

CHILD DEVELOPMENT CENTER

The Governing Board recognizes that child care and supervision are a necessity for many working families. The Board is deeply concerned about our community's growing need for child care, a need which no single sector of the community appears prepared to fulfill on its own.

As part of our efforts to ensure the well-being of the community's children, the district shall work cooperatively with public and private agencies so as to jointly and mutually provide child care alternatives to the community. Besides serving community needs, the Board anticipates that these alternatives will generate increased parental involvement and support for the schools.

Child Development Center

The Children's Center shall be in operation 12 months of the year from 6:00 a.m. to 6:00 p.m.; the exceptions will be the school holidays that include district office personnel, and Saturdays and Sundays.

The Superintendent shall establish administrative rules governing the operation of the Children's Center, including, but not limited to, the funding, qualifications for admission, schedule of fees, child/adult ratio, staff qualifications and program activities.

(cf. 1330 - Use of School Facilities)

(cf. 3280 - Sale, Lease, Rental of District-owned Real Property)

(cf. 6179 - Child Development Programs)

CHILD DEVELOPMENT CENTER**Personnel**

Each person employed, and any volunteer assigned to duty in the Child Development Center shall be subject to a tuberculosis examination and personal identification cards as required by Education Code. The supervisor shall hold a children's center permit of the appropriate type issued by the Superintendent of Public Instruction.

Fiscal Control

Funds for the operation of the Center shall be deposited to the county treasury to be known as the Child Development Fund of the District. All income received, and expenditures incurred for the operation of the program, shall be credited to or paid from that fund.

Fees

Fees collected from parents/guardians from the operation of the program shall be those established by the State Department of Education, but no gain or surplus shall be realized from fees collected or received from state funds for the program, as prescribed in state law.

Hours of Maintenance

The Child Development Center shall be maintained daily, Monday through Friday, 12 months a year except legal and local holidays authorized by the Board, between the hours of 6:00 a.m. and 6:00 p.m.

Eligibility for Admission

Children may qualify for admission that:

1. Are at least two years of age and not yet enrolled in Kindergarten, and are toilet trained.
2. Have reached a balance in the dependency/interdependency development so that separation from the home is not traumatic.
3. Are physically and emotionally capable of participating in activities of the group to which assigned.
4. A limited number of "special children" that show signs of not qualifying on the basis of items 3 and 4 above, may be accepted as an exploratory period of four weeks after which time evaluation will be taken to see if continued enrollment in the Center is beneficial to the child and to the program.

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5. Can meet at least one requirement in both the eligibility and needs area. A family must be either: 1) family's gross monthly income does not exceed 84% of the state's median income; or 2) recipient of protective services for children; and 3) need service because of one of the following: parents are engaged in vocational training; or parents are employed or seeking employment (60-day maximum per fiscal year), or parents are incapacitated.

Health Requirement for Admission

Each child under four years and nine months of age shall have a complete medical examination prior to admission. Only children who have been immunized against diphtheria, whooping cough, poliomyelitis, tetanus and measles shall be admitted, with exemption only as stated in Education Code 8252.

Each parent shall file with the Center at least two names of responsible persons who will care for the child in the event of injury or illness of the child or parents shall authorize the Center to secure the necessary treatment or hospital care at the parent's expense.

Fire Drills

The Center is required to conduct at least one fire drill per calendar month and a report filed with the Superintendent.

Child/Adult Ratio

Children 3 years and older will be in groups of 16 with a teacher, a Child Care Attendant and volunteers to maintain a ratio of 8 to 1.

Children 2 years will be in groups of 14 with a teacher, to maintain a ratio of 4-1.

Program Activities

Activities shall be designed to meet the particular needs of families and children at the Center, and to identify and provide inservice training for special needs where applicable in the area of bilingual and multicultural instruction and special education for handicapped children and special skills and needs of migrant life. Children will be screened for their developmental levels in the following program component areas:

1. Oral language.
2. Readiness.
3. Social/Emotional Development.

CHILD DEVELOPMENT CENTER (continued)

4. Science.
5. Motor Skills.
6. Self-Concept.

Activities shall also be designed to meet contractual obligations with the State Department of Education in the following components:

1. Staff Development.
2. Parent-Community Involvement.
3. Health.
4. Nutrition; and
5. Social Services.

Evaluation and Record Keeping

Regular evaluation will be conducted through district personnel, Children's Center staff and Parent Advisory Committee.

Record keeping and reporting shall be carried out according to state guidelines and shall be kept in auditable order at all times.

CHILD DEVELOPMENT CENTER POLICIES FOR PARENTS

Children are served without regard to sex, race, religion, ethnicity or physical handicap. Admission to the Center is based strictly on eligibility criteria established by State Department of Education. (Education Code 8250)

Hours

The Center is open from 6:00 a.m. to 6:00 p.m. Your contract hours will be established between these hours _____. No child will be accepted later than 9:00 a.m., unless the parent/guardian has called prior to 9:00 to report a late arrival. Children will be accepted after 9:30 a.m. **only by prior approval** (e.g., doctor appointments, etc.).

Signing In

You are required to sign your child/ren's arrival time on the sign-in sheet with your full name (no initials). If you leave without signing in, you may be called to return and sign your child in. **Only parents or individuals 18 years of age or older may be authorized to drop off/pick up children.**

Health Checks

Parents/guardians are required to remain with their children until the teacher in charge has screened the child for signs of illness. Sick children **cannot be cared for** at the Center.

Breakfast

Breakfast is served daily at 8:15 a.m. Breakfast **will not be served** to children who arrive after 8:30 a.m.

Absences

1. Excused
Any absence due to illness of child or parent/guardian, quarantine, family emergency requiring the parent/guardian (and therefore the child) to travel away from home; time spent with parent/guardian or relative that has been required by a court of law and/or is in the clear best interest of the child. Any child absent due to illness for five days or more must return with a release from the doctor.
2. Unexcused
Any absence not noted in above. Absence slips (for all absences, excused or unexcused) **must be signed** by parent/guardian or other authorized adult on the day the child returns to school. Excessive absences will be reviewed, and can be determined as lack of need for child care and thus cause for termination.

CHILD DEVELOPMENT CENTER POLICIES FOR PARENTS (continued)

An absence in excess of ten consecutive school days without notification to the school is reason for automatic termination. The place will be filled, however, the child terminated can be requested to be placed on the waiting list for readmittance whenever there is room for the child.

3. **Vacation**
Vacation days are considered unexcused absences. Each child is authorized to have ten vacation days per fiscal year. An excess of ten vacation days or unexcused absence can be cause for termination.

Parent Advisory Committee

Parent participation is encouraged. The Parent Advisory Committee (PAC) provides an opportunity for parents to become involved and knowledgeable regarding activities and issues that affect their children, Child Development Center and school district.

Signing Out

You are required to sign out your child/ren's departure on the sign-in sheet with your full name. Failure to sign out is considered a late pickup.

Late Pickup

Child shall be picked up within 30 minutes of your contract hours. If you need more time than you are contracted for, please meet with office staff about your hours. Three late pickups, within one year, will be followed by suspension until a conference is held with Center supervisor. A fourth late pickup will be cause for termination. Late pickup is defined as more than 30 minutes after your contracted time. A late pickup later than 30 minutes past contract hours will constitute as two lates for the year.

Change of Clothing

Bring a change of clothing (that can remain at school) for your child. All clothes should be labeled with the child's name. Please take your child's jacket home each morning. Jackets, sweaters, etc., left at the school for the day, should be clearly marked with your child's name. Children who have bathroom accidents will be cleaned and have their clothing changed by a staff member.

Birthday Parties

Children may celebrate their birthday in the classroom. Please make arrangements with child's teacher. Parties are held after 3:00 p.m.

CHILD DEVELOPMENT CENTER POLICIES FOR PARENTS
(continued)

Fees

If you pay a fee, your fee should be paid **no later than Monday afternoon** when you pick up your child. **Your child will not be accepted after Monday without fee payment. No personal checks will be accepted.**

Fees are not assessed for families:

1. Whose children are enrolled because of abuse, neglect or exploitation.
2. Whose income is less than the first entry in the fee schedule, as appropriate for income in relation to family size.

Current Information

It is imperative that the office is notified of any change of employment, salary, hours, residence, phone number, marital status, student status, school schedules, etc.

Recertification

By state guidelines, all families must recertify every twelve months. In order that verification of employment/training remain current, the Center recertifies every six months.

Residence

Priority for child care services reserved for Pico Rivera residents.

Student Discipline/Termination Process

1. Classroom Rules
 - a. Children give input to class rules.
 - b. Remind child of rules.
 - c. Time out:
 - Activity of teacher's choice on rug or at table
 - Child joins group when he/she is ready
 - d. Outside.
 - Remind child of rules
 - Child holds teacher's hand or may sit on grass/bench until child is ready to join group or play

CHILD DEVELOPMENT CENTER POLICIES FOR PARENTS
(continued)

- e. If child is in danger to him/herself or others, physical control may be used by holding child.
2. Follow-Up Procedures
- a. Observe child's behavior over a period of time. Document (action, time, date).
 - b. Supervisor and teacher meet to discuss concerns.
 - c. Parent/guardian conference with supervisor and teacher will ensue to review the following:
 - Discuss concerns
 - Develop plan for child
 - Plan meeting to discuss progress
 - d. Utilize district resources - psychologist for further study and evaluation on child's behavior.
 - e. Meetings with parent/guardian and staff (supervisor, teacher and psychologist) to review findings and develop a plan for behavior and modification.
 - f. If parent/guardian has not implemented the recommended plan, a parent/guardian conference will be held to advise parent/ guardian that termination will be considered if child's behavior does not improve.
 - g. Notice of termination.

I HAVE READ THE ABOVE POLICIES AND WILL ABIDE BY THEM

Parent/Guardian's Signature

The program refrains from religious worship or instruction. (Constitution of California, Article XVI, Section 5)