

Early Childhood Education

Toddler Classroom

PARENT HANDBOOK



“A Place for Growing Minds”

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

Revised: May 2024



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

Early Childhood Education Services

Gladys Garcia-Jara, Director II, (661) 636-4386 glgarcia-jara@kern.org

Elvira Lopez, School Clerk, (661) 636-4760 ellopez@kern.org

1675 Chester Avenue, 2th Floor
Bakersfield, California 93301

Each Early Childhood Education Center has an assigned Site Supervisor to assist with the daily needs and concerns of parents, children & staff. You may directly contact the assigned supervisor for:

North Maple Child Development Center

650 N. Maple Avenue Ste B,
Wasco, California 93280

Hilda Ramos, Site Supervisor II (661) 772-8187
hiramos@kern.org

Ming Ave. Child Development Center

1100 Ming Ave.
Bakersfield, California 93304

Rebecca Quintanilla, Site Supervisor II (661) 546-8980
requintanilla@kern.org

Nurse for Early Childhood Education Service (All sites)

Lynne Myers (661) 636-4762 Email: lymyers@kern.org

PARENT: PLEASE FILL IN INFORMATION ABOUT YOUR CENTER

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

Mission Statement

Our mission is to provide quality early childhood care and 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.

GOALS AND OBJECTIVES

For toddlers:

- To provide a caring, and safe environment that nurtures each child's social, emotional, creative, physical, and intellectual self.
- To value and support each child's curiosity as he/she explores their world by providing challenges that will help stimulate their quest to learn more.
- To maintain the lowest possible primary care giver-child ratio to ensure a nurturing environment appropriate to the child's stage of development.
- To develop awareness in each child that he/she is special and valued.

Staffing and Ratios

All of our teaching staff has early childhood education college units and experience working with young children. Our staff ratios/per child are: 1:4—for toddlers (ages 18 months to 3 years old.)

CENTER HOURS/VISITORS

Our center is open Monday-- Friday: 7:30 a.m. - 5:30 p.m. Adult visitors who want a tour of the Center must first get approval from the Administration Office and/or the Children's Center Site Supervisor. There is a visitor's sign-in sheet in the front office. Parents, grandparents or designated people dropping off or picking up toddlers to and from school are allowed in the center. Friends will not be allowed in the children's center.

CONFIDENTIALITY

Maintaining confidentiality is important to us. All staff members agree to respect a code of confidentiality regarding information about children and families. Staff will respect the privacy of the children and families and will respond to them on a professional manner. Financial or other information will be limited to purposes directly connected with the administration of the program. However, we are required to comply with Child Protective Service inquiries and court ordered subpoenas.

ADMISSION STATEMENT

The KCSOS Early Childhood Education Program serves and operates on a non-discriminatory basis, giving equal treatment and access to services without regard to race, color, creed, or national origin. The Center staff will conduct one or more personal interviews with the child's parent or authorized representative to enable staff to assess the family's eligibility in our program and to understand the state of the child's health, physical and emotional development; and assess whether the childcare center can meet the child's needs. Our district understands and implements the requirements of the Americans with Disabilities Act (ADA) to make reasonable accommodations for children with disabilities.

ADMISSION AND ELIGIBILITY

The ECE Program receives its funds through the California Department of Education (CDE) and California Department of Social Services CDSS. Policies for providing services are developed in accordance with the "*Funding Terms and Conditions Contract*" of the State Department of Education, California Child Care Licensing Requirements and CDSS Performance Standard Procedures.

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, every parent or guardian needs to attend an orientation to complete mandatory enrollment forms.

Parents must provide appropriate income verification (class or training schedule, check stubs, public assistance, child support, support from family, or other verifications as it pertains to your situation) prior to enrollment. For purposes of determining eligibility and/or need, we will verify employment with your employer. Upon establishing initial eligibility or ongoing eligibility for services, a family shall be considered to meet all eligibility and need requirements for those services for not less than 24 months.

Priority and Need Qualifications for General Child Care and Development Programs (CCTR)

ADMISSION PRIORITIES

1. First priority:

Must be given to families whose children are recipients of child protective services, or who are at risk of being neglected, abused, or exploited, upon written referral from a legal, medical, or social services agency.

Within the first priority for services children receiving protective services through the local county welfare department shall be enrolled before children identified as at risk of being neglected or abused or exploited.

If an agency is unable to enroll a child in this first priority category, the agency shall refer the child's parent or guardian to local resources and referral services so that services for the child can be located.

2. Second priority:

All children and families who are not within the first priority for admission shall be admitted in accordance with family income, with the lowest income ranked families admitted first.

For purposes of determining the order of admission, families with the lowest gross monthly income in relation to family size as determined by the income ranking schedule adopted by the CDSS shall be admitted first. Public assistance grants are counted as income.

When two or more families have the same income ranking, families shall be admitted in the following order:

- A. the family that has a child with exceptional needs shall be admitted first.
- B. If there is no family with a child with exceptional needs, the family in which the primary home language is a language other than English shall be admitted first,

If there is no family with the same income ranking that meet the criteria in (c) above, the family with the same income ranking that has been on the waiting list the longest shall be admitted first.

3. Contractors shall not deny service to nor assign a lower priority to a family that needs less than full-time services.
4. Except for situations where not all of the children in a family are certified based on child protective services, a family that has a child or children enrolled in a program shall be allowed to enroll additional children provided there exists an appropriate program opening such as infant care or services to school age care children in which to enroll the child.
5. When not all of the children in a family are certified based on child protective services, the other children or the parents in the family must meet both eligibility and need criteria as specified in section III, paragraphs A, *Eligibility Criteria* and B, *Need Requirements* prior to enrollment and shall be admitted in accordance with priorities specified in this paragraph.
6. The CDSS may grant a waiver to the priorities specified above in order for the contractor to serve specific populations. Requests may not include waiver of the fee schedule or admission of ineligible families. Waiver requests shall be submitted to the CDSS and approved prior to implementation.

Displacement

If it is necessary to displace families, families shall be displaced in reverse order of admission priorities.

Eligibility Criteria:

A family is eligible for childcare and development services because the parent(s) is:

7. A current aid recipient,
8. Income eligible
9. Experiencing homeless,
10. One who has a member of the household, counted in the family size, is certified to receive benefits from any one of the following means-tested government programs:
Medi-Cal,
CalFresh,
The California Food Assistance Program,
The California Special Supplemental Nutrition Program for Women, Infants and Children (*WIC*),
The Federal Food Distribution Program on Indian Reservations,
Head Start, Early Head Start,
CalWORKs child only cash aid, or
Any other designated means-tested government program, as determined by the department.
11. One whose child(ren) are recipients of protective services, or whose child(ren) have been identified as being abused, neglected, or exploited, or at risk of being abused, neglected, or exploited.

NEED REQUIREMENTS

12. Except as otherwise provided for in law, families who are eligible for subsidized childcare and development services shall document that each parent in the family, as defined in FTC, Section X, *Definitions*; meets at least one of the following need criteria:
The child(ren) is (are) a recipient(s) of child protective services, or identified as being abused, neglected, or exploited, or at risk thereof;
The parent is employed;
The parent is seeking employment;
The family is experiencing homelessness;
The family is seeking permanent housing for family stability;
The parent is enrolled in vocational training;
The parent is enrolled in an educational program;
The parent is incapacitated.
13. Subsidized childcare and development services shall only be available to the extent to which:
The parent(s) meets a need criterion as specified in (1) above that precludes the provision of care and supervision of the family's child(ren) for any part of the day;
There is no parent, as defined in FTC, Section X, *Definitions*; in the family available and capable of providing care for the family's child(ren) during the time care is requested; and

Supervision of the family's child(ren) is(are) not otherwise being provided by:

- C. Scheduled time in a public educational program available to school-age child(ren);
- D. A private school in which the child(ren) is(are) enrolled and attending; or
- E. A time when a child(ren) is (are) receiving any other childcare and development services.

14. A family may receive services based on more than one need criterion at any one time, provided that applicable documentation has been collected.

Residency Requirement

- 15. To be eligible for services the child must live in the State of California while services are being received. Evidence of a street address or post office address in California will be sufficient to establish residency. A person identified as “experiencing homelessness” is exempt from this requirement and shall submit a declaration of intent to reside in California.
- 16. The governing board of any school district, community college, or a County Superintendent of Schools may accommodate children residing outside the district boundaries in accordance with *WIC 10332(a)*.
- 17. The determination of eligibility for childcare and development services shall be without regard to the immigration status of the child or the child’s parent(s) unless the child or the child’s parent(s) is under a final order of deportation from the United States Department of Justice.

Children Age Requirement and Transition into Preschool:

- Children are eligible for enrollment at 18 to 36
- When an enrolled child is 36 months old, the staff will assist parent(s) in transitioning the child to other state preschool programs.
- Parents will *voluntarily* enroll their children at this center.

WAITING LIST

North Maple CDC maintains a current waiting list in accordance with admission priorities. Our school secretary will contact applicants in order of priority from the waiting list as vacancies occur.

When a toddler vacancy occurs, the next toddler on the waiting list who fits the Criteria for Parent and Child Eligibility and Established Needs enrollment is admitted in accordance to our priority list. Our program maintains a waiting list that follows the CDSS 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.cdss.ca.gov/>

ENROLLMENT OF CHILDREN WITH EXCEPTIONAL NEEDS

Eligible children with disabilities/exceptional needs shall be enrolled provided that the program is appropriate, utilizing the least restrictive environment criteria contained in state and federal law for individuals with exceptional needs. Additionally, the Center will provide all reasonable accommodations and/or modifications services, and aids for children with disabilities in order that they may participate in the regular child care and development program, unless doing so would create an undue administrative or financial burden or would fundamentally alter the nature of the program. The Center will make reasonable modifications to its policies, procedures, and practices in order to allow students with disability an equal opportunity to participate. Such reasonable accommodations and/or modifications, services, and aids shall be provided at no cost to the parents. However, the Center does not offer a severely handicapped child care and development program. In accordance with Title 22, Section 31221 of the California childcare center licensing regulations a child who has a physical, mental, or emotional handicap of such severity that he/she cannot be adequately or appropriately served in a regular child care and development program or who need specially trained caregivers will not be accepted into the program and shall be referred to a severely handicapped program.

TODDLER COMPONENT OPTION

North Maple and Ming Ave. CDC include a toddler component for children between the ages of 18 and 30 Months. Upon enrollment, the determination of where toddler will be placed is discussed with the site supervisor and parent. The parent will be introduced to their child's teacher and receive a tour of the center. We encourage all parents to schedule a classroom visit with your child so he/she can meet the teacher and become familiar with their new classroom. Transitioning from your home to a classroom can bring anxiety to parent and child. When a parent takes the time to visit the classroom with her/his child before their actual start date, it helps lessen first day anxiety.

The Transition into the preschool program: If there is an open slot in the preschool Component, the North Maple CDC caregiver/teacher will slowly introduce the child nearing 36 months to the preschool classroom by taking the child on short visits into the classroom, allowing the child to feel comfortable with the caregiver/teachers. At 36 months old, Once the child gains trust and feels secure with the caregivers they will transfer the child from N. Maple toddler class into any of our KCSOS preschool programs in Kern County.

OPEN DOOR POLICY

Parents are welcome into the center during operation hours. If you need to talk to a teacher, you may ask the supervisor to step into the classroom in order for the teacher to talk to you. An appointment may be necessary if you find that staff is working with children.

FAMILY ENGAGEMENT

We encourage you to volunteer in the classroom or ask for ways to contribute to our classroom environment. Family members that volunteer in the classroom regularly for example every Monday or every morning, etc.) may need a TB clearance (dated within the past 12 months) and proof of current Pertussis, Measles and Influenza vaccination.

Parent Cafes The purpose of North Maple and Ming Ave. CDC's monthly "Parent Cafes" are to provide educational topics regarding children's well-being, and to present topics or activities that meet the parent's needs, request, and shared goals. Bring along a friend or your child's other parent.

PAC (Parent Advisory Committee) Volunteer parents will meet periodically to discuss program activities or provided services and contribute to the decision making of classroom activities, policies, or center celebrations.

Family/Parent Communication We encourage you to share compliments and concerns with your child's teacher. If your concerns are not resolved, speak to the site-supervisor.

Daily Health Checks Staff will ask pertinent questions regarding your child's health before your child is accepted into the center. A well-child is ready to learn.

Parent Bulletin Board Check out important information relevant to parenting.

REQUIREMENTS

Application Packet

The "Application Packet" consists of forms that must be filled out prior to enrollment. This packet is given to the teen parent at the orientation. The interviewing staff member will explain all forms to the parent(s) and parent(s) legal guardian(s) during the orientation.

Required Documents for Enrollment:

- Child's Birth Certificate (parent brings)
- Proof of Address with a current date noted (parent brings)
- Signed Admissions Agreement (staff provides-parent signs)
- Notification of Parent's Rights (staff provide-parent signs)
- Personal Rights form (staff provides-parent signs)
- Consent for Medical Treatment, if needed (staff provides-parent signs)
- Tuberculosis Clearance (12 months and older) (parent brings)

- Identification and Emergency treatment Information (staff provides-parent signs)
- Physician's Report (dated within 6 months of enrollment) or a doctor's appointment confirmation within 30 days of enrollment (parent brings)
- Up-to-date Immunization Record (parent brings)
- Child's Preadmission Health History Report (staff provides-parent signs)
- Needs and Service Plan (staff provides-parent signs)
- Photo/Video Release Form (staff provides-parent signs)
- Pedestrian Safety Handout (staff provides-parent signs)
- Acknowledgement of Parent Handbook (staff provides-parent signs)
- Documentation of Special Needs (Individual Family Service Plan –IFSP)

ABSENCES AND 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 three different types of absences, please be familiar with all three 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
3. Car accident or car trouble.
4. Court ordered visitation—documentation needed.
5. 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) oversleeping and (2) parent fails to notify staff with reason for child's absence. Unexcused absences are limited based on our policy on abandonment of care.

Policy on abandonment of care

The program has an abandonment of care policy which limits the number of unexcused absences per child. ECE will issue a notice of action to disenroll the family based on abandonment of care when there has been no communication with the parent/guardian for a total of 30 consecutive calendar days.

Parents have the right to appeal termination as indicated on the Notice of Action.

PLEASE KEEP ILL CHILDREN HOME

The spread of illness among children in a child care setting is inevitable. Illness is spread among children for a variety of reasons including: their immune systems are less effective than adults; they have not developed a resistance to illness by prior exposure; they are inclined to explore their environment, touching objects and areas that may contain germs; they put their hands and other objects in their mouth; and their personal hygiene is not as conscientious as adults. Germs are spread by: touching, sneezing, coughing, bowel movement, contact with other body fluids, and sharing food and beverages.

Children are well enough to attend school only if they are able to participate in ALL activities, including outdoor play and water play.

Most communicable diseases are contagious before signs and symptoms appear. Once symptoms of illness appear, keeping the child home until treatment is started can limit the spread of some illnesses.

A child may be excluded (due to illness) from the center for the following:

- The child does not feel well enough to participate comfortably in program activities.
- Fever: above 100° F axially or 101° F orally, accompanied by behavioral changes and other signs or symptoms of illness (e.g., child looks and acts sick).
- Signs or symptoms of possible severe illness: (e.g., persistent crying, extreme irritability, uncontrolled coughing, difficulty breathing, wheezing, and lethargy).
- Diarrhea: changes from the child's usual stool pattern, increased frequency of stools, stools that run out of the diaper, or inability to get to the bathroom on time.
- Vomiting: 2 or more times in a 24-hour period.
- Mouth Sores with drooling.
- Rash with a fever or behavioral change.
- Pink Eye with white or yellow discharge, accompanied by crust in the corner of the eye.
- Extreme Itching on the head or body, noticeable mites, lice, or other infestation.



Children who have been ill should not return to school until they are free of 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. It is always at the discretion of the center to accept a child after they have been ill.

When your child has been exposed to a contagious illness, please notify the center immediately. The staff, in turn, will watch for symptoms of illness in the classrooms. This will help prevent epidemics in the Center. An infant or toddler that is ill will be isolated in the site supervisor's office until the parent comes to sign him/her out of the center. We are committed to maintaining a healthy environment for the 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.

DAILY HEALTH AND SAFETY PROCEDURES

Arrival and Departure

Sign in and sign out procedure

Parents or authorized individual will sign with an ink pen each day using their full name in a legible manner. Upon returning to school after being absent, please write in the reason you were absent on the signature line of the date you were absent.

Arrival and Departure Safety Concerns (Pedestrian Safety)

When walking to and from the Children's Center, make sure that you watch for traffic, or, hold on to your child's hand if they are walking with you. **DO NOT** allow your child to get way ahead of you, or far behind you. When arriving to the Children's Center in a car, keep your child in their car seat until you are ready to escort your child safely to the center. It is the law for every child to be in a car seat in a moving car. Small children cannot be seen and can easily be hit by a car. This policy is strictly enforced **FOR YOUR CHILD'S SAFETY**.

Daily Health Check Upon arrival into the classroom your child will be greeted and a health check will be done. You will be dismissed if your child is accepted without any health issues. This assessment shall include:

- Changes in behavior or appearance
- Skin rashes, itchy body parts
- Increase in body temperature, associated with other behavior or appearance changes.
- Any noticeable concerns a teacher may ask about during the check

**Sharing concerns with caregivers ensures a healthy environment for all.

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 return, 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***

Daily Information Form The daily information form must be filled out every day; this helps the caregivers better serve each family. The caregivers will also provide information that will communicate the daily routines of your child's day.

****This is the best time to inform caregivers** about changes to the child's routines, medication needs, personal appointments, or if someone else will be picking up your child.

Child Abuse and Mandated Reporters

We are mandated reporters of child abuse, pursuant to California Penal Code Section 11165-11175.4, any time there is "reasonable suspicion" that abuse or neglect has occurred. Staff members are subject to prosecution for failure to report. The primary purpose of the mandated reporting law is to protect children and intervene to help families.

Authorized Persons on the Emergency Information Form

To ensure safety, we, the center staff, will only release your child to you and to people on your Emergency Information Form. Please inform center staff when someone besides yourself will pick up your child. In the case that you are not available to sign your child out of the center, we will call a person listed on the Emergency Information form. We will not release your child to anyone unfamiliar. Identification is required before release of child. Please inform the

center if someone else will pick up your child. In an Emergency the center will release your child to one of the contacts on the emergency form if you are not available.

Medication

- A licensed physician must give written instructions in order for the child to receive medication from the center staff.
- Medication must be labeled with child's name, date and dosage.
- Parents must complete and sign a medication form for medicine to be administered.
- Medication must be approved and a reason given why the child needs the medicine.
- We will call the parent out of class to administer medication or over-the-counter medication to their child if there is no release to administer medication form for the center staff.
- If parent want teachers to administer over-the-counter medication such as teething meds, rash ointments, or sunscreen, please ask teacher for the form for permission to administer these items. Please remember to share this type of information with staff.

Emergency Regarding the Child While in the Center

In case of emergency due to sudden illness, dental emergency or accident, the parent will be notified. If the parent or the authorized person specified on the emergency form cannot be reached, the child will be taken to a doctor or to an emergency hospital (as specified by the parent on the emergency information form).

Injury or Accident in the Center

Injuries or accidents in the center are always handled promptly. An "Ouch Report" of the incident will be made by the caregiver and given to the parent to sign. A copy of the report will be given to the parent. The "Ouch report will tell parents what time the incident occurred, describe the injury, and tell the parent how we cared for their child.

If the injury is small (a scratch or scrape), the parent will be informed at the end of the day, if the injury is a serious medical or dental injury, the parent will be called from class immediately. If employed, the parent will be called, and the parent and teacher can decide if the child needs to be picked up or taken to a doctor.

TOILETING POLICY AND PROCEDURE

North Maple and Ming Ave. Child Development Centers aims to assist children in becoming independent and confident in their toileting behaviors by catering to their individual needs, providing positive experiences and encouraging healthy, age-appropriate habits in consultation with parents. Children enrolled in our program that may require diapering, due to health or physical delays, will be diaper changed before beginning the potty-training process. The potty training and diaper changing tasks shall be performed with dignity and respect for the child in a private, safe, secure setting.

The child's teacher will schedule a meeting to jointly identify and respond to the child's signs of interest and readiness. Teachers will discuss children's individual needs with families to ensure school practices are reflective of their home practices and that they are being performed in a culturally sensitive manner. The teacher will create a potty-training action plan with the child's goals and provide the parent with potty-training resources and best practices. A potty-training plan will include the goal(s), the routine/ schedule, the language to use, the location, and list of supplies and material needed. During this time children will have the opportunity to complete the potty-training procedure both at home and at school. The potty-training procedure includes practices such as toileting, washing hands, flushing the toilet and keeping the bathroom environment clean independently. Parents, will be encouraged to implement one or more of the following procedures to support the training needs of the child:

- Use the same method of praise and reinforcement at home and in child care
- Set a realistic timeline for toilet training
- Handle toileting accidents the same at home and in child care
- Provide plenty of changes of clothing for the child in care so there is always clean clothing in the event of an accident

- Use toileting time as a learning opportunity to teach self-help skills, safety and hygiene
- Potty-training children shall be on pull-ups or waterproof toilet training pants, as this allows children to be more independent and allows staff to keep visual supervision on the group.
- Rewards such as food or candy aren't recommended. Verbal praise is best. Be prepared for success by having clean clothing, wipes, toilet tissue available in the bathroom.

Parents and teachers will work together and have clear two-way communication to help children feel proud and successful of their progress or latest accomplishment.

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 center 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, our center closes at 5:00 PM.

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:

- The first late time: parent receives a verbal reminder from staff, which is documented and supported *by the daily sign in sheet.*
- 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.*
- Third late time: a second written notice is made; one more late time *will result in termination.*
- 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:

- Staff will call parent/legal guardian, and if needed all other authorized adults listed on the Emergency Contact Card.
- 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.
- 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.

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 center 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. N. Maple CDC will close at 2:00 P.M. on Minimum Days and Ming Ave. will close at 2:30 P.M. on Minimum Days.

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

CENTER HOLIDAYS

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

July	4	Thursday	Independence Day
September	2	Monday	Labor Day
November	11	Monday	Veterans' Day Observed
November	28	Thursday	Thanksgiving Day
November	29	Friday	Local Holiday
December	24	Tuesday	Local Holiday
December	25	Wednesday	Christmas Day
December	31	Tuesday	New Years Eve
January	01	Wednesday	New Years Day
January	20	Monday	Martin Luther King Jr, Day
February	10	Monday	Lincoln's Birthday – Observed
February	17	Monday	Washington's Birthday – Observed
April	18	Friday	Good Friday
May	26	Monday	Memorial Day
June	19	Thursday	Juneteenth Day

CURRICULUM

It is the practice of the Kern County Superintendent of Schools to refrain from religious instruction or worship.

N. Maple and Ming Ave. CDC toddler classrooms uses Frog Street Curriculum; it is a research-based curriculum and helps teacher/caregivers set up their classroom environment to encourage learning. The curriculum contains everything teachers need to know to offer nurturing, language-rich routines and meaningful experiences every day. Parent letters will update parents on children's activities.

Parent/Teacher Conferences Each child will be assessed on their development by their primary caregiver three times per year with an evaluation tool the State of California named, the *Desired Results Developmental Profile*. Individualized goals and objectives will be planned for each child and a summary of their progress will be reviewed at a Parent-Teacher Conference. Parents will learn how to support their child's learning at home and also have the opportunity to discuss any concerns or ask any questions about their child at this time.

*Translation is available.

It is important to know that our staff is interacting and modeling language, appropriate social interactions and teaching your children concepts throughout their daily routines. Children learn by imitation and interaction and then by doing or saying what they see and hear.

Daily Routines for toddlers

The daily routine helps your child feel secure and independent.

Typical Daily Schedule:

Early Morning	Greeting/Health Check Help with goodbye/hello routine Reunite with Caregiver Explore environment Breakfast and Cleanup Diapering/Toileting
Mid-Morning	Outdoor/Indoor Play or Walk Early nap for younger infants Snack/Cleanup Manipulatives, Art Experience Music, Story and /or Movement
Late Morning	Diapering/Toileting Lunch/Cleanup Nap time for older mobile infants/toddlers Quiet Individual Play (indoors/outdoors)
Early Afternoon	Diapering/Toileting Snacks/Cleanup Individual Activities
Mid Afternoon	Free Inside/Outdoor Activities Prepare for Reunion with parents

***Note:** Water is offered throughout the day. This schedule is flexible and dependent on each infant or toddler's individual schedule.

TODDLER ROOM

North Maple and Ming Ave. CDC will provide milk, and meals for your children. If your child can not utilize these provisions because of allergies or other reasons, the parent will furnish these items for their child if the cafeteria nutrition program cannot provide them.

Caregiver/ Child Ratio The toddler classroom maintains an adult-child ratio of 1:4 for children 18 months or

older. The ratio for children that are 18 months to 35 months is 1:4. The daily schedule is a little more consistent and predictable. For example, toddlers typically eat and sleep as a group and have designated time for play.

Creative Play, water play activities and messy art activities are included in our curriculum.

Toddlers learn from exploration using their senses. Supervision and teacher-to-child ratios are strictly maintained. *If you have any objections to your Toddler being included in this activity, please notify in writing.*

Quality Interactions The primary care givers interact with children throughout the day. During meals, play time, nurturing, diapering, and classroom activities that enhance the development and growth of your child. The other caregiver in the classroom knows your child's routines and supports her/him.

Safe Sleeping Plan N. Maple and Ming Ave. CDC will follow Community Care Licensing ruling on reducing the risk of SIDS in the day center. Parents will be work with the site supervisor to form a safe sleeping plan.

Toddler Schedule A consistent schedule helps toddlers feel more in control and thus more competent and secure, yet still being very flexible in responding to children's individual needs. The classroom is designed with several distinct activity areas, which include:

- Sensory art, messy play and water play
- Large motor, active play
- Dramatic play, home living
- Cozy library, quiet play area
- Discovery, fine motor
- Language development, story, music
- Science-discovery
- Health/safety habits

Assessment and Individual Planning

Desired Results Developmental Profile (DRDP)—We use the DRDP (2015), a tool developed by CDE to assess the development of children. Children are assessed within 60 days of their enrollment and twice a year thereafter. Parent/guardian input is a necessary component of this assessment. The assessment is also used to plan and conduct developmental activities that are age appropriate for infant and toddlers. Teachers plan for their group and for individual children using their observation notes on each enrolled child that attends more than 10 hours each week.

Parent Survey

Every year in October and May, 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 childcare 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

Transportation/Field Trips

Field Trips are sometimes offered to parents and their children during the school year.

All information regarding destination, arrival and departure information is contained on Field Trip Permission Form. Parents/Legal Guardians are required to sign the permission form in order for the teen parent (if a minor) to participate in the activity. The N. Maple and Ming Ave. CDC Parent Committee will provide provisions and permission slips for field trips. One parent must accompany their child(ren) for planned field trips.

Holidays and Birthdays All Centers celebrate the seasons versus a holiday celebration. The program will refrain from celebrating children's birthday parties. It will only provide a monthly special day celebration that is inclusive of all children when it is approved by all classroom parents.

Photography or Videotaping of Children Individual and/or group pictures of the children are taken periodically which may be used for evaluating purpose, bulletin boards, personal mementoes, gifts, newsletters, and advertising the school program. **If you have any objections to your child being included in any photographs or videos, please notify us in writing. Any photography or observations will be done only with the permission of the Director.**

Bring extra clothes for your child The Center recommends for parents to bring a second set of clothing. Your child's clothes may get soiled from potty accidents, art activities, or play. Dirty clothes will be sent home at the end of the day. Please check your child's cubby every day.

CHILD CARE NUTRITION FOOD PROGRAM

We participate in the Child Care Food Program, administered by the U.S.D.A. In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

Allergies If your child has a disability, has or develops allergies to milk or any food products we will provide you with a form CNP-925 "Medical Statement to Request Special Meals and/or Accommodations." Your physician will need to complete and sign the form listing foods to be omitted and suggested substitutions before special meals and/or accommodations can be made. Each classroom has a system to alert all adults about children with allergies or special meal accommodations to ensure that they serve the food substitution(s) labeled and sent by the kitchen staff.

Meals for Toddlers Breakfasts or morning supplements, lunches, and afternoon snacks are well balanced and offer a wide variety of colors, shapes, textures, and flavors. Center staff chops or mashes some food items to

assist with easier swallowing. Children are offered all items on the menu and are encouraged to at least try every item before seconds are served. Program meals offer a variety of foods and cultural experiences

Choking Hazards- The following food items will not be served to enrolled children.

- Whole grapes, cherries, berries, melon balls, or cherry and grape tomatoes
- Whole pieces of canned fruit
- Hot dog-shaped foods, including sausages, meat sticks, cheese sticks, or toddler hot dogs (even when cut into round slices)
- Peanuts and nuts
- Whole beans
- Hard or round candy, jellybeans
- Popcorn
- Hard pretzels
- Potato and corn chips, or other similar snack foods
- Small pieces of raw vegetable (like raw carrot rounds, baby carrots, string beans, or celery), or other raw or partially cooked hard vegetables
- Apples or other hard pieces of raw fruit, especially those with hard pits or seeds
- Cooked or raw whole-kernel corn
- Raw green peas
- Peanuts, nuts, and seeds (like sunflower or pumpkin seeds)
- Plain wheat germ
- Whole-grain kernels (like rice, wheat berries)
- Crackers or breads with seeds, nut pieces, or whole-grain kernels

The following is a Sample Menu for Toddlers

Monday	Tuesday	Wednesday	Thursday	Friday
3 JUMP START BREAKFAST KIT COOK'S CHOICE GREEN PEAS DICED PEARS FRESH FRUIT	4 YOGURT, GRAHAM CRACKER MANDARIN ORANGES BAKED ZITI PINTO BEANS MIXED FRUIT STATES & CAPITALS GRAHAMS	5 BREAKFAST BAR BANANA CHICKEN STRIPS JICAMA STICKS FRESH PEAR CINNAMON SWIRLS	6 FRENCH TOAST PEACHES BEEF TACO CASSEROLE COOKED BROCCOLI FRESH ORANGE MANDARIN ORANGES	7 POP CORN CHICKEN APPLE BEEF TACO SALAD NACHO CHEESE CHIPS APPLE STRING-CHEESE, JUICE
10 JUMP START BREAKFAST KIT CHICKEN ALFREDO THREE BEAN SALAD DICED PEARS FRESH FRUIT	11 MUFFIN MANDARIN ORANGES CHICKEN BURGER GREEN PEAS APPLESAUCE BREAKFAST BAR	12 COFFEE CAKE BANANA PEPPERONI STUFFED SANDWICH GREEN SALAD FRESH PEAR CEREAL	13 TAC-GO MIXED FRUIT MANDARIN ORANGE CHICKEN LONG-GRAIN BROWN RICE JICAMA STICKS FRESH ORANGE	14 MAPLE SNACK'N WAFFLES APPLE CHEESE PIZZA GREEN SALAD w/ DICED TOMATO APPLE TOSTITOS, JUICE

BEHAVIOR GUIDANCE

Behavior Guidance of Enrolled Children It is the policy of N. Maple and Ming Ave. CDC to refrain from any use of corporal or unusual punishment or the violation of personal rights. Our children live in a society which requires self-regulation, consideration of others, respect for property, as well as respect for yourself.

By setting reasonable limits on the child's behavior, we give him/her the security of knowing exactly what is expected - life becomes predictable. Within these limits the child will be encouraged to make choices and successful decisions. A child's growing self-esteem flourishes as he/she experiences success with a variety of tasks and feels it is safe to learn from natural mistakes. We do not expect perfection from any adult or child.

Behavior Policy:

- Caregivers will use positive guidance, redirection and limit setting.
- Caregivers will encourage children to be responsible for their actions.
(to encourage responsibility, staff will help children see the natural consequences of their actions and may ask them to help a friend feel better by bringing them a toy or help clean up

- o a mess)
- o Caregivers will model fairness and respect.
- o Caregivers will guide children to develop self-control by giving toddlers words to use to identify their feelings.
- o Caregivers will use guidance that is consistent, clear and understandable to the child.
- o Caregivers will not use physical punishment or abusive language.
- o Physical restraint will only be used if to ensure a child's safety or that of others, and then only long enough for the child to gain control.

Purpose:

- o To foster the child's ability to develop self-discipline.
- o To teach acceptable social behavior.
- o To show children positive alternative behavior.
- o To assure the safety of all children
- o To role model *conflict-resolution skills* for teen parents

Procedure:

1. For acts of aggression and fighting (hitting, biting, etc.)
 - a. Separate the children involved, say "It looks like there is problem here, let's see if we can solve it."
 - b. Immediately comfort the injured child, and identify his/her feelings. Ex: "You are crying because you're hurt, show me where you are hurt."
 - c. Do first aid for any injury sustained.
 - d. A caregiver will talk to the aggressor, and help them identify their feelings. If they cannot talk yet, say, "You were very angry and you hurt your friend. We need to act safely with our friends. If you are angry, say, 'that's mine', 'no', or 'stop', you may not hurt your friend. Let's go help our friend feel better; what can you do to help." Or "How can we solve this problem?"
 - e. Notify parents of incident immediately if the injured child requires immediate care. Notify parent at the end of the day if the injured child recovers and no serious injury has occurred.
2. For disruptive behavior that occurs in the classroom (no injuries)
 - a. Redirect the child's interest.
 - b. Change activities.
 - c. Separate to a smaller group.
 - d. Try one-on-one attention for a short time.
3. If a child learns that aggressive behavior, and/or aggressive acts work to his advantage, he has developed a pattern to solve his needs. The staff and the parent will use available resources to develop a plan to help the child change his pattern of behavior to a more socially acceptable positive pattern.

Biting: The center would like to advise the parents of the possibility of their child being bitten by another child. We wish we could guarantee that biting will never happen in our program, but we know there is no such guarantee. Biting is a behavior that is very common with young children and can be difficult to control, and while we try very hard to prevent this and have several techniques we use to stop biting, it will still happen.

- o Listed are reasons biting may occur: It may be developmental issues like teething, sensory exploration, learning about cause and effect, learning by imitating others, or developing a sense of space. Biting may develop because children this age have difficulties expressing their feelings appropriately (through words) when they are frustrated, tense, anxious or excited. And lastly it may happen because the environment may be too stimulating, too crowded, or adults may have inappropriate expectations of toddler's behavior (like expecting

- toddlers to share when they are not developmentally ready).
- Staff and parents will develop a plan to help a child that bites discover other acceptable ways to communicate their needs. If the plan does not work and the child shows a consistent pattern of biting, he/she may be dropped temporarily or permanently from the center to protect the other children.

Expulsion or Disenrollment Due to Child's Behavior: Beginning July 1, 2023, upon enrollment of a child, a CCTR contractor must notify the child's parents or legal guardians of the policy on disenrollment, including expulsion and suspension. This notification must be in writing and must inform parents on how they may file an appeal to the California Department of Social Services (CDSS) in the event of the expulsion or suspension of a child.

In addition, beginning July 1, 2023, in the event a program suspends or expels a child: The CCTR contractor must issue the child's parent or legal guardian a written Notice of Action (NOA), Recipient of Services and follow the requirements described in 5 CCR Section 17783, except as noted below. Since the action to suspend or expel a child involves persistent and serious behaviors impacting the safety of children, the child may not attend the program during the appeal process.

The effective date of the action may be no less than 24 hours after service of the notice. **This is an exception to the notice periods in 5 CCR Section 17783(d)(1) through (3).**

The CCTR contractor must, at the same time as issuing a NOA, inform the parent or guardian in writing of their right to file an appeal of the action to expel or suspend their child directly with the CDSS by submitting a written request for an appeal hearing to CDSSappeals@cde.ca.gov, no later than 14 calendar days after receipt of the notice. **Note:** This is a change to current requirements. State law now includes a specific appeal procedure for suspension and expulsion of children in CCTR, which differs from the procedure required in 5 CCR Section 17785.

Suspension

Except in specific circumstances listed below, a CCTR contractor shall not:

1. Suspend a child due to a child's behavior.
2. Encourage, persuade, or require a child's parents or legal guardians to prematurely pick up a child due to a child's behavior before the program day ends.

Suspension must only be used as a last resort in extraordinary circumstances when there is a serious safety threat that cannot be reduced or eliminated without removal of the child. To the greatest extent possible, a program must endeavor to ensure the full participation of enrolled children in all program activities.

Before a CCTR contractor determines that suspension is necessary, they must collaborate with the child's parents or legal guardians and use appropriate community resources, as needed, to determine no other reasonable option is appropriate, and provide written notice through a Notice of Action to the child's parents or legal guardians.

If suspension is deemed necessary, a CCTR contractor must help the child return to full participation in all program activities as quickly as possible while ensuring child safety by doing at least, all the following: Continuing to engage with the parents or legal guardians and continuing to use, and provide referrals to appropriate community resources, such as, but not limited to, an early childhood mental health consultant and the local resource and referral agency.

Developing a written plan to document the action and supports needed.

If the child has an individualized family service plan (IFSP) the CCTR contractor, with written parental consent, must contact the agency responsible for the IFSP to seek consultation on serving the child.

Note: If removing the child from a specific situation to calm down for a brief time is a strategy use by the contractor to return the child to full participation in program activities, then it must be documented in the child's written plan and teacher to child ratio requirements must be followed at all times, meaning a fully qualified teacher must be present with the child at all times.

Expulsion

Except in specific circumstances listed below, a CCTR contractor shall not:

1. Expel or unenroll a child because of a child's behavior.
2. Persuade or encourage a child's parents or legal guardians to voluntarily unenroll from the program due to a child's behavior.

If a child exhibits persistent and serious behaviors, the CCTR contractor must:

Expediently pursue and document reasonable steps to maintain the child's safe participation in the program, including, but not limited to, consulting with the child's parents or legal guardians and teacher, and, if available, engaging an early childhood mental health consultant.

Provide written notice of the process programs must follow to the parents or legal guardians of a child exhibiting persistent and serious behaviors. This must include a description of the behaviors of the child and the program's plan for maintaining the child's safe participation in the program.

If the child has an IFSP the CCTR contractor, with written parental consent, must contact the agency responsible for the IFSP to seek consultation on serving the child.

Consider, if appropriate, completing a comprehensive screening to identify the needs of the child, including, but not limited to: Screening the child's social and emotional development using resources such as, but not limited to, the "Ages & Stages Questionnaires: Social-Emotional" and the Centers for Disease Control and Prevention's (CDC) "Learn the Signs. Act Early." Materials Referring the child's parents or legal guardians to community resources Implementing behavior supports within the program.

If a CCTR contractor has expediently pursued and documented the above reasonable steps to maintain the child's safe participation in the program and determines that the child's continued enrollment would present a serious safety threat to the child or other enrolled children, the program may expel the child and must refer the parents or legal guardians to other potentially appropriate placements, the local childcare resource and referral agency, or other referral service available in the local community, and, to the greatest extent possible, support direct transition to a more appropriate placement. This determination to expel the child must be made in consultation with the parents or legal guardians of the child, the child's teacher, and, if applicable, the local agency responsible for implementing the IFSP as described above. The CCTRT program has up to 180 days to complete the expulsion process, as described above.

24 MONTH ELIGIBILITY

Recertification: General Child Care Program (CCTR)

After initial certification, program shall verify eligibility and need to recertify each family/child at intervals not less than 24 months.

The re-certification process starts once 24-month eligibility is up. Our agency staff will contact and schedule an appointment with parent and take the appropriate action to collect current documentation needed to verify eligibility and need for services.

If a parent does not agree with the recertification outcome, he or she may file an appeal as indication on the Notice of Action. 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 at 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 GENERAL CHILD CARE SERVICES

Fees are based on a monthly flat rate set by the CDSS, 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 1st 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 cost 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 fees by the 1st 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 5th day of the month. A Notice of Action to terminate services for non-payment shall be mailed to the parent on the 7th day of the month. Mailed notices give the family 19 days of continued services, which allow parents time to find another child care provider. 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.

EARTHQUAKE and DISASTER INFORMATION

Children and staff members participate in monthly fire and disaster drills. In the event of a school emergency, our center staff will stay with your child and keep them safe until you or an authorized person can pick them up. We will not release your child to anyone that is not listed in your emergency contact form. For children who are not picked up, the proper authorities will be called.

TOBACCO/DRUG FREE SCHOOL POLICY

Our program is committed to maintaining a safe and healthful environment for all families and staff. Therefore, the use of any tobacco or drugs on school property is prohibited at all times. Literature is available to parents to show implications of tobacco use to themselves and their families.

CHILD ABUSE POLICY

The California Penal Code states that our staff must report any unusual marks found on a child, or statements made by a child that may indicate “suspected” abuse or neglect, to the police or child Protective Services. Failure by our staff to report suspicious situations within thirty-six (36) hours is a misdemeanor for the staff members, punishable by six (6) months in jail and / or a \$1,000 fine. Parents whose children have birthmarks should communicate this to staff to avoid unnecessary reports.

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 a childcare center who are registered sex offenders. Registered sex offenders include people convicted of crimes ranging from indecent exposure to rape or molestation.

CURRENT CAR SEAT LAW

- Children under 2 years of age shall ride in a rear-facing car seat unless the child weighs 40 or more pounds OR is 40 or more inches tall. The child shall be secured in a manner that complies with the height and weight limits specified by the manufacturer of the car seat. (California Vehicle Code Section 27360.)
- Children under the age of 8 must be secured in a car seat or booster seat in the back seat.
- Children who are 8 years of age OR have reached 4’9” in height may be secured by a booster seat, but at a minimum must be secured by a safety belt. (California Vehicle Code Section 27363.)
- Passengers who are 16 years of age and over are subject to California's Mandatory Seat Belt law.

When Can a Child Graduate to a Booster Seat?

California law does not address graduation time from a five point harness to a booster seat. In the interest of safety, do not rush to move a child into a booster seat before they’re ready. Each time you “graduate” your child to the next seat, there’s a reduction in the level of protection for your child. Keep your child in each stage for as long as possible.

A child is ready for a booster seat when they have outgrown the weight or height limit of their forward-facing harnesses, which is typically between 40 and 65 pounds. Read the forward-facing car seat’s owner’s manual to determine height and weight limits, and keep your child in a harnessed seat for as long as possible.

Children at this stage are not yet ready for adult safety belts and should use belt-positioning booster seats until they are at least 4’9” and between 8 and 12 years old. Safety belts are designed for 165-pound male adults, so it’s no wonder that research shows poorly fitting adult belts can injure children.

Transportation and Field Trips Field Trips are sometimes offered to teen parents and their children during the school year. All information regarding destination, arrival and departure information is contained on Field Trip Permission Form. Parents/Legal Guardians are required to sign the permission form in order for them to participate in the activity.

Parent Handbook Agreement Form

The signed Parent Handbook Agreement Form in the enrollment application confirms that the parent has received and intends to read the information in this handbook. Please feel free to ask questions about any of Blanton CDC’s policies.

The signed form is placed in each child’s folder.

NOTES: _____

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.

**CHILD CARE CENTER
NOTIFICATION OF PARENTS' RIGHTS****PARENTS' RIGHTS**

As a Parent/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: Community Care Licensing Regional Office

Licensing Office Address: 770 E. Shaw Avenue Suite 300

Licensing Office Telephone #: 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/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.

For the Department of Justice "Registered Sex Offender" database, go to www.meganslaw.ca.gov

Keep phone number on this form to file a complaint against this center.