

Dear Families,

Welcome to the Child Development Center at Crafton Hills College! The upcoming year is certain to be filled with many exciting events and activities for you and your child. We are delighted you will be participating in our program.

We've designed this Parent Handbook to give you an overview of the Center's policies and procedures, and to explain our approach to planning educational experiences for children. We believe children learn through play and active involvement with people, places, and things. Our curriculum is designed to be appropriate for the developmental capabilities of each child, and is implemented with attention to children's differing needs, interests, and backgrounds. We also value the rich cultural and ethnic diversity of our families, and we hope that you will plan to visit the school often and participate in our special celebrations.

Our goal is to partner with you as your child grows, and to provide the best possible environment for your child to learn and explore. If you ever have any questions, comments, concerns, or suggestions please contact us. Our goal is to work together, as a team, to provide a positive learning experience for your child and for you.

Sincerely,

Child Development Center Administration  
Child Development Department

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## **PROGRAM PHILOSOPHY**

Crafton Hills College Child Development Center (CHC CDC) administration and staff as well as the Crafton Hills College Child Development Department believe children learn and develop most effectively through active exploration, involvement, and manipulation of their environment. Through this dynamic process, children construct knowledge of the world that makes sense in ways they can understand. The child's development of knowledge of the social world and strategies for interacting with peers and adults is also an important part of learning during the early childhood years. We also believe children learn best in a warm, supportive, nurturing, safe atmosphere in which individual and cultural differences are valued.

## **RELATIONSHIP WITH CRAFTON HILLS COLLEGE**

The Child Development Center is operated in conjunction with the Child Development Department and receives funding from the College, the San Bernardino County Superintendent of Schools, and parent tuition. The Center also serves as a training and laboratory setting for various departments on campus. As a laboratory school, the CDC is dedicated to providing an exemplary early childhood education program for children and families, and to serving as a model of the best practices in the field of Early Childhood Education.

## **Undergraduate Training**

The CDC provides opportunities for college students to observe and participate with children in various ways. Students use these experiences to develop a frame of reference concerning the growth, development, and behavior of young children. Time in our lab school allows students to participate in the planning, implementation and evaluation of activities, observe children's reactions to the routines of the day, study their progress within the program, and develop skills in interacting positively with both individual children and groups.

Each person entering the Center is carefully screened by CHC Child Development Faculty members and the Center Director. Students visiting and/or working in the Center for educational purposes are always directly supervised by a qualified teacher. Students are also required to submit a current, negative TB test and be cleared through Megan's Law. Our student training is coordinated so that interference or disruption of the educational program is minimized.

## PROGRAM OVERVIEW

Crafton Hills College Child Development Center is operated on a non-discriminatory basis, according equal treatment and access to services without regard to race, color, gender, ethnic group, mental or physical disability, religion, sex, national origin, sexual orientation or ancestry.

CHC CDC welcomes the enrollment of children with disabilities. The Center understands the requirement of the Americans with Disabilities Act (ADA) to make reasonable accommodations for such children and will implement those accommodations.

CHC CDC refrains from religious instruction or worship.

### **Center Staff**

All CHC CDC teaching staff members have been issued Child Development Permits by the State of California, and have completed a fingerprint/criminal record clearance and a physical examination. Head teachers are required to minimally possess a Child Development Teacher Permit issued by the California Commission on Teacher Credentialing while assistant teachers are required to minimally possess a Child Development Assistant Teacher Permit. Many of our teachers, however, far exceed these levels.

### **Classrooms**

Classroom activities are planned to support the learning process and address each child's individual physical, social, emotional, cognitive and creative development. Activities tend to be open-ended and are mostly process, not product oriented. They foster self-learning, problem solving, and creativity in children.

The Center includes three preschool classrooms, each of which is spacious and equipped with a variety of furnishings. Although classrooms are uniquely arranged by the teachers, each includes areas for a variety of activities. Carpeted areas for quiet activities and stories, "housekeeping" areas for dramatic play, tables for creative and discovery activities, and accessible shelves (for educational materials) are common to each classroom. Each classroom develops their own daily schedule. Each teacher will post a weekly lesson plan that outlines daily curriculum and learning activities. For most of the scheduled day, the adult/child ratio is 1:8 for the preschool programs.

Our curriculum includes age-appropriate activities in:

Creative Art	Nutrition Education
Music Experiences	Writing and Reading Readiness Activities
Literature and Story Telling	Math and Science Activities
Socio-Dramatic Play	
Language Development, including Vocabulary Development	
Individual and Group Physical Activities (indoors and outdoors)	

## Assessments

CHC CDC implements a developmentally appropriate curriculum that is effective in the early childhood educational setting. Each child's development is evaluated using the **Desired Results Developmental Profile (2010)** (DRDP-2010). The DRDP 2010 is an assessment tool developed by the California Department of Education as a measure to improve program quality in early education programs. Development is assessed in the following areas – Self and Social, Language and Literacy, English Language (for children whose home language is something other than English), Cognitive, Math, Physical, and Healthy Lifestyle development. The DRDP 2010 is completed twice yearly; the first assessment is completed within the first 60 days of enrollment and again in 6 months. Assessment of the children is an ongoing process. Curriculum is modified or adapted to meet the needs of each child's DRDP results. Each assessment period is followed by a conference between the child's teacher and parent. By working together, parents and staff members will not only be able to provide an individualized program for children, but also help them to develop an appreciation and lifelong love of learning.

## Program Evaluation

The **Early Childhood Environment Rating Scale (ECERS)** is used annually to complete a self-assessment of our classroom environments. The Director administers the scale in each classroom and compiles a summary, determining any classroom needs and identifying how those needs will be addressed in order to improve upon our program environment.

A **Parent Survey** is sent to parents to help evaluate and assess our Center. It is important for us to know what you think, as this will help inform us of things we can do to enhance our program.

The Parent Survey, Early Childhood Environment Scale, and the Development Summary are all instruments designed to help us provide a quality program for your child.

## PARENT INVOLVEMENT

We believe that you, as parents, are the primary educators of your children. It is our function as teachers to support and facilitate the development and education of your child. We need your input and value your suggestions and observations. Because you are the expert when it comes to knowing your child, we appreciate your perceptions, feelings, and observations about your child. We encourage you to become actively involved in your child's education.

There are many ways to become involved with your child's education at Crafton Hills College CDC. One great way is to become involved in the Parent Advisory Committee (PAC). PAC meetings are held regularly and allow parents opportunities to provide input on many aspects of program.

Throughout the year, the Center hosts several parent education meetings, with information for families on a variety of subjects, including parenting, child safety, and nutrition. You will receive flyers letting you know when these events will be held.

The Center also organizes activities that allow for parent participation in the classroom. These may include visits at the start of the school year, parent observation or assistance in the classroom, informal daily contact with teachers, or special family days.

Our Center has an open door policy and we urge you to visit the classrooms any time and volunteer in whatever capacity you feel is appropriate for you. You may observe anonymously by using our observation area, or participate wholeheartedly. Volunteer possibilities include helping with the daily classroom routine, sharing special activities (music, art, cooking), and/or collecting classroom resources.

All volunteers must submit a copy of a negative TB Test (no less than one year old) prior to classroom participation.

### **Parent-Teacher Conferences**

Your child's teacher understands the importance of ongoing communication, however, because they are supervising other children, this may not always be possible. If you need to speak to your child's teacher for more than a brief moment, please call the front desk to schedule a conference. Formal parent-teacher conferences are typically done at the end of the first semester and again at the end of the year; however, you may request a meeting with your child's teacher at any time to discuss a child's progress or other special concerns.

## POLICIES AND PROCEDURES

### **Admission Guidelines**

CHC Child Development Center is available to children three years old (must turn 3 prior to December 2 of the current school year) through five years old. The center serves Crafton Hills College students, faculty, staff, and the greater Yucaipa community. The CDC provides two programs, differing only in the funding source; a parent-fee program (Community-Base) and a state preschool program (available to qualifying families only). Returning Community-Base families are given first priority for registration, second priority is then based on first come first served and space availability. State preschool families must follow admission priority guidelines described in the State Preschool Parent Handbook.

### **Enrollment Procedures**

All families requesting preschool/child care services must submit a completed CHC CDC Enrollment Application. Once space availability has been determined Center Staff will contact families and schedule a time to tour the facility and complete enrollment documentation. Required documentation includes but is not limited to – Child’s birth certificate, immunization records, physician’s report, emergency information card, consent for treatment, Child’s Preadmission Health History –Parent’s Report (lic 702), Parent Rights and Personal Rights (lic 613A and 995), health/allergy information, and court documentation.

Once documentation is completed a Service Agreement will be drawn up and signed and fees determined. The Service Agreement is completed each semester period, August to December and January to June. Upon signing, you are agreeing to adhere to the approved hours/days of attendance. Any requests for changes to the agreement must be submitted in writing and must be approved by CDC Administration.

All parents must attend a Parent Orientation session, dates vary each school year.

## Fee Policy

The CHC CDC Fee Schedule is established to maintain the quality of the program and to be competitive with other local early childhood programs. Monthly fees are based on a weekly rate for 5-Days, 3-Days, and 2-Days (minimum requirement) for each semester period (August through December and January through June). Center's pre-scheduled closure days are deducted from the monthly rates.

Additionally, CHC CDC offers families, choosing part day preschool, an opportunity to occasionally add hours at the rate of \$7 per hour. There is no prorating of the hourly charge, each 60 minutes or portions thereof will be assessed the \$7 charge.

**Service Agreement** - Services and fees will be based on the signed Service Agreement. A new Service Agreement must be transacted for each semester - Fall and Spring.

Changes to the Service Agreement may only be made following a written request and approval of CDC Director, at which time a new Service Agreement shall be completed and signed by both parties.

Families' needs for schedules outside of the pre-determined rates may be accommodated.

**Registration Fee** – A non-refundable registration fee shall be due at the time of the initial enrollment. The registration fee is an annual fee and will be assessed only once per school year as long as continuous center enrollment is maintained. This fee is not prorated. A discount is available when siblings are enrolled at the same time.

**Payments** – Parent fees are due in advance of service, no exceptions. Payments may be made by check or money order, payable to CHC Child Development Center. No cash is accepted at the Center. Payments must be received no later than the 5<sup>th</sup> of the month.

**Fees must be paid regardless of your child's attendance. No credit, make-up time or switching of days shall be permitted.**

A \$15 service charge will be levied for all returned checks.

**Withdrawal from Program** – One week's notice and/or payment is required to terminate Service Agreement. No fee reductions will be made after the 14<sup>th</sup> week of each semester.

**Delinquent Accounts** – Past due accounts will be assessed a \$10 late fee. **Failure to abide by the CHC CDC Fee Policy will result in termination of your preschool/child care services.**

## Arrival and Departure Procedures

Parents/Guardian will be permitted to drop-off and pick-up children according to the days/hours listed on the CHC CDC Service Agreement. If you arrive early, please wait with your child outside the classroom until the appropriate time. Signing your child in more than 5 minutes early or more than 5 minutes late shall result in the assessment of the extended hour fee (See Fee Schedule).

Arrival and departure is an important time for your child as they transition in and out of the classroom, therefore we ask that you refrain from cell phone use during these times.

Signing In and Out – Children must always be signed in and out with accurate times and full signatures. Children must be brought into the center and into their classroom by an adult (18 years of age or older), and picked up by a parent/guardian or other authorized person. An authorized person is one who is listed on family emergency card and has been cleared with photo ID. There will be no telephone authorizations accepted for pick-up by person(s) not listed on the emergency card. **It is the parent's responsibility to update the emergency card as needed.**

All persons picking up children from the center must be 18 years of age or older and are required to show current, valid photo identification. Names must match those on the emergency card or the child will not be released.

Upon departure, parent should check two places –

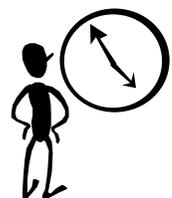
- ✓ The child's classroom cubby for art materials, notices from teacher, soiled clothing, etc.
- ✓ The Parent File located in the front office area. Important center notices, newsletters, account statements, etc. will be found here.

Parking is available in marked spaces in front of the Child Development Building. Please note these are designated as 15 minute parking only. If you plan to spend time with your child in the classroom, there are 30 minute visitor parking available or you may purchase a daily pass. Please do not park in the No Parking spaces in front of the building. **DO NOT** block the designated fire lanes.

### Late Pick-Up Policy

The center closes at 5:00 pm Monday through Friday. There will be a \$20 late fee charged for children picked up after the center closes. A phone call to the local police department will occur, if a child is not picked up and no parental contact has been made by 5:15. Three occurrences of late pick-ups will be grounds for termination of enrollment.

Late pick-up *during* business hours will be charged at the *Extended Hours* rate (See Fee Schedule) It is the parent's responsibility to synchronize their watches with the Center clock. Late fees will be assessed based on the **Child Development Center's clock**.



## Absence Policy

In the event of an absence, parents must notify the Center office at 909 389-3400 on or before the day of the absence. This helps us to plan our day in terms of staffing.

**All fees must be paid regardless of attendance, no credit or changing of days will be permitted for absences. In the event of a necessary extended absence, three or more weeks, for health or family related issues, with a written request, families may be offered the opportunity to dis-enroll for the needed period and re-enroll with an additional registration fee.**

## Health / Illness Policy

Our goal is to provide childcare so that parents can work and/or attend school, and also to keep children as healthy as possible. For the health and safety of everyone, children who are ill may not attend the Center. If your child becomes ill while in attendance at the Center, your child will be isolated and you will be notified to pick your child up and make other arrangements for childcare until your child is well. We will need the name and phone number of at least two people who can care for your child if we are unable to get in touch with you. **It is the parents' responsibility to keep these records current. If addresses, telephone numbers, or other relevant information changes, please update your child's emergency card.**

Please call the Center office (389-3400) if your child will be absent due to illness or any other reason. We will notify parents and guardians via a posting in the classroom when their children may have been exposed to a communicable disease or condition (other than the common cold) and provide them with information about that disease or condition. Individual child confidentiality is maintained.

We are committed to safeguarding the health of all children attending, so if your child appears sick, or is unable to participate in program activities, please keep your child home until s/he feels better. **If your child is not well enough to play outside, they are not well enough to come to school.**

If you arrive with an ill child, your child will be denied admission. Upon arrival, parents must take their child to the classroom where a health check will be conducted by a teacher. **All parents must wait until a daily health check has been completed before leaving their child**

The following are basic guidelines to assist parents in deciding if their child is well enough to attend school.

<u>Symptom</u>	<u>Keep child home until</u>
Fever	temperature is normal for at least 24 hours and child is able to participate in normal daily activity
Spreading rash or rash w/fever	a physician determines the cause and recommends returning to school
Pink Eye	no discharge

Vomiting or diarrhea	free from vomiting and able to keep food down for at least 12 hours. A child sent home with diarrhea must have a solid stool before returning. We realize that children at this age may throw up and not really be sick. We do take these things into consideration, but it is important for the parent to make the teachers aware of these conditions when dropping the child off at school.
Chickenpox (varicella)	until all lesions have dried and crusted.
Ringworm	after treatment has begun
Scabies	after treatment is completed, including doctor release
Strep Throat	24 hours after treatment is begun and no fever present. Must have doctor release.
Lice	no nits or lice present (Center staff must do a lice check before child enters the classroom)

\*Children who are being treated with antibiotics must complete a full 24 hours of treatment before they will be allowed to return to the Center. This means if we send your child home at 11:00 am but they do not get their first dose of antibiotics until 3:00 pm, they can not come back to school the next morning.

If your child appears to have a contagious disease, such as a rash of unknown origin, our Center staff may request that you get a written note from your child's doctor allowing him/her to return to school. We realize this may be inconvenient, but this policy ensures the health and safety of all children in the Center.

## Medication

CHC CDC personnel may administer prescription medication during the hours that the child is enrolled at the center if it is deemed absolutely necessary by your child's authorized health care provider. However, the parent/guardian is urged to work out a schedule of giving medications at home whenever possible. If medication is to be administered at the center, all of the following conditions must be met:

1. A current prescription that includes, child's name, reason for the medication, name of medication, dosage, time, route, side effect; and specific instructions for emergency treatment must be on file at the center.
2. A signed request from the parent/guardian must be completed.
3. Medication must be delivered to the center by the parent/guardian or other responsible adult. Medications are not to be delivered by way of child's backpack.
4. Medications must be in the original, labeled pharmacy container, written in English.
5. All liquid medications must be accompanied by an appropriate measuring device.
6. Any tablets requiring partial doses must be sent to the center already cut.
7. A separate form is required for each medication.

All medications will be safely stored and refrigerated, if required.

Students who have a serious medical condition (diabetes, epilepsy, etc.) should have an emergency supply of their medication at the center with the appropriate consent forms in the event of a disaster.

Whenever there is a change in medication, dose, time, or route, the parent/guardian must complete a new form.

## Injury

If a child is injured while at school, a staff member will inform the parents when the child is picked up that day. An *Ouchie Report* will be filled out by a staff member whenever there is an injury and be given to the parent to sign. In the event of a more serious injury, parents will be contacted immediately. In the event a child was to need emergency care, 911 would be called first, then parents will be contacted.

## Safety

*By signing the attached form you are acknowledging that you are aware of the following policies:*

- Due to the extreme heat we experience at the Center, it is imperative children **NOT BE LEFT ALONE IN CARS**. This is a California law as well as safe practice. Because they are supervising children or the front desk, our staff is unable to supervise a child left in the car. **If a child is left in a car, we are required by law to contact the campus police and report it.**

*California Vehicle Code 15620. (a) A parent, legal guardian, or other person responsible for a child who is 6 years of age or younger may not leave that child inside a motor vehicle without being subject to the supervision of a person who is 12 years of age or older.*

- It is also the law that children be secured in a car seat appropriate for their age and weight.

*California Vehicle Code 27360. Babies and young children must ride in the back seat, properly buckled up, in a safety seat or booster until they are at least 6 years old OR weigh 60 lbs.*

If Center staff determines that a child is being transported to and/or from the Center without the proper car seat, we are required by law to report this to the campus police. The Center has a variety of car seats we will loan to parents. Check with the front desk if you need to borrow a car seat on a temporary basis. If a parent consistently transports a child without the proper car restraint, Center staff is required to contact Child Protective Services (CPS) and file a child endangerment report.

- No child will be released to anyone who is presumed to be under the influence of any substance, or who is acting erratically. District Police or Child Protective Services will be contacted, along with the child's emergency contact person. Any individual having authorization to pick up a child from our Center must be a responsible adult, at least 18 years of age, who will be required to present a valid California Driver's License or DMV-issued California Identification Card.

- No child will be released to an unauthorized person, even if the child knows the person.

•We are legally unable to refuse visitation or the privilege of picking up a child **to a parent unless we have a certificate of custody or a restraining order** from the legal guardian with physical custody. It is the parent's responsibility to furnish a copy of the court order for the child's file and for District Police. If there is shared custody, it is the responsibility of the parent who enrolled the child to make sure Center policies are followed.

•For the safety of the children, please do not bring any animals to the Center without prior approval of the Director.

•Lastly, as a safety measure, please make sure that your child's fingernails are groomed to an appropriate length to ensure that other children will not be injured if scratched. If a teacher notifies you that your child's fingernails are too long, your child will not be allowed to return until they have been properly trimmed.

## Discipline Policy

The goal of any necessary "discipline" or guidance at the Center is to promote life-long self-control and self-discipline in children. We want children to learn to make appropriate choices by themselves and not to rely on adults to control their behavior for them.

In accordance with our goals of discipline, Teachers set an example of respectful behavior utilizing supportive, calm, and fair discipline techniques that support children in making appropriate choices. Limits are fair and based on safety, responsibility, and respect.

It is our policy to only discuss children, or any concerns regarding children, with appropriate staff for professional consultation when it is necessary to assist a child in developing acceptable behaviors. The teaching staff and parents/guardians work cooperatively in an effort to foster acceptable behavior. In the event that this is unsuccessful or the parent/guardian is unwilling to cooperate or CHC CDC cannot meet the needs of the child, the Center may discontinue services to the family.

## PERSONAL BELONGINGS

### What to Wear to School

Think of your child's comfort and safety and provide simple clothing that is free of loose hanging objects and complicated fastenings. Children should dress in comfortable, easy to manage, washable play clothes. Due to potential safety risks, please leave jewelry such as bracelets and necklaces at home. The center cannot take any responsibility for broken or lost jewelry. Our philosophy of active involvement, hands-on experiences, and learning through play often means children get 'dirty' during their stay with us, so please do not admonish your child to "Stay Clean!" We also believe children should be as self-sufficient as possible, so please dress children in clothing that will help him/her experience success as they learn to 'do for themselves' (no complicated belts, overalls or buckles while trying to potty train, no clothing that is too expensive or too valuable to get dirty).



Children's clothing, especially jackets and sweaters, should be labeled with the child's name. The center cannot be held responsible for any lost or damaged clothing or other personal items.



For safety reasons, children are required to wear close-toed shoes, such as tennis shoes. Please be aware that your child will be sent home if they arrive at school in anything other than close-toed shoes. Drawstrings on sweaters or sweatshirts—~~These~~ can be a choking hazard, it is recommended that they be removed or ~~make sure~~ that the drawstrings are very short.

### Items from home

We do allow children to bring personal belongings to share with their classmates, such as seashells, pictures, and books. Please make sure the child understands they will be shared. To minimize conflict and prevent lost or broken personal items, **please keep toys and other personal objects at home.** Guns, army toys, weapons, etc. are not allowed at school and we discourage even pretend gun play or violent play. If your child has a comfort item s/he needs to make the transition from home to school a little easier, your child may bring this to school; however, we will ask the child to leave the item in his/her cubby and just visit it when the need arises. If your child naps at the Center, he/she can bring a small stuffed "nap friend" for cuddling.

The Child Development Center cannot be responsible for broken or lost items. Please keep all valuables at home (i.e., toys, money, makeup, purses & bags, clothing, expensive coats and other items of personal value or attachment).



### Naptime

Nap time takes place daily, from approximately 12:30-2:30. Children are allowed to bring books, dolls, or stuffed animals to their mats. Parents or caregivers should provide a blanket to be kept at school for the week to be used during naptime. Lights are dimmed, soft music is played, and Teachers may offer to read stories to children on their mats and/or rub their backs. Appropriate adult supervision occurs at all times during this period. Children are encouraged to rest, but they are not forced to sleep.

## NUTRITION

The Center provides morning and an afternoon snack for all children. Monthly menus are posted in each room. Menus are subject to change, all changes will be posted. Per the agreement with the Child and Adult Care Food Program, "All children in attendance at approved sites will be offered the same meals with no physical segregation or other discrimination." All families participating in snacks served at the CDC, must complete a *Meal Benefit* form (California Department of Education Nutrition Services Division NSD 3101) at the time of enrollment.

Snack times are used as opportunities for children and adults to sit together and socialize as well as for times of nutrition education. Children are encouraged to eat, but never forced to eat. Food is not used as a bargaining tool, or for punishment or ridicule.

In addition to tasty, wholesome snacks, there will be a comprehensive program of nutrition instruction, which will include cooking experiences carried out by the children. Interesting, fun, tasty experiences with food preparation will help set good nutritional habits for future years, as well as teach principles of science and math.

Part of our role is to promote healthful eating choices, just as you do at home. All snacks and other foods served at the Center reflect a nutrition philosophy consistent with the U.S. Dietary Goals and follow regulations of the Adult and Child Care Food Program and the Department of Social Services, General Licensing Requirements.

Please do not send gum, candy, or snack foods to school with your child. We are actively teaching that other flavors besides sweets are wonderful!

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 800-795-3272 or 202-720-6382 (TTY). USDA is an equal opportunity provider and employer."

## **Lunch**

Lunch is provided by parents for their child each day. Lunches should be brought to school in a clearly labeled lunch box or bag and dropped off in the bin at the front office. Due to the number of children we serve, lunches will not be able to be refrigerated so the family should place cold items in insulated containers or use an ice pack or frozen juice box to retain the proper temperature. The Center will also be unable to microwave any lunches, so please refrain from bringing those types of foods in your child's lunch.

Any portion of the lunch not eaten by your child will be returned home so that the family can monitor food preferences and food intake. Children will not be permitted to share food.

Nutritious lunches give children energy and begin a lifetime habit of healthy eating. Nutritious lunches include a healthy grain, a protein, a fruit and a vegetable. For more detailed nutrition advice visit [www.mypyramid.gov](http://www.mypyramid.gov). Pediatricians advise parents to avoid foods that may cause a child to choke, such as popcorn, nuts of all kinds, uncooked celery, and hot dogs. We will be talking about nutrition and health throughout our lunch time, so packing a nutritious meal with variety is important. The following items will not be permitted for lunch and will be returned home with a note to remind you of our policy: soda, cake, candy and/or gum, peanuts or peanut products.

If a lunch is forgotten, a parent/guardian will be contacted to bring their child a lunch. If we cannot reach someone, a lunch will be provided and the parent will be charged a fee of \$5.

## **Peanut Free Policy**

The CHC CDC will make every effort to provide a peanut free environment in order to ensure the safety of all children, however we cannot guarantee that peanut products will not enter the center. Parents will be given lists of peanut alternate foods that may be brought to the school. Products containing peanuts, tree nuts and their oils will not be permitted. Parents are encouraged to contact the school with questions.

## **Special Dietary Needs**

Any special diet problems or allergies should be discussed with your child's teacher and noted on your child's emergency card. If your child has a special dietary need, please note that we cannot provide a food substitute unless we have documentation from a physician.

"Due to medical or other special dietary needs, some children participating in the Child Care Food Program are unable to eat or drink components required by the meal pattern. Federal regulations require the childcare provider to obtain a written medical order from a RECOGNIZED MEDICAL AUTHORITY that specifies food or foods to be omitted from the child's diet and the food or choice of foods that may be substituted. The medical order must be kept on file at the child care facility."

## **Meal Schedules**

Your child may participate in any meals that are scheduled during their approved hours of attendance. Since we do not start serving food until 9:15 am, it is recommended that your child eat breakfast before coming to school, especially if your child comes to school before 8:00 am.

<u>Meal</u>	<u>Served</u>
AM Snack	9:00 - 9:15 am
Lunch	12:00 pm
PM Snack	3:00 – 3:15 pm

## **Chewing Gum and Candy**

Children are not allowed to have gum or candy while at the Center. If you have given your child a piece of gum or candy before school, please make sure that they finish it or dispose of it before joining their classroom.

## SPECIAL EVENTS

### Holidays

Great effort is made to offer children a variety of diverse experiences throughout the year and to promote friendship and caring. It is the policy of the Child Development Center to provide only appropriate activities and experiences for your child/children. Some traditional holiday practices that are common in educational settings tend to lack educational value and can promote ethnocentrism in young children.

At the Center, it is our goal to carefully plan and evaluate any holiday experiences that are provided for your child to assure that they are valuable and inclusive of all cultures and backgrounds. Our yearly calendar identifies several party days and special events, and we hope that you will enjoy these with us. If your religious / cultural background prohibits participation in any special event or birthday celebration, please let the staff / director know so we can accommodate your needs.

### Birthdays

Birthdays are a special time for children, and your child's class would love to help your child celebrate. There are many ways this can be done: Mom/Dad can spend part of their day in the classroom, a special song or game can be introduced, or snacks from home can be shared. **In order to be consistent with our nutritional goals, we ask you to plan school celebrations that do not include concentrated sugary snacks (cake, cupcakes, ice cream, etc.).** Fruit, cheese, muffins or stickers are healthier choices for celebrating a special day. Please talk to your child's teacher in advance about any plans you wish to make to help celebrate your child's special day at school.

### Television

The Child Development Center supports the philosophy that children learn best through active interaction and involvement with their environment. This knowledge, coupled with the understanding that television, as a rule, is not an interactive medium, is our rationale for limiting television viewing for your child. A wide variety of other opportunities and activities are available for your child when s/he needs quiet or restful time.

On rare occasions (perhaps 3 or 4 times per year) the Center will utilize a video that has been carefully selected for its appropriate educational value.

### End-of-the-Year Celebration

Each year the classroom staff plan an end-of-the-year event for all children. We join with families and friends to honor the children who are leaving. We want each child to know how much they will be missed. We try to avoid a ceremony that puts pressure on the child to perform, so we will plan a fun, relaxed day event with special age-appropriate activities. Parents are invited to volunteer to assist with the planning, preparing, and implementation of this event.

## **EMERGENCY PLANNING**

Children and staff members at the Center participate in monthly fire and disaster drills. In the event of an actual disaster, such as an earthquake, children will remain at the Center until picked up by parents, guardians, or other authorized adults, eighteen years of age and over. If conditions will not permit this plan, children will be taken to other group facilities as necessary and as directed by law enforcement agencies. In no case will children be left at center or at emergency contact locations without adult supervision. Staff members will remain with the children as long as necessary.

In order to ensure that we have the resources to care for the children in the event of a disaster, we ask that you assemble an emergency pack for your child with non-perishable food items and water. A list of required contents will be provided at the beginning of the school year.

Loss of power and/or water for an extended length of time could result in the closure of the Center until the resumption of these services.

**Because emergency phone numbers and addresses are very important, it is the responsibility of the parents to make sure that all emergency information on file is correct and up to date.**

## **RELEASES, REPORTING, AND CONFIDENTIALITY PROCEDURES**

### **Babysitting**

Crafton Hills College Child Development Center does not accept any responsibility or liability for Center staff watching children outside of the supervised setting of the Center. All childcare before and after hours is a private arrangement between sitter and parent and should be arranged outside of Center hours and with the same level of attention that one would give to anyone left in charge of their children. Staff members who choose to perform this service are doing so on their own accord and not as part of their employment with the Center.

### **Photographs and Publicity**

Photographs of the children participating in our program may be taken by staff from time to time and may appear in student papers, newspapers, magazines, brochures or other publicity materials. Children may also appear in videotapes that are being made of teachers in training. Videotapes would not be used for public viewing without the permission of parents. Your permission for photographs or videos including your child, to be used without compensation, is part of this agreement.

Families of children enrolled in the center may take pictures or video of special events, but all other visitors must acquire permission from the director prior to taking pictures or video.

### **Child Abuse Reporting Requirements**

Legislation (AB-2710, Chapter 1718, States of 1984) requires that any person who enters into employment in a capacity in which they are required by law to report known or suspected cases of child abuse must sign a statement, to be provided by the employer, indicating knowledge of an agreement to comply with child abuse reporting requirements. All employees of the Crafton Hills College are mandated to report all suspected cases of child abuse. This law is a mandate not a choice. All suspected cases of child abuse or neglect will be reported to Child Protective Services

### **Pesticide Use**

The Healthy Schools Act of 2000 requires all California school districts to notify parents and guardians of pesticides they expect to apply during the school year. On rare occasions, and only when the children are on a break for a week or longer, our grounds staff use two herbicides if necessary for weed control: Kleenup Pro or Surflan A.S. If you would like to be notified in advance of individual applications of these herbicides please contact the front office.

## **Statement of Confidentiality Policy and Procedures**

In the process of enrolling your child, it is necessary for the CHC CDC staff to obtain some personal information. This information will be kept confidential. The Center Director and their designee are the only authorized custodians of these records. It is the policy of the agency to ensure maximum confidentiality at all times. To enforce this policy, the steps listed below will be followed:

- Only authorized staff will be permitted access to child/family files.
- Outside agencies may be granted access to child/family information. These may include San Bernardino County Health Department and Community Care Licensing.
- Volunteers/Students in the classroom will not be allowed to access or view any child/family files or confidential information.
- Child/family files will be maintained in locked files at all times when not in use.
- Emergency cards will be maintained in a secure place at all times.

# Crafton Hills College Child Development Center Parent Handbook Acknowledgment of Receipt

By signing below you are acknowledging that you have had the opportunity to review the CHC CDC Parent Handbook and have had the opportunity to ask questions. The handbook contains pertinent information regarding your child's enrollment in the CHC CDC early childhood education program including but not limited to:

- Enrollment Guidelines
- Fee Policy
- Health and Safety Policies
- Discipline Policies
- Arrival and Departure Procedures

I, \_\_\_\_\_, have received the CHC CDC Parent Handbook and agree to abide by the policies and procedures outlined therein. I understand that failure to follow the policies and procedures may result in termination of my child(ren) from the program.

\_\_\_\_\_  
**Child's Name**

\_\_\_\_\_  
**Parent/Guardian Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

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**Received (Please initial next to each form listed)**

\_\_\_\_\_ **Car Safety Seat Law**

\_\_\_\_\_ **Important Information for Parents (LIC 995 E)**

\_\_\_\_\_ **Parent Rights**

\_\_\_\_\_ **Personal Rights**