

Child Development Centers



Parent Handbook



Fountain Valley School District
Child Development Programs
714-962-4099
Mon_Fri 7:00am-4:00pm

Welcome

We would like to welcome you to the Fountain Valley School District Child Development Centers (CDC) Preschool Program. Please read this handbook carefully as this handbook is vital information regarding the daily operations of the CDC Preschool Program. In order to run a quality program we must have your support and input. Feel free to visit your child and talk with a staff member during the time of operation.

Our Mission

Children will have a safe, stable and stimulating environment in the CDC Preschool Program where the quality of experiences and guidance by trained staff will enhance their present and future well-being. Preschool families will feel welcome at the site and be active in their child's preschool education. Communication between preschool staff and parents is encouraged and parent input is welcome as well in all aspects of our program.

Our Program

The Fountain Valley School District CDC Preschool Program is designed to serve children 3 to 5 years old, Monday through Friday, for various full day and part day hours at all 7 FVSD Elementary Schools. The FVSD CDC Preschool Program observes the Fountain Valley School District's holidays, staff development days and days of operation.

In accordance to CA Education Code 220, No person shall be subjected to discrimination on the basis of disability, gender, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code in any program or activity conducted by an educational institution that receives, or benefits from, state financial assistance or enrolls pupils who receive state student financial aid.

Purpose

The purpose of the preschool program is to promote the development of language, literacy, cognitive skills, social-emotional development and motor skills for every child. The program is designed to help children make a smooth and successful transition into transitional kindergarten and kindergarten. We utilize the Desired Results Developmental Profile (DRDP) and Preschool Learning Foundations to assess each child in these areas. Specific goals are set for each child, based on the child's individual developmental needs. Teacher /Parent conferences will be scheduled to discuss the child's needs and improvement plans.

Program Philosophy

We believe that a quality preschool program should provide a child-oriented environment with materials easily accessible to encourage independence in making choices. The materials and interpersonal environment should support each child's cultural and linguistic background and focus on acceptance of diversity. We believe that hands-on, interactive activities help to meet the child's physical, cognitive, social-emotional, creative and language needs through a balanced and integrated curriculum that focuses on the whole child.

FVSD State Preschool is committed to quality early childhood education. We believe that nurturing, caring adults who accept each child and support his uniqueness can help children feel good about themselves and school. We hire qualified staff. All staff hold the appropriate credential/permit as required by the State of California. New employees are provided with an orientation to guide them to understand how District policies relate to their respective job description. We support continuous staff growth by assessing the needs of staff and providing professional development activities to enhance their growth. Our staff members are evaluated annually. We have sound internal communications mechanisms which include e-mail, phone and newsletter to provide staff with information necessary to carry out their respective duties.

Goals

The goal of FVSD CDC Preschool Program is to ensure that all children are making progress in the domains of physical, cognitive, and social-emotional development. We use the Desired Results Developmental Profile (DRDP), a tool developed by the California Department of Education, Child Development Division, to assess the development of children. Children are assessed within 60 days of enrollment and every six months thereafter. Parents' input is a necessary component of this assessment. The assessment is also used to plan and conduct age and developmentally appropriate activities for the children.

A parent survey is sent annually to all parents for their input regarding our program. Along with the parent survey results a self-review is completed and goals are established for improvement of the program.

Parent Communication

It is important that staff is informed of any home or family changes that may affect your child. Informal written notes are always welcome. Staff will also be available before or after the session to briefly communicate with parents. Parents may phone the preschool classroom to leave a message and staff will return the call as soon as possible. Please be sure to notify our preschool office immediately if you have changes in home address, home or work phone numbers, emergency contacts or emergency phone numbers.

Open Communication Policy

Open communication between parents, staff and administration is very important to the program. Staff at each site should be able to assist you with any concerns that you may have. Please do not hesitate to speak to a staff member or program Director. Every attempt will be made to solve any problem that may arise in a timely and effective manner. However, not all problems can be solved to the satisfaction of any one parent.

Administration and Staff

The CDCs are administered by the Fountain Valley School District Board of Education in agreement with the California Department of Education, Office of Child Development, and licensed by the State of California Health and Welfare Agency, Department of Social Services.

Each classroom is staffed by a teacher holding a Teacher Permit, or higher, issued by the State of California Commission on Teacher Credentialing. All other staff meet necessary District requirements for education and experience in Child Development.

All staff members are trained and experienced early childhood educators who were chosen for their enthusiasm and expertise in working with children. They work together as a team to provide a quality program for children.

Evaluation

Evaluation of the total Child Development Center Programs is a continuous process with staff, parents, students, and community being involved. The Child Development Centers are evaluated according to the State Evaluation Plan. All FVSD CDC Preschools participate in OC Quality Star, each site is evaluated every year to comply with the Quality Rating Improvement System (QRIS).

Education Program

Each day children will participate in a variety of planned learning experiences supportive of the learning and development of each child. Our classrooms are stocked with materials that invite students to learn as they work with manipulatives and explore their environment.

The environment at the centers is set to help the child develop a positive self-image, a feeling of self-identity and emotional stability. It is one which stimulates curiosity and fosters creativity; encourages independence and problem solving while still offering the greatest opportunity for the child to learn how to participate successfully as an individual within the group; develop habits which lead to effective learning; and offer experiences which are highly motivational. The children develop social, cognitive, and communication skills as they explore in the fields of science, mathematics, art, music, and the social sciences. Much attention is given to the children's development of motor skills. The activities which are planned are designed to foster child growth and development patterns. While the program is individualized, children explore the environment with groups of children having like needs.

Full Day Schedule

7:00 - 8:30	Welcome and Free Play/Independent Centers
8:30 - 9:00	Large Group: GLAD, Music and movement, Story time
9:00 - 10:15	Rotating centers
10:15-10:30	Restroom break/Snack
10:30 - 11:20	Outdoor play
11:20 – 12:00	Free Play/Independent centers
12:00 - 12:30	Wash hands/Lunch
12:30 - 2:15	Nap Time
2:15 – 3:00	Clean up /Restroom break/Snack/Story time
3:00 – 3:30	Free play/Independent centers
3:30 – 3:40	Clean up
3:40 – 4:20	Outdoor play
4:20 – 4:40	Large group
4:40 – 6:00	Free Play/Independent centers

Assessment

The goal of our CDC Preschools is to ensure that all children are making progress in the domains of physical, cognitive, and social-emotional development. We use the Desired Results Developmental Profile (DRDP), a tool developed by the California Department of Education, Child Development Division, to assess the development of children. Children are assessed within 60 days of enrollment and every six months thereafter. Parents' input is a necessary component of this assessment. The assessment is also used to plan and conduct age and developmentally appropriate activities for the children.

In addition to the ongoing DRDP assessment each family is asked to complete a standardized developmental screening assessment called the **Ages and Stages Questionnaire (ASQ®)**. Professionals rely on ASQ® for the best developmental and social-emotional screening for children from one month to 5 ½ years. Highly reliable and valid, ASQ® looks at strengths and trouble spots, educates parents about developmental milestones, and incorporates parents' expert knowledge about their children.

Admission Policies

The CDCs operate under the guidelines of the California Department of Education, Office of Child Development. The center operates in a non-discriminatory manner without regard to sex, race, religion, ethnicity, or physical disability. The center does not include any religious worship or instruction. Corporal punishment is not permitted within our Child Development Center.

Enrollment will be open to any child who is at least three years old and able to independently use the restroom, provided the program can meet the needs of the child and:

- a. There will be no adverse effect upon the other children.
- b. The child will benefit from the program and the center is able to meet the individual needs of the child.
- c. The child will not require additional staff time normally given to the group.

Admission Procedures

A completed Parent Contract form will be submitted accompanied by a registration fee.

Each child must have a medical examination by a licensed physician evaluating the child's general health, both physical and emotional, and stating any special problems or needs. The medical report must verify that immunizations are up to date in accordance with the State of California Department of Health Services requirements.

Toileting

Children will be expected to manage their toileting needs with minimum adult assistance. To ensure safety and comply with state law children will be visually supervised at all times including when they are using the restroom facility. We recommend leaving a change of clothes at school in the event of an accident.

Illness

Due to the close contact children have with each other in a child care setting, the Child Development Centers have strict policies regarding the illness of a child. The policies are for the protection of all children and families. They are meant to ensure each child is provided with as healthy an environment as possible without disrupting a family's schedule.

Upon arrival at the center, a staff member may question a parent or guardian about the child's health. Should the child be ill, the parent will be informed that the child will not be accepted at the center for the day.

Should a child become ill while at the center, a parent or someone on the emergency card or authorization form will be called to pick the child up. The child may not return to the center the following day.

Should a child have a fever, vomiting, or diarrhea, the child may not return until he or she has been free of these symptoms for a full day. In the absence of these symptoms, a child simply might not feel well enough to be in group care. In this case, the child may not return until his needs can be met in a child care setting.

In the event the child has been taken to the doctor for an illness, a doctor's note is required prior to the child's readmittance to the program. The doctor's note must state: 1) the reason for the visit, 2) if the child is contagious or not, and 3) when the child may return to the center.

Fountain Valley School District

Child Care Programs

Incidental Medical Services (IMS) Staff Training Module: Delivery 2/24/17

In May 2015, California Code of regulations Title 22 Regulation Interpretations and Procedures for Child Care Centers were revised to reflect changes to sections 101173 Plan of Operation. As specified in Health and Safety Code Section 1596.750, child care centers provide nonmedical care and supervision to children. However, the use of the term "nonmedical" does not preclude the provision of some incidental medical services to a child in a child day care facility as specified herein. This could include handling prescription medications, non-prescription medications, and providing other incidental medical services.

This plan will describe the FVSD Child Care Programs policies and procedures for administering incidental medical services.

Fountain Valley School District Child Care Programs makes admission and retention decision for individual children. It is the responsibility of the Child Care Programs office to ensure the child's needs can be met at the time of admission and throughout the child's attendance at the facility. (See Title 22, Sections 101214, 101215, 101216, 101218.1, 101219, 101226, and 101226.3)

FVSD Child Care Programs staff will work collaboratively with FVSD Health Services and Special Education staff to meet the needs of children dually enrolled in FVSD Child Care Program and Special Education program.

FVSD Child Care Programs serves ambulatory children as defined in Title 22 (Section 101152, 101161).

Under specified circumstances as discussed more fully below, Child Care Programs may choose to provide incidental medical services when the authorized representative has provided written authorization and obtained written instructions from the child's physician.

AMBULATORY

Children are considered ambulatory unless they are diagnosed with physical disabilities. To be considered ambulatory, a child must meet all of the following criteria:

1. The child is not dependent upon a mechanical aid such as a walker, crutches or wheelchair.
2. The child is able to respond both physically and mentally to audible or visual signal or oral instruction and to evacuate the building unassisted in an emergency situation.
3. The child is able to utilize all escape routes identified in the facility's fire safety/evacuation plan. This includes doors, stairs, and fire escapes.

4. The child is able to ambulate a reasonable distance in a brief period of time without the assistance of a mechanical aid.

If a child fails to meet any of the above criteria, he/she shall be considered non-ambulatory.” (Source: Title 22, Section 101161, Evaluator Manual.)

AUTHORIZED REPRESENTATIVE

The term “authorized representative” as used herein is defined in Title 22, Section 101152(a)(5): “Authorized Representative” means any person or entity authorized by law to act on behalf of any child. Such person or entity may include, but not be limited to, a minor’s parent, a legal guardian, a conservator or a public placement agency.

INCIDENTAL MEDICAL SERVICES (IMS)

Incidental medical services may be provided for children in FVSD Child Care Programs who require this support. This service is provided to enable the child to remain in Child Care Programs and to maintain, or improve his/her potential for participation, learning, and exploration.

FVSD Child Care Programs non-medical staff may administer IMS medications and/or treatment as ordered by a licensed physician under the direction of the District Nurse, provided it meets the criteria on the FVSD established forms and policies. These IMS may include:

- Emergency anti-anaphylactic medication such as an EpiPen
- Emergency anti-seizure medication, such as diazepam (generic for Diastat)
- Emergency glucagon administration (for diabetic students)
- Blood glucose monitoring and insulin administration by injection or pump
- Other incidental medical services, as needed

The authorized representative is urged, with the help of the child’s licensed physician, to work out a schedule of giving medications/treatments outside the child’s attendance in the Child Care Programs whenever possible. The child’s authorized representative may be required to assist with medication administration during the Child Care Programs learning session.

IDENTIFICATION OF NEED FOR IMS

The authorized representative for each child enrolled in FVSD Child Care Programs is required to submit Title 22 licensing and FVSD Child Care Programs forms. These forms are maintained in the child’s file in the room where they are enrolled.

Any request or incidental medical services shall be submitted by the authorized representative in writing through the use of the FVSD established forms. The authorized representative shall submit the IMS request during the enrollment process, and/or when the need occurs once the child has been in attendance. Should there be necessary changes to the IMS at any time, Child Care Programs instructors will be responsible for sending a copy to the Child Care Programs Technician for the purpose of updating the district wide data system (Aeries). The Child Care Programs office will review each request on a case by case basis to ensure the child’s needs can be met at the time of admission and throughout the child’s attendance at the facility. The Child Care Programs staff member and the District Nurse will review each IMS request including the licensed physician’s order. The District Nurse may work with the authorized representative and the child’s licensed physician to obtain the information needed to implement the IMS plan as needed.

FVSD has a number of established forms and policies to assist with determining a child’s IMS needs, including, but not limited to:

- Parent/Guardian and Authorized Health Care Provider Request for Medication/Parent Notification for the Administration of Medicine at School*
- Student Medication Log*
- School Participation Following Injury/Illness*
- Food Allergy Action Plan (FARE or individualized FVSD action plan)*
- Asthma Action Plan for Schools and Families*

Seizure Action Plan

Authorization For Use And/Or Disclosure Of Medical And/Or Educational Information

FVSD Board Policies

California Code of Regulations Title 22 includes a number of established forms related to a child's IMS needs including, but not limited to:

Lic 624 Unusual Incident/Injury Report

Lic 622 Centrally Stored Medication and Destruction Record

The District Nurse will review the physician's orders and communicate with the family with any specific questions and to review the IMS needs of the child as identified by their licensed physician.

FVSD uses an electronic file record system (Aeries) to track demographic, enrollment, and medical history for each child. Information related to IMS will be entered by the Child Care Programs Technician with support, as needed, from the District Nurse. All required documentation for implementation of a child's IMS will be kept in the child's classroom.

The child's IMS plan will be reviewed annually and as needed based on the child's needs. Authorization forms completed by the authorized representative and/or licensed physician will be placed in the child's file and are not returned to the authorized representative.

The child's preschool instructors and instructor's assistants, as well as the Child Care Programs Director, will be advised of the child's IMS by the Child Care Programs Technician and/or District Nurse. The District Nurse is responsible for communicating information about the child's IMS plan to the Child Care Programs Lead Preschool Instructor, Health Assistant on the site where the child is enrolled, and the site principal. Additionally, any substitute instructors, who work in the child's classroom will be advised of the child's IMS and storage location of medication/supplies by the child's regular instructor.

PHYSICIAN/MEDICAL ORDERS

The District Nurse may work with authorized representative and the child's licensed physician to obtain the information needed to implement the IMS plan as needed.

As required by Title 22 (Section 101161, Evaluator Manual), the physician's orders will be reviewed to ensure that the orders include:

- A description of the incidental medical service including identification of any equipment and supplies needed.
- Verification from the child's licensed physician that the medical orders can be safely performed by a layperson as defined on the *Parent/Guardian and Authorized Healthcare Provider Request for Medication* form.
- Description from the child's licensed physician of the training required of the facility licensee or staff to carry out the physician's medical orders for a specified child and whether the training can only be provided by a licensed medical professional as defined on the *Parent/Guardian and Authorized Healthcare Provider Request for Medication* form.
- If the medical orders include the administration of medication by a designated lay person, the physician's orders shall include the name of the medication; the proper dosage; the method of administration; the time schedules by which the medication is to be administered; and a description of any potential side effects and the expected protocol, which may include how long the child may need to be under direct supervision following administration of the medication, whether the child should rest and when the child may return to normal activities as defined on the *Parent/Guardian and Authorized Healthcare Provider Request for Medication* form.
- Medical orders will be kept with the medication.

MEDICATION, MEDICAL SUPPLIES/EQUIPMENT, AND STORAGE

The child's authorized representative will supply medicine and all necessary equipment/supplies for performing medical procedures including but not limited to dosing/measuring devices. Equipment will not be shared between children.

Medication and medical equipment/supplies are stored at room temperature and placed in a designated and

clearly marked medication storage area. Each item will be clearly marked with the child's name. All medication are stored in a locked box.

Instructors will review expiration dates for medication and supplies on a monthly basis and prior to administration of the medication/procedure. FVSD Child Care Programs instructors shall keep the authorized representative informed, in writing, as refill/replenishment is need to meet the IMS plan.

All medication/equipment/supplies are returned to the child's authorized representative at the end of their enrollment in the FVSD Child Care Programs. Any unclaimed medication/equipment/supplies are delivered to FVSD Health Services for destruction and disposal at the end of the school day on the last day of the academic year.

RECORD OF ADMINISTRATION OF MEDICATION/TREATMENT

A daily record of each administration of medicine/procedure will be maintained in the child's classroom file and will include the date, time, route, dose, and medication administered. (See Student Medication Log)

When the child is picked up from Child Care Programs, the instructor will inform the authorized representative, using the Student Medication Log, each occurrence of incidental medical service to their child.

Instructors will be respectful of the child's privacy to the extent possible when administering medication/treatment while maintaining compliance with Community Care Licensing requirements for visual supervision of all children at all times.

FVSD Child Care Programs instructors will report to the Child Care Programs Director any unusual incidents immediately. The Director will facilitate the notification to the Department of Social Services including an *Unusual Incident Report* form (LIC 624) within the timeframes established in Title 22 (Section 101226).

EMERGENCY EVACUATION, USE OF THE BATHROOM OUTSIDE THE CLASSROOM, CAMPUS FIELD TRIPS, OUTDOOR PLAY, AND OFF CAMPUS FIELD TRIPS

Instructors will ensure that the child's medication is maintained in accordance with the child's IMS plan. If a child's IMS plan requires that the medication be present at all time, the instructors will be responsible for taking the medication with the child any time they leave the classroom and maintaining control of the medication.

STAFF TRAINING

The District Nurse will provide annual training on medication administration, anaphylaxis recognition, and administration of auto-injector epinephrine, and universal precautions; and as needed training on other student medical needs such as seizure protocol and blood glucose monitoring.

Staff will be provided with a copy of the training material (digital and/or hard copy), and will be asked to sign in on the Staff Training Sign in Sheet for each training they receive. The Training Sign in Sheets and all training materials will be stored in the Child Care Programs office.

INFECTON CONTROL

Child Care Programs Staff will use "Universal Precautions" when dealing with blood or bodily fluids of children and/or adults. Universal Precautions includes avoiding contact with blood and body fluids, wearing gloves whenever staff needs to come in contact with blood or bodily fluids (performing first aid), cleaning and sanitizing contaminated surfaces, disposing of contaminated items in the proper container, and performing appropriate hand hygiene.

If needles or lancets are used in the classroom for insulin administration or blood glucose monitoring, a designated sharps container will be used to dispose of used sharps.

Proper hand hygiene will be performed by all Child Care Programs staff and students, and includes washing hands **before** preparing and serving food, administering medication, providing mouth or eye care, and bandaging cuts; and **after** toileting or assisting a child at the toilet, handling soiled clothes, exposure to blood of bodily fluids (including mucus, saliva, eye discharge), playing outside, handling animals, and cleaning in the classroom.

POLICY REVIEW

This policy will be reviewed annually and prior to the start of the school year to ensure that forms and procedures

reflect current practices. The Child Care Programs Director shall conduct this review with the assistance of the District Nurse and Child Care Programs Technician. Any changes to this policy, at any time, shall be communicated to the Child Care Programs staff, health assistants assigned to Child Care Programs sites, and shall be reflected in the FVSD Child Care Programs Staff Handbook. The Child Care Programs Director will ensure that the language in the Child Care Programs Handbook is consistent with the policy. Additionally, the Department of Social Services Community Care Licensing Analyst assigned to the Child Care Programs shall receive a copy of the FVSD IMS Plan when updated.

Monthly Tuition

- a. Tuition is due and payable on or before the first of each month whether or not a bill has been received. If the first of the month falls on a weekend or holiday, tuition is due prior to the first. Sometimes, due to circumstances beyond our control, a bill does not reach the parent or guardian, however, payment deadlines remain the same.
- b. There is a \$10.00 late charge for payment received after the 1st of each month. Failure to pay by the 7th will result in dismissal from the program. Failure to pay within 30 days of dismissal will result in the account being assigned to collection. Postdated checks are not accepted. All payments after the 5th of the month must either be money order or cash and must be made at the Child Care Programs Office.
- c. A 10% discount is available for any older sibling enrolled in the CDC.
- d. **All payments are non-refundable.**
- e. Failure to pay tuition even though a child does not attend the CDC during the month will automatically result in the child being dropped from the program.
- f. Should a check be returned for insufficient funds, there will be a \$15.00 fee. All future payments will require a money order or cash to the Child Care Programs office only.

Tax Information

Fountain Valley School District's Tax I.D. number is #95-6001370.

Withdrawal From Program

Written notice must be received by the CDC two weeks prior to a child's last day of attendance. This will enable the staff to fill available space with prospective students that may be in need of child care services.

Arrival and Pick Up

Each child must be signed in and out of the CDC each day by an adult. Failure to sign a child in or out can result in the termination of child care services.

Parents must enter the time of arrival and departure of their child in the sign-in book. Parents or other authorized persons must accompany the child to and from the center.

Should a child be picked up after their assigned pick up (12:00/12:30/6:00pm) closing time, the parent or guardian is assessed a penalty fee of \$10.00 for the first 15 minutes. **and \$1.00 per minute thereafter.** This fee is to be paid when the child is picked up. Any child left after closing time will be considered to be abandoned, and appropriate measures will be taken to ensure the child's safety.

After closing time, if no contact has been made by a parent, a responsible party from the emergency list will be contacted to come to the center and pick up the child. If no one is available from the emergency list, the Fountain Valley police will be called after 6:30 p.m., and the child will be taken into protective custody until a parent can be located.

Three late pickups in one year will result in the child being dropped from the program.

The only persons allowed to pick up a child are those who are 18 and over and whose names are indicated on the child's records.

No child will be released to any adult during school hours who does not properly identify him/herself. We request that you contact us ahead of time before someone other than you arrive to pick up your child. However, please keep in mind that if anyone listed on your authorization form or emergency card arrives to pick up your child, we will release him/her. **Please keep your child's emergency card and authorization form current.**

Absenteeism

1. If a child is absent, a parent must notify the CDC staff that day and each day that he or she will not be in attendance.
2. If a child is absent or has "unused" hours for any given day, that day and/or hours cannot be applied to another day.
3. Because tuition is prorated, in order to ensure the continued operation of the program, no credit or allowance can be given for absences.
4. If a parent chooses to withdraw, a two week notice is required, the withdrawal will be considered a termination, and in order to reenter the program (if space is available), both a new registration fee and first month's tuition must be paid.

Behavior Management

By law, any form of discipline or punishment that violates a child's personal rights shall NOT be permitted, regardless of parental consent or authorization. CDC Programs utilize a positive approach to guiding children's behavior. Redirection is primarily used to direct inappropriate behavior. If repetitive behavior persists, the parent will be notified and together with the teacher, an action plan will be developed. Consistency is the key to guiding children. Cooperation from the parent is expected and required for continued enrollment.

Standards of behavior in the CDC parallel those in the school classroom. Children are expected to respect the adults in the program and to follow their directions. All rules are directed toward avoiding injury to persons or property while insuring fairness. The basic rules are:

- Keep hands and feet to oneself.
- Follow the direction of adults respectfully.
- Use equipment properly.
- Treat other children with courtesy.
- Use appropriate language suitable for a school setting.
- Settle disagreements by discussing them.

To ensure a safe, courteous, and positive environment, it is necessary to deal with unacceptable behavior firmly. A disruptive child may be removed from a group situation to regain self-control. If at any time it is considered that a child is not acting appropriately, parents will be asked to meet with the teacher and develop an appropriate plan of discipline. If behavior does not improve following the implementation of the discipline plan, the child may be dismissed from the program.

In the event the staff deems it necessary, a parent may be called to pick up their child immediately.

Emergencies

*All students must bring a gallon baggie with emergency snacks on the first day of school.

In the event of an emergency or natural disaster, such as earthquake or flood, the following procedures will be in effect:

- All children will be kept at the center until they are picked up by the parent or other authorized person. A person authorized by the parent to pick up a child will be requested to present identification before the child is released.
- Should it be necessary to evacuate children from the center, the evacuation site will be posted on the center door and every effort will be made to contact parents and guardians.
- Staff members will remain with the children until they are released to the parent or authorized person.

- **Please keep emergency information cards current to assist the CDC staff in the event of an emergency.**

Clothing

The children will be involved in a variety of activities during the day. Many of the activities will become messy and may require the child to change clothes. (For example, water play, shaving cream art, painting, etc.)

In order to avoid lost items, all clothing should be clearly marked with the child's name. All children should wear play clothes and sturdy closed-toe shoes suitable for the types of activities they will be involved in during the day. If the child stays until closing time, a sweater or jacket is recommended as it gets cool in the late afternoons. All students must come to school in underwear, no pull ups or diapers.

What to Bring to Childcare

ALL CHILDREN

- At least two full changes of clothes (Please include lots of socks and underwear.)

Please consider the clothing as it will contribute to the ease of potty time.

- Blanket and sheet marked with child's name for nap time (full day program only). Blankets should be a small size to fit children and mats. Sheets should be flat twin size or crib size.

According to California State Licensing Laws and Regulations, each child must have a sheet/blanket to cover their cot. It is the CDC policy that each child arrives at the beginning of each week with their sheet and blanket and that the sheet and blanket be taken home at the end of the week to be washed for the following week. **NO CHILD WILL BE ADMITTED INTO THE CDC PROGRAM WITHOUT A CLEAN SHEET AND BLANKET EACH WEEK**

- Families may wish to bring an object the child is attached to in order to make the transition easier.
- Blankets, jackets, sweaters, and extra clothing should be marked with the child's name.
- A bottle of sun screen lotion with an SPF of at least 30.

Napping

All full-day children at the center are provided a napping time. Children will nap at approximately 12:30. The children will nap on mats. Small sized blankets and sheets should be brought from home for each child. The blanket and sheet should be clearly marked with the child's name. Blankets and sheets must be taken home at the end of each week to be washed.

Parent/Staff Communication

A newsletter will go out from the site to provide you with program information and other news which may be of interest to you. The parent bulletin board close to the sign-in area will also contain special announcements including local community events. Please check it often.

Parent Education

Each of you has special talents, hobbies, and careers that could be shared with our children. We welcome you to do so. Just contact your child's teacher to make arrangements. Parent education is an important part of the center's program. All staff members are involved, each in their own field of specialty, in helping parents to understand the center's program and to become aware of opportunities within the community which will aid them in helping them and their children. Special interest programs and meetings designed to assist parents may be held throughout the year. We provide parent education nights in the area of math and literacy.

Parent Custody/Court Orders

We realize that custody situations can be very complex and stressful. However, please be respectful of all staff and children in the CDC program when managing custody matters. **Parents are strongly encouraged to keep all custody disputes away from the child care environment.** CDC staff have been directed to not discuss personal family situations with parents and guardians. **All custody court orders must be authentic (court seals), up-to-date, and a copy must be on file in the CDC office in order for staff to comply with the mandates listed within the documents.** Staff will only follow orders within the court documents.

Complaint Procedures

Please contact the staff at your child's school site with any questions, complaints or concerns. Any further questions or matters should be directed to the Director, Mona Green, at 714-962-4065 or greenm@fvsd.us.

Parent Conduct

While in the presence of children and staff, parents are expected to maintain a professional demeanor. Other than their own children, parents may not at any time approach children in the program for discipline reasons. All concerns must be directed to the staff.

California Education codes are very clear regarding confrontations with staff. Any parent, guardian, or other person who insults or abuses any teacher in the presence of other school personnel or children at a place which is on school premises or public sidewalks, streets, or other public situations in connection with assigned program activities is guilty of a misdemeanor.

Any conduct by a parent toward staff or a child which is deemed unacceptable may result in permanent termination of child care services.