later than 30 minutes after site closing time. Staff will also notify supervisor or director, that law enforcement was called.

## **Consequences for not picking child up**

**Law enforcement is called. It is our hope that no child is ever released to law enforcement and we express the importance of accurate phone numbers and responsible adults. Parent needs to inform authorized adult to bring a picture identification card for staff to view.**

## **Absences & Attendance**

Daily attendance is a program expectation and it helps your child develop good habits of school success. Daily attendance for children in our full day programs are to correlate with contract hours on current Notice of Action. If your child is going to be absent, please call the school by 9:00 am to notify the staff. There are four different types of absences, please be familiar with all four as described below.

**Excused absence** is defined as:

1. Illness or quarantine of the child or the parent, such as: cold, diarrhea, fever, flu, rash. A doctor's note may be required if a child is absent due to illness for more than five (5) days.
2. Family emergencies such as sickness or death of an immediate family member. Funeral of immediate family—A funeral of immediate family member is limited to 5 days if in the state / 7 days for out of state. Car accident or car trouble.
3. Court ordered visitation—documentation needed.
4. Best Interest Days—**are limited to ten (10) days per fiscal year.** Time Spent away from the Center for reason that are clearly in the best interest of the child

**Best Interest of the Child** (BIC), is established at the discretion of the parent.

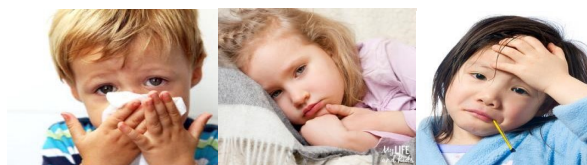
BIC days are days spent away from the center for reasons that are clearly in the "best interest of the child." BIC days are limited to ten (10) excused days per program year, July to June. BIC may consist of visitation of family members, birth of a child, funeral of non-immediate family member. If you need more information, regarding absences, please contact your child's teacher.

**Unexcused absence** is a non-reimbursable day of enrollment and is defined as: (1) lack of transportation, (2) over sleeping and (3) parent fails to notify staff with reason for child's absence. Unexcused absences are limited to three per program year. Following the third day of unexcused absences, for the program year, parents will receive a termination of service notice. Parents have the right to appeal termination as indication on the Notice of Action.

## Two Week Drop Notice

A two week notification, by parent, prior to dropping their child from child care services is required so that the program can adequately prepare Notice of Action and assess appropriate fees, if applicable. Parents are asked to inform their child's teacher or office staff two weeks prior to leaving the program. Failure to do so jeopardizes the reduction of fees.

## Please Keep Ill Children Home



Children who have been ill should not return to school until they are free of all symptoms for 24-48 hours, depending on the illness. If a child is absent for more than three days, a note from a doctor may be required, before a child returns to school. A teacher may request a doctor's note when signs of illness are visible, such as pinkness in eyes, rash on body; this is done to help minimize the spread of illness to other children.

## Health Requirements for Children

**Prior to enrollment** parents must provide proof of up to date, or current, immunizations for each child. Each child is also required to have a physical examination within 30 days of enrollment, if he/she has not had a physical examination within 12 months prior to enrollment. At the time of initial enrollment all parents are required to sign a medical consent to treat form.

**Title 22 (CCL) requires that each child receives a daily health check on arrival at the center. Please note that we are unable to accept children with contagious diseases or other serious health problems.**

Please allow a few minutes every morning for staff to conduct this short examination and remember to always be prepared for alternate childcare if we are unable to accept your child. It will be helpful if you check your child every morning before coming to school, since the following issues may temporarily exclude your child from participation at the Center:

- |                          |                   |                          |           |                          |                      |
|--------------------------|-------------------|--------------------------|-----------|--------------------------|----------------------|
| <input type="checkbox"/> | Fever             | <input type="checkbox"/> | Pink Eye  | <input type="checkbox"/> | Ringworm             |
| <input type="checkbox"/> | Cold / runny nose | <input type="checkbox"/> | Head Lice | <input type="checkbox"/> | Injuries which could |
| <input type="checkbox"/> | Vomiting          | <input type="checkbox"/> | Rash      | <input type="checkbox"/> | require medical care |
| <input type="checkbox"/> | Diarrhea          | <input type="checkbox"/> | Impetigo  |                          |                      |

Daily Health Check are to insure the health and welfare of all children. When illness is suspected, it is the teachers' decision whether to accept a child with signs of illness.

**In case of emergency due to sudden illness or accident, the parent will be notified immediately. Please make sure the contact information on your Emergency Card is updated at all times.**

If the parent or designated adult on the Emergency Card cannot be reached, the child will be taken to a doctor (specified by the parent) or the emergency room at a local hospital. If necessary, a teacher will call an ambulance to transport an injured child. It is important for parent to notify teacher of any illness, medical conditions or symptoms their child displays.

If your child becomes ill at school you or someone you have designated, on the emergency card, will be contacted to pick up your child immediately. If a parent is called to pick up an ill child from the center, we need the parent or authorized adult to arrive within 30 minutes. All ill children are isolated from other children while waiting parent's arrival. We appreciate your understanding and cooperation in this matter. Failure to pick up your child within 30 minutes of contact may result in either suspension or termination of services.

### **Head Lice Policy**

Please check your child's head often for head lice. Small nits are hard to see and can hatch overnight. If your child has head lice, they will not be able to attend school until all the nits are gone. Please, out of respect for KCSOS Early Childhood Education Program, do not bring your child to school if you know your child has either lice and/or nits. We will also be checking heads as part of our daily health inspection check. If we find lice and/or nits on your child's head, we will contact you and ask you to come and pick them up immediately.

The Center's policy, when head lice and/or nits are found is as follows:

- Parents will be immediately notified and their child/children MUST be pickup within 1 hour of being notified.
- The child/children cannot return for 48 hours after the lice and/or nits are found. This will provide the family with sufficient time to apply all of the head lice cleaning measures needed to avoid a reoccurrence.
- When the child/children returns, a staff member, in a private setting, will ensure there are no more lice and/or nits on the child. The parent MUST be present during this head check.
- If the child/children's head is clean of all lice and/or nits, they will be approved to stay at the Center.
- If lice and/or nits are still present, the parent MUST take the child/children back home and follow the 48-hour policy again.

## **Center Sanitation**

Clean hands are the most effective way to keep illness out of our Center and away from the child. Hand washing procedures are posted near all sinks. All adults and child will wash hands with soap and water:

- Upon entering the classroom
- After messy play
- Before handling food
- After toileting
- After assisting a child with toileting
- After using a tissue

After hand washing they will turn off the water using a paper towel. ***NOT THEIR CLEAN HANDS.***

## **Prescription and Non – Prescription Medication**

If medication needs to be given at the center, parents need to complete and sign the required medical permission form. Staff is only allowed to administer medication that has been provided by the parent and/or prescribed by a physician. We ask that parents administer medication at home, when possible, to minimize the number of doses given by staff. Children, who require the use of an inhaled medication for asthma, or any other Specialized Health Care Procedure, during the school day, must have a written statement from the physician and signed by the parent. It will also be necessary for the parent to meet with the school nurse for the purpose of training the staff. Please see your child's teacher for more information of how to obtain a medication form.

## **Adult Health Requirements**

All staff members, including substitutes are required to have physicals at the time of employment. All adults working with children, including parents who participate in the half-day preschool program, are required to have a TB skin clearance every four years.

In addition to above, SB 792 requires that all staff and or volunteers working with pre-school age children must be immunized against influenza, pertussis and measles. The language in the law states: a person shall not be employed or volunteer at a day care center (preschool) if he or she has not been immunized.

- Tdap (Tetanus, Diptheria and Pertussis) is required once every 5-10 years.
- MMR (Measles, Mumps, and Rubella) is required one time. If you can show proof that you are immune, either by a blood test or proof of previous immunization, you don't need a shot.
- Flu shot is required every year. Flu shots for each flu season begin in the fall. There is a provision in the law that allows individuals to decline the flu shot.

There has been much discussion throughout the State as to who is a volunteer and who needs to meet the immunization requirement. For our program, a volunteer is all half-day parents, aunts, uncles, grandparents, babysitter, sibling and guardians who are in the classroom assisting with the daily activities. These adults are expected to help us meet the ratio requirement.

## **Medical or Dental Emergency**

In the event of a Medical/Dental Emergency, if needed, 911 will be called. Parent will also be called to let them know of the emergency and what facility their child will be taken.



## Health/Safety Concerns

If you have health or safety concerns, you may contact:

- Program/School Nurse at 661-636-4762
- Health Department at 661-321-3000
- Community Care Licensing Office at 559-243-4588

## Referrals

KCSOS teachers may recommend referrals to parents if she believes additional help is needed to address a particular issue a child may display. Parents are encouraged to discuss any identified issues and or concerns they have about the development of their child. Early intervention is the key towards addressing any suspected delays. Follow up on referrals to other agencies is the responsibility of the parent. Parents whose children are receiving special services, such as speech therapy, may be required to attend meetings to help with their child's social, motor, speech and/or language development. These meetings are essential to help address the individual education plan for your child and offer ideas in how parents can better work with their child at home.

## Program Nurse and Health Related Services

The KCSOS Early Childhood Education employs one nurse who divides her time between all of our Early Childhood Education Centers. The nurse focus on vision, hearing, and nutrition screening. Nurse will screen children during the course of the school year. She also coordinates dental screening and health education programs for the children (see below). She is available for consultation about health-related matters with parents and staff. Please let her know how she can be of service to address your child's health-related concerns. You may ask your child's teacher for more information about the nurse's schedule.

## Screening

As required by California law (Education Code Section 48980), parents have the right to either agree or refuse to allow your child to engage in the following school activities / screening:

1. Vision screening will occur during the school year, each year the child is enrolled, and will include tests for visual acuity and color vision.
2. Hearing tests will occur during the school year, each year the child is enrolled, and will be conducted using a pure tone audiometer or tympanometer.
3. Speech and language screening, if authorized, will be conducted by a licensed speech pathologist. Follow up services may be provided with parental approval.
4. Dental inspection is given with the aid of a flashlight by the school nurse or teacher to identify those who are in need of possible dental treatment.
5. Height and weight are measured by the school nurse or designated personnel to determine a child's physical growth and development.
6. Health and developmental screening is done by the school nurse with a developmental screening tool (e.g. DDST II, or Brigance Inventory of Early Development) to determine the health/medical factors which may impact education or participation. Screening is indicated on case by case basis. Parents will be notified of any concerns.
7. ASQ 3, and ASQ SE developmental questionnaires, completed by the parent and scored by the nurse or teacher.

## Nutrition

Children enrolled in KCSOS Early Childhood Education Services are eligible for healthy nutritious meals. There is no parent fee for meals or snacks. Full day classrooms serve breakfast, lunch and a snack each

day. Nutritionally balanced meals are provided through the assistance of the Child Care Food Program, Office of Child Nutrition Services, and State Department of Education. Monthly menus are posted in the classroom and are also available at kern.org website. Serving amounts are also posted in each classroom. If you have a concern regarding a meal item, please discuss it with your child's teachers.

The 3-hour preschool class serves breakfast to the A.M. class and lunch to the P.M. class.

All meals are served family style. This allows children to make choices, learn fine motor skills, and be responsible for what they choose to eat. Foods, which may be new or different to a child, will occasionally be served to expand the children's knowledge of food. Children will be encouraged to try all foods. Snack foods, such as candy, will not be served as part of the nutrition program and should not be brought to the Centers.

**Food items from our centers, must be eaten on site, food may not be taken from class.**

### **Food Allergies**

If your child has been medically diagnosed with an allergy to certain foods, he or she will be served a nutritious replacement for that portion of the menu. Medical documentation must be provided. Please see your child's teacher for appropriate forms and additional assistance.

### **Parent Involvement Responsibility & Rights**

All Centers have an open door policy and we welcome the involvement of parents. We believe that parent involvement, in all phases of their child's education, is extremely beneficial. All parents and legal guardians, of enrolled children, are encouraged to visit their child's classroom.

All KCSOS Early Childhood Education Centers has a Parent Advisory Committee that include all parents. Parents are automatically members of their Center's Parent Advisory Committee. Parent Advisory Committees help to maintain an open line of communication between programs, parents and community. We encourage parents to become active members of their Parent Advisory Committee to help shape the direction of our programs.

California Ed Code provides that parents be notified of their rights and responsibilities regarding relationships with our program:

- It is the parents or guardians' responsibility to sign child in and out at the centers when arriving and/or leaving. This includes any time away from the Center during the day for a mid-day appointment.  
**A full legal signature is required, upon daily arrival and departure.**
- The parents' written permission is necessary if a person other than a parent is to pick up the child and that person must provide a photo identification upon request of staff.
- Parents may request that their child be excused from instruction in health when it conflicts with their religious training and beliefs – please discuss with your teacher.
- KCSOS Early Childhood Education Services must cooperate with the local health officer in prevention and control of communicable diseases.
- Pupils who take prescribed medications during the school day must have on file at the school a written statement from the parent and/or physician.
- We provide sight and hearing test of each child enrolled. Parents have the right to file a written statement indicating they will not consent to such testing.

## **Parent Orientation, Education and Involvement Plan**

Once a family is certified for the preschool program, they are schedule to attend a Parent Orientation Meeting. Parent Orientation is a time only for adults. The meeting is with your child's teacher so she can begin to build a relationship with the family. Each teacher will go over several items and allow parents to ask questions about the program. Parents are encouraged to bring the child for a visit prior to their start date. When a child is able to meet the teacher and see the classroom with their parent, it provides a sense of comfort before the child stays without his/her parent. Please talk to the teacher about a time when you can bring your child to visit. All half-day classes schedule an Open House, prior to their start date.

Parents will be asked to complete a community resource form and check off topics of interest for parent meetings. The teachers at the site compile the topics and plan parent meetings based off requested topics. We plan approximately 5 meetings per school year. In addition to the group meetings there are 2 parent teacher conferences scheduled to review the development of each child. One conference occurs in the fall and the other one in the spring. Parents may request additional conferences if needed. Teachers also provide resources through monthly newsletters and postings of community events. We encourage all parents to be involved in field trips, special events, fund raising, volunteering and Parent Advisory.

## **Parent Appeal Procedures**

If a parent receives a Notice of Action (NOA) and he/she does not agree with the action, he/she may follow the appeal process. First parent needs to complete the local hearing request section on the NOA. This is to be done on or before the deadline as indicated. During the appeal, the intended action is suspended and services will continue until the review process has been completed. Our agency has 10 days to notify parent of the time and location of hearing. If the time and location of hearing is not suitable for parent, he/she is to contact the hearing officer to reschedule. If the parent fails to show up at the appeal meeting, they have lost their right to appeal and the action will become effective. Within 10 calendar days of the appeal hearing the parent will be issued a decision letter.

If a parent disagrees with the decision of the local hearing, he/she may ask for a review for the Early Education and Support Division (EESD). The EESD must receive the request within 14 calendar days from the date written on decision letter. The above procedure is written out on page 2 of the Notice of Action form.

## **Early Dismissal for Minimum Day**

In order to provide our staff with required training, our full day centers will operate on a minimum day schedule of one day per month. These dates will be posted in the classroom so parents are aware of the dates in advance. All full day preschool classes and general childcare classes located in Bakersfield will close at 2:30 P.M. Centers located in other areas of Kern County (Lamont, McFarland, Shafter, Wasco) will close at 2:00 P.M. to allow staff traveling time.

**Teachers will post reminder notices in advance. All parents will need to make arrangements to ensure proper pick up of their child.**

**Half-day preschool does not have minimum day schedules**, they follow an early start time and a shorter period between am and pm class. Your child's teacher will provide you with actual times and dates. All meeting dates are set prior to the first day of school, to ensure that parents have advance notices. Reminders will also be provided in monthly newsletters.

## Special Occasions and Anti-bias Curriculum

Our program teachers teach children to respect others and to accept each other’s differences. Parents and children will be encouraged to share their cultural heritage with teachers. Teachers will plan to incorporate this information into the classroom as an appropriate way of respecting and teaching the concept of family and community to celebrate our diverse cultural backgrounds.

## Holiday Celebrations

All Centers celebrate many of the traditional holidays with culturally & developmentally appropriate activities rather than “parties.” Celebrations are educationally planned around the event and monthly theme. If you have any personal objections to your child participating in any school event, please discuss your concerns with your child’s teacher, so she can provide alternate activities. If you have any cultural holidays that you would us to celebrate please share it with the teacher so she can present your idea to the site supervisor for consideration.

## Children Birthday Parties

We understand that sharing birthdays is an important event for our children. Every class has a monthly celebration, which includes all the birthdays of the month. Parties are on the first Friday of each month. Parents are invited to participate in the monthly celebrations. Teachers will provide additional information at Parent Orientation.

If there are cultural or religious reasons why you do not want your child to participate in these celebrations, please notify your child’s teacher so other activities can be provided for your child.

Absences for religious reason may be a BIC day, please discuss this with your child’s teacher.

## Holidays and Center Closures

All KCSOS Early Childhood Education Services Centers will be **closed** for the following holidays:

MONTH	DATE / HOLIDAY
July	July 4 <sup>th</sup> - Independence Day
September	1 <sup>st</sup> Monday - Labor Day
November <b>*Half Day Preschool</b>	November 11 <sup>th</sup> - Veterans Day & 4 <sup>th</sup> Thursday & Friday - Thanksgiving *Half Day Preschool will be closed for the full week of Thanksgiving
December	December 24 <sup>th</sup> & 25 <sup>th</sup> - Christmas Eve & Christmas December 31 <sup>st</sup> – New Year’s Eve
* Winter Break <b>Half Day Preschool</b>	Closed for 2 Weeks for Winter Break (typically falls the last week of December and first week of January – Exact date depends on Center)
January	January 1 <sup>st</sup> - New Year’s Day 3 <sup>rd</sup> Monday - Martin Luther King, Jr. Day
February	2 <sup>nd</sup> & 3 <sup>rd</sup> Monday - Lincoln’s Birthday & President’s Day
March / April	Good Friday - Friday before Easter
* Spring Break <b>Half Day Preschool</b>	Closed for 1 Week for Spring Break (Exact date depends on Center)
May	Last Monday - Memorial Day

**\* Closures Only for 3 hour State Preschool Classes**

## **Discipline Policies & Procedures**

It is our belief that all children deserve to be treated with dignity and respect, not only from the staff but also from their peers. Discipline is about teaching children acceptable social behaviors. Teachers will model appropriate behaviors and encourage acts of kindness and cooperation within their class. Class rules are posted in each class and discussed often, so that children and parents have a clear understanding of classroom expectations and appropriate consequences.

## **Objectives**

- To support each child's ability to self-regulate their behavior
- To teach appropriate / acceptable social behaviors
- To appropriately support each child's development based on their individual age
- To ensure that behavior does not disrupt the educational experience for other children

## **Staff Techniques**

- Positive reinforcement, redirection and limit setting
- Conflict resolution / teaching child to take responsibility for one's actions
- Teaching fairness & respect
- Providing guidance that is clear, consistent and in terms that each child can understand
- Brief removal from a situation to allow for a "cooling down" period (note: child will never be isolated or left alone)
- KCSOS staff will not use corporal or unusual punishment

## **Procedures for Teaching Children Appropriate Behaviors**

- Separate the children involved
- Immediately comfort the injured child and administer first aid if needed
- Notify all parents of their child's involvement
- Redirect the child to another activity
- Change activity/schedule as necessary
- Separate children to create smaller groups
- Give one-on-one attention to calm the child's behavior

## **Aggressive / Dangerous Behavior**

As children develop, they naturally push the limits and challenge rules. However, it is never appropriate for a child to harm or act out against another child or adult. For safety reasons staff may need to immediately intervene. If a pattern of aggressive / disruptive behavior develops, the teacher will meet with parent to develop strategies for correcting the behavior.

## **Biting**

Biting can be a serious problem in some childcare centers. It typically occurs more often in toddlers and two year old classes. Biting can cause emotional distress to both the biter and other children in the center. Most children who bite do so for a variety of reasons, but they usually do not mean to physically harm another child. If your child is a biter, please inform the teacher. Once a child has been identified as a biter, staff will ensure appropriate steps in working with the child and the parents to curtail the child's behavior. Staff will work with parents and children to immediately respond to biting behavior. Most biters self-correct their behavior with the help of staff and parents. If consistent patterns-of biting continue, the child may be excluded from the program for the protection and safety of other enrolled children. Teacher and parent should work together towards a goal of improved behaviors.

## **Expulsion or Disenrollment Due to Child's Behavior**

Effective January 1, 2018, prior to expelling or dis-enrolling a child due to challenging behavior, the law requires that the CSPP contractor must, within 180 days, follow and document that we have taken the following steps:

1. Teacher will meet with the child's parent/legal guardian to ensure the child's safe participation in the program. Teacher will provide additional resources regarding challenging behaviors.
2. Teacher will inform the parent/legal guardian of what they will use in the classroom to assist the child, so that he/she can safely continue to be in the program.
3. If the child has an IEP or IFSP, and with the parent/legal guardian written consent, teacher will contact the LEA or local regional center to discuss how to serve the child.
4. If the child does not have an IEP or IFSP the teacher will work with parent to obtain information as requested on the ASQ and ASQE assessment tools. Program will work with parent to implement behavior supports. Parent referrals to local community resources may be considered. Teacher will consult Program nurse before making a special education referral to request their support and services, including a behavior intervention plan.
5. If concerns, about the child's safe participation still remain, after the above step are documented and followed the Site Supervisor II will meet with the parent/legal guardian and teacher and if applicable special education services. The goal of this meeting is to discuss concerns about safe participation.
6. If the program determines that a child's continued enrollment would present a continued safety threat to the child or other enrolled children the program will refer the parent/legal guardian to Resource and Referral Services for other services in the community.
7. Only after all reasonable steps have been completed will the program dis-enroll the child.

For additional information, please refer to Assembly Bill No. 752

## **24 Month Eligibility**

Recertification is the required process for a program to determine ongoing eligibility and need. It applies to Full Day Preschool and General Child Care Programs. After initial certification, program shall verify eligibility and need at intervals no sooner than 24 months.

Program begins the process after 24 months to ensure the completion of recertification before the end of the 25<sup>th</sup> month. Our agency will contact parent with a document request of needed items. Staff will schedule an appointment with parent to review and verify accuracy of the information.

If a parent does not agree with the recertification outcome, he or she may file an appeal as indicated on the Notice of Action.

## **Parent Request**

Parents may at any time during the contract year, voluntarily request an increase to their certified care schedule based on provided documentation of employment or on other basis for need as applicable. Each family has the right, to voluntarily report changes to reduce their family fee or increase services. Reduction to services shall only occur per the written request of the parent.

## **Requirement to Report When Income Exceeds Ongoing Income Eligibility of 85% SMI**

When the family's calculated adjusted monthly income exceeds the 85% of the Standard Medium Income (SMI) threshold for the verified family size the family shall notify the program within 30 days to report changes. Program shall determine if the family is eligible for services based upon other eligibility criteria. If we are unable to establish another basis for eligibility, we shall document the new basis for eligibility and issue a NOA reflecting the change of eligibility.

## **Fees for Full Day Preschool & General Child Care Services**

Fees are based on a monthly flat rate set by the California State Department of Education and determined by the number of family members and gross monthly income. Part-time or full-time fees are assessed at the time of enrollment. Determination of part time or full time fees is based on total hours of care. Each family has the right to voluntarily report changes to reduce their family fee or increase services. Fees are due and payable on the 1<sup>st</sup> of each month. This also includes credit for other child care. Please make checks/money orders payable to KCSOS ECE Services

## **Credit for Fees Paid to Other Child Care (OCC) – Ed. Code Section 18112**

A fee credit is granted as a result of other child care costs. If a family has other child care needs during a time that we are not open or to a sibling that we do not serve, the family may use that cost as a credit to reduce all or part of their monthly fees. It is the parents' responsibility to submit proof of child care cost by the 1<sup>st</sup> day of each month along with a complete Other Child Care Form. Failure to provide receipt of other childcare will result in a charge of full family fees. Copies of child care receipts from childcare provider or cancelled checks are required & are maintained in the program's fee assessment records. An example of other childcare cost include: infant care, after school care, evening care, and weekend care due to work or training. If you are unclear about Other Child Care Credit, please talk to Site Supervisor or call main office at 661-636-4760.

## **Termination of Services for Nonpayment**

Family fees are assessed based off a monthly full time fee or part time fee. Families enrolled in our full day program who receive less than 130 hours of services a month are assessed a part time fee. Families who need 130 hours or more per month are assessed the full time fee. Fees are due the first day of the month. Fees are considered delinquent if not received by the 7<sup>th</sup> day of the month. A Notice of Action to terminate services for non-payment shall be mailed to the parent on the 8<sup>th</sup> day of the month. Mailed notices give the family 19 days of continued services, which allow parents time to find other child care. Fees are charged during the 19 days of the drop action period. Parents may request a re-payment plan from the site supervisor.

## **Repayment Plan**

Parent may request a repayment plan for the payment of delinquent fees. Services will continue, provided that the parent complies with the provisions of the repayment plan. Upon termination of services for nonpayment of delinquent fees, the family shall be ineligible for child care services until all delinquent fees are paid. All repayment plans are to be done with the Site Supervisor II and require the Director's approval.

## **Additional Program Information**

### **Assessments and Parent/Teacher Conferences**

Early Childhood Education Services uses the state required child assessment, Desired Results Developmental Profile-2015 (DRDP). It is an observational tool teachers use to assess the academic and social growth of each student, within child's first 60 days of enrollment and again prior to end of school year. Each teacher will schedule a minimum of two (2) parent/teacher conferences per school year to review the results of the DRDP-and to discuss the on-going progress your child is making in the classroom. By working together, parents and staff members will be able to provide an individualized program for children and help build the school to home connection. Additional conferences may be requested by parents or teacher at any time to address concerns or discuss your child's needs.

## **Children with Exceptional Needs**

Children who have an IEP or IFSP and meet the need and income criteria of the CSPP full day program may be enrolled if it is clearly stated on their educational plan. Program must also assess needs of individual child to determine that program is able to meet their needs.

Children with exceptional needs, whose families are over the income eligibility, may be enrolled into a part day preschool, after all otherwise eligible children have been enrolled.

KCSOS Early Childhood Education Services is part of the Inclusive Early Learning and Care Coordination Program and we are working towards improving environments and increasing capacity for inclusion.

## **Cell Phones**

Early Childhood Education Services requests that parents stay off their cell phones at our centers. We encourage parents to focus on their child's needs at the beginning and end of each school day. This is a time for parents to discuss school related events. Close supervision is especially needed when dropping off and picking up your child. Communication habits and language development occur at an early age. How a parent interacts with their child now will play a critical role that effects how a child will communicate with their parent in their future years.

## **Clothing**

Each child is to have (1) change of seasonally appropriate clothing (labeled with child's name) at the center, in case an accident occurs. Play and learning often involve messy materials such as paint, water and glue, which may get on children's clothing

- Each child is to be dressed in comfortable, safe and washable clothing
- To prevent loss or confusion over duplicates, Coats, jackets, sweaters, and other personal items are to be clearly marked with the child's full name
- Shoes are required at all times and are to fit properly so that each child can safely participate in all center activities

Each adult working or volunteering in the classroom is to wear clothing that is comfortable with an appropriate fit suitable for working with young children.

## **Confidentiality of Information**

The use or disclosure of financial or other personal information concerning children or families enrolled in our programs will be limited to purposes directly connected with the administration of the Early Childhood Education Program. No other use of this information shall be made without parents' prior written consent. Parents shall have access to all information contained in their own children's file.

## **Exception of No Fees for Field Trips**

A maximum amount of \$25.00 per year may be charged for field trips under the following CDE Terms:

1. A written policy by the parent board/committee that includes parents in the decision making process
2. No child is denied participation due to the parent's inability or refusal to pay
3. Recording of payment system is confidential

At no time should ECE staff be collecting money from a parent, other than a school sponsored fundraiser, school pictures or a pre-scheduled field trip.



## **Fog Delays**

Our centers **DO NOT HAVE FOG DELAYS**, you may bring your child to class whenever you believe it is safe for you to drive. All centers open at their regularly scheduled time. We do ask that parents who will be arriving after 9 A.M. call the center so staff may ensure an adequate lunch count.

## **Refrain from Worship and Teaching of Religion**

KCSOS Early Childhood Education Services believes in every parent's right to provide religious instruction of their choice at home. Therefore, and in accordance with the Constitution of California, Article XVI, Section 5, religion is not taught in any state child development program administered by the Kern County Superintendent of Schools Office and all programs refrain from religious worship. We do, however, promote the teaching of respect for all people and cultures.

## **Toilet Training**

Please note that toilet training services are not provided by our program. Children will not be allowed to wear pull-ups for any part of the day while at school. Daily schedule and class routines include toileting times throughout the planned day and staff help with bathroom reminders as needed.

## **Toys**

Parents are asked not to send toys from home. There are many interesting toys and games at the center that are developed specifically for preschools. Many teachers have special share days and you will be notified in advance so you and your child can plan accordingly. Centers and/or staff are not responsible for damaged or lost toys.

## **Transportation**

Transportation is NOT provided to our preschool children. Parents are responsible to arrange drop off and pick up for their children.

## **Supervision of Children**

**Please note:** that while parents, guardians and community volunteers are invited to participate in our classrooms, Title 22 require that children shall be supervised by a qualified staff member at all times. Visual supervision of children by staff must occur at all times, including the close monitoring of bathrooms. Due to limited space and ratios, only enrolled children are allowed to participate in Center activities.

## **Megan's Law**

The State of California passed legislation that allows you to check with local law enforcement agencies to see if there are people residing near your home or your child care center who are registered sex offenders. Registered sex offenders include people convicted of crimes ranging from indecent exposure to rape or molestation.

For more information visit:

**Department of Justice "Registered Sex Offender" database, go to [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov)**

## **Asbestos Hazard Emergency Response Act**

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). The law requires all schools to be inspected by inspectors accredited by the Environmental Protection Agency to identify any building materials that contain asbestos. The law further requires the development of a management plan by an EPA – accredited management planner based upon the findings of the inspection. The plan must outline our intent in controlling the potential for exposure to asbestos fibers in our schools.

In the past, asbestos was used in building materials because of its insulating and fire retardation capabilities. Virtually any building constructed before the late 1970's contains at least some asbestos in pipe insulation,

structural fireproofing, etc. The primary concern arises when these materials begin to deteriorate or become damaged.

The initial inspection of our child care centers is complete and some asbestos-containing materials were identified in the floor tiles of Lamont, Richardson and Ming. The floor tiles are intact and are not considered dangerous to the health of students or staff.

## **Complaint Policy**

KCSOS Early Childhood Education Services wants you and your child to be happy with our services. Our primary goal is to provide children with a high quality, educationally based preschool experience. If you ever have concerns about our programs, please talk to your child's teacher or the site supervisor at your center. If your issues are not resolved, please contact the KCSOS Early Childhood Education Services Director (see contact information at the beginning of this handbook).

If you believe our agency is breaking the law, disregarding or misinterpreting regulations please follow the "Uniform Complaint Policy" procedures that are posted in each classroom.

## **Lock Down**

On occasion, there may be a potentially dangerous situation on or around the vicinity of a school site. When staff are aware of such circumstances a decision is made for the school to go on lock down. All doors are locked. Children, parents and staff are not allowed in or out of the classroom. Parents are to remain in their vehicle until staff receives an all clear by local law enforcement. Our job is to ensure the safety of all children. We apologize in advance for the inconvenience this may cause to any parent wishing to drop-off or pick up their child during a lock down. Lock down are not part of a practice drill, however teachers talk to children about listening and following safety rules. Parents should remind their child to listen to their teachers.

## **Emergency Planning**

Children and staff members at each center participate in monthly fire and disaster drills. In the event of an actual disaster, such as an earthquake or flood, children will remain at the centers, or if deemed necessary, moved to their designated site, until picked up by parent, guardian, or other authorized adult.

Children will only be released to authorized parents/guardians or other designated person. A written note (from the parent/guardian) and photo identification will be required in order for designated persons to remove children from the school.

Each site has an Emergency Care & Disaster Plan (LIC 610) specific to their location and posted at that site. In the event of a necessary site evacuation, the address of the re-location site will be posted at the site. Each site also has an emergency kit and 72 hours of supplies.

We regularly update our policies and procedures. Updated emergency plans will be available at each site and will be provided to parents as these policies are updated.

**Updated emergency phone numbers and/or addresses are very important! Parents should be sure that the emergency information on file at the center is correct and up to date at all times.**

**STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES, COMMUNITY CARE LICENSING DIVISION  
CHILD CARE CENTER  
NOTIFICATION OF PARENTS' RIGHTS**

**PARENTS' RIGHTS**

As a Parent/Domestic Partner/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.

Licensing Office Name: **Officer of the Day,  
Department of Social Services, Community Care Licensing**  
Licensing Office Address: **1310 East Shaw Avenue, Fresno, CA 93710**  
Licensing Office Telephone Number: **(559) 243-4588**

7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form.

**NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/DOMESTIC PARTNER/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/DOMESTIC PARTNER/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.** LIC 995 (1/08)

**ACKNOWLEDGEMENT OF NOTIFICATION OF PARENTS' RIGHTS  
(Parent/Domestic Partner/Authorized Representative Signature Required)**

I, the parent/domestic partner/authorized representative of\_\_\_\_, have received a copy of the "CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS" and the CAREGIVER BACKGROUND CHECK PROCESS form from the Licensee.

\_\_\_\_\_  
Name of Child Care Center

\_\_\_\_\_  
Signature (Parent/Domestic Partner/Authorized Representative)

\_\_\_\_\_  
Date

**NOTE: This acknowledgement must be kept in child's file and a copy of the Notification given to parent/domestic partner/authorized representative.** LIC 995 (1/08)

**STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY  
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES**

**PERSONAL RIGHTS**

**Child Care Centers**

Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers.

(a) Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:

- (1) To be accorded dignity in his/her personal relationships with staff and other persons.
- (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
- (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
- (4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
- (5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), domestic partner(s), or guardian(s) of the child.
- (6) Not to be locked in any room, building, or facility premises by day or night.
- (7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

THE REPRESENTATIVE/PARENT/DOMESTIC PARTNER/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:

Licensing Office Name: **Officer of the Day,  
Department of Social Services, Community Care Licensing**  
Licensing Office Address: **1310 East Shaw Avenue, Fresno, CA 93710**  
Licensing Office Telephone Number: **(559) 243-4588**

**TO: PARENT/DOMESTIC PARTNER/GUARDIAN/CHILD OR AUTHORIZED REPRESENTATIVE:**

Upon satisfactory and full disclosure of the personal rights as explained, complete the following acknowledgment:

**ACKNOWLEDGMENT:** I/We have been personally advised of, and have received a copy of the personal rights contained in the California Code of Regulations, Title 22, at the time of admission to:

\_\_\_\_\_  
(PRINT THE NAME & ADDRESS OF THE FACILITY)

\_\_\_\_\_  
(PRINT THE NAME OF THE CHILD)

\_\_\_\_\_  
(SIGNATURE OF THE REPRESENTATIVE/PARENT/DOMESTIC PARTNER/GUARDIAN)

\_\_\_\_\_  
(TITLE OF THE REPRESENTATIVE/PARENT/DOMESTIC PARTNER/GUARDIAN)

\_\_\_\_\_  
(DATE)

<input type="checkbox"/> Full Day Program
<input type="checkbox"/> Half Day Program

Early Childhood Education Services  
Admission Agreement

**Payment provisions, including the following:**

Parent: \_\_\_\_\_ Name of Student: \_\_\_\_\_  
Full time flat monthly rate: \_\_\_\_\_ Part time flat monthly rate: \_\_\_\_\_ Other: \_\_\_\_\_  None

**Basic Early Education Services:**

Kern County Superintendent of Schools, Early Childhood Education Services is a program that serves children ages two to five years of age. The environments and activities are developmentally and culturally appropriate.

The Full Day program offers breakfast, lunch and a PM Snack. The Half-Day program offers breakfast in the AM class or lunch in the PM class served as a mid-day nutritional supplement.

Children are assessed twice a year using the Desired Results Development Profile assessment tool. The assessments take place 60 days after enrollment and every 6 months thereafter. A parent-teacher conference will be held after each assessment.

**Admission Criteria and Priorities:**

Admission is based on a family's monthly income, family size and age of child.

**Enrollment Priorities:**

- (1) The first priority for services shall be given to four-year-old or three-year-old neglected or abused children who are recipients of child protective services or recipients who are at risk of being neglected or abused, upon written referral from a legal, medical, or social service agency, without regard to income.
- (2) The second priority shall be given to eligible four-year-old children in the following order:
  - (A) Children who were enrolled in the State Preschool Program as a three-year-old, without regard to income ranking.
  - (B) Children whose families have the lowest income ranking based on the most recent income ranking schedule adopted by the State Superintendent of Public Instruction (SSPI) at the time of enrollment. The Child Care and Development Income Rankings (revised 12/2007) is hereby incorporated by reference.
  - (C) When two or more families have the same income ranking, according to the most recent income ranking schedule, the child with exceptional needs as defined in Education Code section 8208(I) shall be admitted first.
  - (D) If there are no families with children with exceptional needs, the contractor may establish the following priorities in an order determined by the contractor.
    - (a) Children who are identified as limited English or non-English proficient.
    - (b) Children from families whose special circumstances may diminish the children's opportunities for normal development.

**Parent fees are due the first day of the month.**

If payment is not received by the 5<sup>th</sup> day of the month child care services may be terminated. Parents will receive a Notice of Action giving them a 14-day termination letter.

- A. Parents may request a payment plan for delinquent fees.
- B. After 1 returned check, payee will then have to pay by money order or cashier's check.
- C. Refund conditions: Credit for future services or refunds of money will be considered upon request.
- D. Parents are notified 30 days in advance of any parent fee rate changes.

**Behavior:**

Reasonable limits are set so that children know that they may not hurt themselves, other children or adults, or damage property. These limits are set and maintained by discussing them with children, by redirecting undesirable behavior or by short periods away from the group. If behavior cannot be modified and other children and adults are put at risk, interventions will be used up to and including termination of services.

**Expulsion or Disenrollment Due to Child’s Behavior:**

Effective January 1, 2018, prior to expelling or dis-enrolling a child due to challenging behavior, the law requires that the CSPP contractor must, within 180 days, follow and document that we have taken the following steps:

- 8. Teacher will meet with the child’s parent/legal guardian to ensure the child’s safe participation in the program. Teacher will provide additional resources regarding challenging behaviors.
- 9. Teacher will inform the parent/legal guardian of what they will use in the classroom to assist the child, so that he/she can safely continue to be in the program.
- 10. If the child has an IEP or IFSP, and with the parent/legal guardian written consent, teacher will contact the LEA or local regional center to discuss how to serve the child.
- 11. If the child does not have an IEP or IFSP the teacher will work with parent to obtain information as requested on the ASQ and ASQE assessment tools. Program will work with parent to implement behavior supports. Parent referrals to local community resources may be considered. Teacher will consult Program nurse before making a special education referral to request their support and services, including a behavior intervention plan.
- 12. If concerns, about the child’s safe participation still remain, after the above step are documented and followed the Site Supervisor II will meet with the parent/legal guardian and teacher and if applicable special education services. The goal of this meeting is to discuss concerns about safe participation.
- 13. If the program determines that a child’s continued enrollment would present a continued safety threat to the child or other enrolled children the program will refer the parent/legal guardian to Resource and Referral Services for other services in the community.
- 14. Only after all reasonable steps have been completed will the program dis-enroll the child.

*For additional information, please refer to Assembly Bill No. 752*

Parents or designees are responsible to conduct themselves in a socially acceptable manner while on the center premises. All children and staff are to be treated with respect at all times. Abuse of this policy may result in termination of Early Education Services.

**Licensing:** Health and Safety Code Section 1596.8535 (a) provides: “Notwithstanding any other provision of law, the department shall conduct any authorized inspection, announced site visit, or unannounced site visit of any child day care facility only during the period beginning services are being one hour before and ending one hour after the facility’s normal business hours or at any time childcare services are being provided. This subdivision shall not apply to the investigation of any complaint received by the department, if the department determines that an inspection or site visit outside the time period beginning one hour before, and ending one hour after, the facility’s normal operating hours is necessary to protect the health or safety of any child in the facility.

(b) The Department has the authority to interview children or staff without prior consent

(c) The Department has the authority to inspect, audit, and copy child or child care center records upon demand during normal business hours. Records may be removed if necessary for copying. Removal of records shall be subject to the requirements in Sections 101217(c) and 101221(d).

**Supplemental Services:** As needed, referral for language, vision, dental, health, behavior and /or mental health needs.

**Transportation:** Transportation to and from the site is sole responsibility of the parent, guardian or designee. In case of an emergency, children may be transported by KCSOS’ office bus to an alternate location for safety.

**Modification of Agreement:** This agreement may be terminated by KCSOS; agency shall provide a written Notice of Action (NOA) to the parent or authorized representative 14-19 days prior to changes in services. Parents have the right to appeal.

Parent Signature	Date	Authorized Signature	Date
Print Name			

**Office of Mary C. Barlow**  
 Kern County Superintendent of Schools Early Childhood Education  
**Community Resource Information/ Referral Form**  
*Información de Recursos de la Comunidad/ Forma de Remisión*

\_\_\_\_\_  
 Name of Child/Nombre de Estudiante:

\_\_\_\_\_  
 Name of Parent/Guardian/ Nombre de padre o Guardian:

\_\_\_\_\_  
 Telephone Number/ Numero de teléfono:

**Parent Education Sessions-please check your topics of interest/ or needs:**

- Positive Discipline/ *Disciplina Positiva*       Kindergarten Readiness/*Preparando para Kindergarten*       Difficult Behaviors/*Comportamiento Dificil*  
 Parent Strategies/*Estrategias para Padre*       Development Stages/*Etapas de Crecimiento*       Home Activities/*Actividades en el Hogar*  
 Other/*Algo Diferente*: \_\_\_\_\_

*Sesiones Educativas para el Padre – Por favor indique los temas de interés/ o necesidad:*

<b>Child Care Assistance</b> <i>Ayuda para el Cuidado de Niño</i>		<b>Family Counseling</b> <i>Consejería Familiar</i>	
Community Connection for Child Care	661-861-5200	Women Infants and Children (WIC)	661-862-5422
Community Action Partnership of Kern	661-336-5236	Kern County Mental Health Services	661-868-6453
Warmline	661-323-3531	Ebony Counseling Center	661-324-4756
<b>Education/Job Training</b> <i>Educación/ Entrenamiento de Trabajo</i>		<b>Health &amp; Safety</b> <i>Salud y Seguridad</i>	
Bakersfield Adult School	661-835-1855	Clinica Sierra Vista (Bakersfield)	661-635-3050
Bakersfield College	661-395-4011	Clinica Sierra Vista (Lamont)	661-845-3731
City of Bakersfield Job Hotline	661-326-8837	Community Action Partnership Clinic	661-336-5300
CSUB	661-654-3036	Kern County Public Health Department	661-321-3000
America's Job Center (Career Services Center)	661-635-2600	Medical for Families Hotline	1-800-880-5305
Employers Training Resource	661-336-6700		
Kern Adult Literacy Council	661-324-3213		
Kern Co. Sup. Of School	661-636-4000		
<b>Family Assistance</b> <i>Ayuda para la Familia</i>			
Department of Human Services	661-631-6000		
Battered Women Information	661-327-1091		
Catholic Charities Resource Center	661-281-2130		
Alliance Against Family Violence	661-322-0931		
Bakersfield Homeless Center	661-322-9199		

**Referral:**

**Follow up Referral:**

\_\_\_\_\_  
**Parent Signature (Acknowledgement of Form)**  
*Firma de Padre (Conocimiento de Forma)*

\_\_\_\_\_  
**DATE**  
*Fecha*

## Early Childhood Education Services Matrix

Program  Operational Days Per Year	<u>CSPP Half Day</u> Preschool <u>3 Hour</u> 178 Days	<u>CSPP Full Day</u> Up to 10 hours Per day 3.5 HOUR CORE	(CCTR) California Child Care <u>Full Day</u> 247
<b>REQUIREMENTS</b>			
<p><b>Admission Priority</b> - First priority for services shall be given to child protected services children regardless of income.</p> <p>Second priority is lowest adjusted monthly income based on family size Eligible 4 year olds have priority over eligible 3 years olds.</p> <p>Children age three (3) to five (5). A 3 year old child must have his birthday on or before Sept. 1 of the fiscal year which he is enrolled.</p>	X	X	
<p><b>Eligibility Requirements</b> -Child is receiving child protective services. The family has a child who is at risk of abuse, neglect or exploitation. Homelessness or recipient of public assistance. Family is income eligible; determined by family size &amp; income.</p>	X	X	X
<p><b>Parent Participation Expected</b> 2 parent conferences per school year Participation in classroom is encouraged Attend parent meetings Participate in Parent Advisory Council (PAC) &amp; Field trips</p>	X	X	X
<p><b>Need Requirements</b> 1. Child Protective Services involvement 2. The parents and any other adults counted in family size are: Employed (includes court ordered community service) Seeking employment Participating in vocational training Homeless &amp; seeking permanent housing Incapacitated (to provided normal care for the child)</p>		X	X
<p><b>Parent Fee</b> - All fees, including other child care credit, are due on the first day of attendance and by the 1<sup>st</sup> of each month. Fee schedules are prepared and issued by the Early Education Support Division, California Department of Education.</p>		X	X
<p><b>CSPP half day is free of cost, 6 hours per month of parent participation is expected</b></p>	X		

Once all age/income eligible children have been enrolled contractor, (KCSOS) may enroll children in the half day class from families who exceed income, by 15 % or less of income ceiling amount and/or children who exceed age limitations. These children shall comprise a maximum of 10% of total enrollment.



One hundred years from  
now...  
it will not matter what,  
my bank account was,  
the sort of house I lived in,  
or the kind of car I drove... but the  
world may be different  
because  
I was important in the life of  
a CHILD...



**Publication**

This publication was funded by the Kern County Superintendent of Schools (KCSOS), Early Childhood Education Services (ECE); California Department of Education (CDE), Child Development Division (CDD). The program is a state funded childcare program for which the author is solely responsible, including policies, laws, rules and regulations of KCSOS; CDE Funding Terms and Conditions, Title 5; and California Department of Social Services, Community Care Licensing (CCL) Title 22.