Child Development
Parent Handbook
2017-2018

Location
Boys & Girls Clubs of Greater San Diego
115 W. Woodward Ave, Escondido, CA 92025
760-746-3315

For More Info, Visit Our Website at www.sdyouth.org
Dear Parent,

Welcome to Boys & Girls Club of Greater San Diego Conrad Prebys Escondido Branch Child Development Program. We are so pleased you have chosen to enroll your child in our high quality early education program. We want your experience to be a positive one and realize this is an important adjustment for you and your child and you may have many questions.

It is our hope that the information contained in this Parent Handbook will be helpful to you and that you will refer to it as needed. Please let us know whenever we can help you with any information you may need or otherwise be of help! We look forward to having your child in our program and working together in sharing your child’s growth and development.

Child Development Staff

What Makes the Girls & Boys Club Of Greater San Diego Child Development Program So Special?

Research shows that high-quality preschool programs better prepare young children for kindergarten and set the foundation for greater success later in life.

Child Development curriculum is designed to develop:
- Language and Literacy
- Math and Science
- Self-esteem and enthusiasm for learning
- Art and Music Appreciation
- Kindergarten Readiness
- Social skills and more!

Child Development families benefit from:
- Affordable or no cost tuition
- Nutritious meals and snacks
- Warm, caring, and experienced staff
- Parent education and resources

PARENT HANDBOOK CERTIFICATION

My signature below confirms the following statements to be true and accurate.

Initial Below

I have been given a copy of the Parent Handbook and understand it is my responsibility to read and understand its contents,

I acknowledge that I have five (5) days upon signing the “Parent Handbook Certification” to inquire with the CD Director about any item that requires clarification with the CD Program

Child’s Name: ________________________________

Parent’s Name: ______________________________

Parent’s Signature: ____________________________

Date: _______________________________

CD Director Name: ____________________________

CD Director Signature: _________________________

Date: _______________________________
Disenrollment Policy

The CD program reserve the right to dis-enroll any child at any time when we believe is in the best interest of the child and/or the program. Our first priority is to provide quality care and early education for children enrolled in our program but on rare occasion there may be a need to dis-enroll a child. Some of the reasons for involuntary dismissal might include:

- Failure to adapt - If a child fails to adapt to our program even though an effort has been made by parents and staff to integrate him or her into the program, the child may be dis-enrolled so his or her parent can find alternative care for their child that is more suitable.
- Aggressive/disruptive behavior - if a child is aggressive or hurtful to others or if a child’s behavior is disruptive to the classroom, the CD program will make every attempt to guide the child to behave in socially acceptable ways. If these behaviors continue the child may be dis-enrolled in the best interest of the other children enrolled.
- Failure of the parent or guardian to cooperate with an individual behavior management plan and or failure to obtain necessary services through referrals made to outside agencies that are in the best interest of the child.
- Failure to pay tuition
- Abusive/disruptive behavior by parents and/or guardians towards staff or other children
- Irreconcilable differences—every parent has expectations regarding the care and education of their child. If the CD program is unable to meet parent expectations, the CD program reserves the right to dis-enroll the child in order to allow the parent to find an environment that better meets their needs and expectations.
- Failure to comply with the California State program eligibility requirements.
At the Child Development Program, we believe:

Learning happens in an environment that encourages hands-on experience through activity and play. Our rooms are busy, interesting, activity-centered places where staff follows a daily schedule. Your child’s teacher will provide an environment that offers developmentally appropriate challenges and will support your child in exploring the world.

Children learn best when given opportunities to participate in activities and games that involve concrete physical and social experiences. Through providing children with a wide range of activities to choose from such as music, art, math, science, outdoor play, drama, and games we support fine and gross motor, cognitive, social, speech and language skills. Children enjoy learning through both structured activities as well as supervised free play.

Teachers are role models that guide children in a friendly and secure environment. Keeping each child’s individual learning style and abilities in mind, we design our curriculum to ensure that children enter school eager and excited to learn with the skills needed to be successful.

Parent Communication

Parent bulletin boards are use for group messages, special parent communication, resources and upcoming events or information. Daily lesson plans and our nutritional menus are also displayed the parent bulletin boards. Other means of communication with parents include notes on the attendance card, phone calls and parent/teacher conferences.

Parent Involvement

Parents are encouraged to participate in activities and volunteer in the classroom whenever possible. Here are some examples of ways to be involved:

- Lending objects for units of study and your child’s classroom
- Helping your child at home with a concept we are studying (check classroom lesson plans)
- Come and read to the children
- Volunteering to help with projects or events
- Share your hobby (carpentry, sewing, art, poetry, cooking, playing an instrument, dance, or job skills)
- Share your family traditions, culture, or customs

Parent Meetings

Throughout the year, the CD program will have Parent Education meetings to cover topics of interest to the parents. These meetings are held quarterly.

In the Fall, elections are held to hold offices in our Parent Advisory Committee. Nominations are open to all parents. Meetings are held on a regular basis and run strictly by the parents. The purpose is to advise the center on issues related to services to families and children and to provide input on the planning, growth and development and evaluation of the program.

We would like to encourage all parents to participate in both the Parent Education meetings and the Parent Advisory Board.
Parent Teacher Conferences

Parent teacher conferences are an opportunity to discuss your child’s strengths, likes, dislikes, styles of learning and development. Your child’s teacher will work together with you to plan for your child’s continual growth and development. The conferences are very important as they help to ensure that we are working together to best meet the needs of your child. As a condition of enrollment in the CD state program parents are required to attend an introductory parent/teacher conference within 60 days of enrollment and every six months thereafter. Please plan ahead to arrange a time for these required conferences. The conferences will be scheduled at a time that will be most convenient for you during the center’s normal hours of operation.

Please feel free to discuss any concerns about your child with his or her teacher or administration staff on an ongoing basis and to request additional parent/teacher conferences at any time.

Our Staff

The CD Program hires qualified teachers to be a part of our team. All California State Preschool Programs require their teachers to possess a Child Development Permit issued by the California Commission on Teaching and Credentialing, which authorizes them to teach in a state-funded early care and education program. All staff have been fingerprinted, have had a comprehensive background check conducted by the California Department of Justice and Child Abuse Central Index, tuberculosis (TB) clearance, pre-employment physical exam and a thorough reference check. Our organization is an equal opportunity employer and as such seeks to employ a diverse staff which reflects the children we serve.

Staff Development

The CD program supports continuous growth of staff members by providing professional development activities based on professional goals. The California Department of Education, Early Education & Support Division requires all staff to be trained annually on the Desired Results Developmental Profile. The CD program also ensures that all staff remain First Aid and CPR certified.

Program Goals & Objectives

- To provide a safe, high quality, nurturing, and stimulating environment for all children to learn and develop.
- To prepare children with all of the skills necessary to be successful lifelong learners by providing a balance of educational, social, and physical opportunities.
- To establish partnerships with families, which include opportunities for parents to provide input and feedback, volunteer and actively participate in the program through parent meetings, parent-teacher conferences, take home activity packets and community resources.
- To partner with the local community to support our program and to provide information to the community regarding services available through our agency.
- To provide a developmentally, culturally and linguistically appropriate educational program that is inclusive of all children, including those with special needs.
- To make use of tools provided by the California Department of Education, Early Education & Support Division to assess the quality of our program’s curriculum and environments in order to best serve our children.
- To provide wholesome, nutritious meals and snacks that meet the Federal Child Care Food program guidelines.
- To invest in staff by identifying and providing training and professional development opportunities.

All services provided at the Child Development Program follow state rules and regulations set forth by the California Department of Education, Early Education & Support Division (Title 5) and Community Care Licensing (Title 22). Please discuss any questions and or concerns about the regulations with the CD Director.

For More Info, Visit Our Website at www.sdouth.org
General Program Information

The Child Development (CD) program at the Boys & Girls Clubs of Greater San Diego (BGCGSD) is a licensed child care program for children ages 6 weeks to 1st grade only. This program is funded by the California Department of Education, Early Education & Support Division.

Families must show proof of income eligibility and need for child care services before being enrolled. Eligibility and need for child care services must be maintained on a regular basis.

Our staff are trained and/or certified as specialists in education or child development.

Our program is licensed under California Title 22, meeting the requirements of the Department of Social Services - Community Care Licensing Division and the California Department of Education, Early Education & Support Division.

Quality Assurance

The CD program conducts an annual self assessment of its programs. During this process we identify areas that need improvement in our classrooms by utilizing tools such as the environmental rating scales (ECRS), curriculum reviews, staff development assessments and parent surveys. Use of these tools allows us to create a plan of action to make changes for the improvement of our center.

As an agency guided by the California Department of Education, Early Education & Support Division and Community Care Licensing, we host ongoing periodic inspections by both agencies to ensure continual compliance with all regulations. Inspection authority Sec. 101195 (b) (c) The Department of licensing agency shall have the authority to interview clients including children or staff and to inspect an audit client or facility records without prior consult.

Parents have the right to call or write the licensing agency if they have concerns about the operations of the facility or treatment of their child.

Mission Valley District Office
Community Care Licensing
7575 Metropolitan Dr., Suite 110
San Diego, Ca 92108-4402
(619)767-2200

Curriculum

The curriculum utilized by our CD program is based around the California Preschool Learning Foundations and Frameworks and the Desired Results Development Profile (DRDP) assessment system. These program standards and assessment tools were developed by the California Department of Education, Early Education and Support Division to increase program quality in early care and education programs and to ensure children enter the elementary school system ready to learn and be successful.

The CD program uses an integrated, emergent approach to our curriculum that capitalizes on the strengths of the individual child as well as developing areas that need improvement. The curriculum is developmentally, linguistically and culturally appropriate and acknowledges and embraces diversity. Emergent curriculum is an approach that permits learning activities to a rise out of each child’s interests, actions, and sometimes unanticipated events.

Our curriculum is designed to be child centered, reflect the philosophy and goals of the CD program and to include the developmental domains that represent crucial early learning and development.

Child Assessments

The CD program utilizes the Desired Results Developmental Profile has our assessment tool. The DRDP 2015 is a tool developed by the state of California to assess children’s development and to guide in the planning of curriculum that meets the needs of individual children in all areas of development including cognitive, social emotional and physical.

This assessment instrument was designed to measure developmental outcomes for individual children and provide teaching staff with information needed to support the development of children in their care and to improve their classrooms instructional learning. Parent input is a necessary component of this assessment. Through regular communication with your child’s teacher and at conference time you will be asked what skills and abilities your child has at home, and together you will set learning goals that reflect your child’s needs and strengths.

An assessment, using the DRDP 2015 will be completed within 60 days of your child’s enrollment and again every six months thereafter.

For More Info, Visit Our Website at www.sdyouth.org
If your child is prone to having bathroom accidents, or does not always get to the bathroom on time, please make sure he/she has a spare set of clothing available in the Program and that the used set of clothing is replaced the next day. A CD staff will contact you if there are no spare clothes for your child.

Bathroom Accidents

Clothing

Dress your child comfortably for active messy play, in clothes you and your child are not worried about getting a little dirty. Children will be digging in the dirt and sand, painting, working with clay, water, glue, and sliding, climbing and much more! Remember, learning to do things for themselves is important to children, and clothing that buttons and zips easily facilitate the teaching and learning process. To help with dressing your child appropriately for weather conditions we suggest wearing clothing that can be taken off or put on to keep your child as comfortable as possible. Please send your child in close toed play shoes. For the protection of your child, shoes must tie or have Velcro closures. Sandals, flip-flops, high-heel dress shoes should not be worn to the center.

Field Trips

All children must leave and return from all field trips with their group. This means a parent/guardian cannot take a child to a field trip if they have already left, or pick them up from a field trip. No CD staff will be available to provide care if the child misses the field trip departure. Parents/guardians will need to make other arrangements if they miss the field trip.

Enrichment Activities

We offer special enrichment activities throughout the year that enhance the learning and understanding of a theme or area of interest that the children may have. Our main emphasis is bringing hands-on experiences to our center. We will offer a variety of special visitor talks, for example, the fire department may come to talk about safety with the children. We will communicate these events through flyers and our monthly calendar.

Confidentiality

CD maintains all personal information as strictly confidential. We understand that in the course of caring for your child, you make share confidential and private information with us. We respect the privacy of all children and families we serve. All information given to us will be used strictly for the purpose of better meeting your family’s needs.

When determining eligibility for services it is necessary for the CD program to acquire family’s private information. We take this responsibility seriously. The use or disclosure of all information pertaining to family shall be restricted to authorized personnel only. Personal, private or sensitive information regarding eligibility and attendance may be disclosed to any regulatory agency with which we are required to comply or for purposes of reporting suspected fraud, responding to fraud investigations, or licensing reporting requirements.

Non-Discrimination Practice

The CD Program values diversity and welcomes all children without regard to race, color, national origin, creed, religion, gender, disability or handicap.

BGCGSD prohibits sexual harassment as a form of sexual discrimination. If you feel that you have been discriminated against, please contact BGCGSD’s Human Resources office at humanresources@sdyouth.org or (858) 866-0591 x211.

Refrain from Religious Instruction

The CD Program refrains from religious instructions or worship.

Ratios

<table>
<thead>
<tr>
<th>Classroom</th>
<th>Adult:Child</th>
<th>Teacher:Child</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infant (Birth-18 months)</td>
<td>1:3</td>
<td>1:18</td>
</tr>
<tr>
<td>Toddler (18 – 36 months)</td>
<td>1:4</td>
<td>1:16</td>
</tr>
<tr>
<td>2 – 3 years old</td>
<td>1:8</td>
<td>1:16</td>
</tr>
<tr>
<td>Preschool (36 months – Kindergarten)</td>
<td>1:8</td>
<td>1:24</td>
</tr>
<tr>
<td>School-Age (Kindergarten – above)</td>
<td>1:14</td>
<td>1:28</td>
</tr>
</tbody>
</table>
Open Door Policy

The CD program maintains an open door policy. All parents who have children enrolled in the program have unlimited access to their child(ren) and to all written records concerning their child(ren) during normal hours of operation. We welcome parents to visit and participate in daily activities at any time.

Days & Hours of Operation

The CD program is open Monday through Friday, except on scheduled holidays, from 7:00am to 6:00pm.

For School-Aged children, we are open Monday through Friday from 11:30am to 6:00pm for AM Kindergartners and 2:30 pm to 6:00 pm for PM Kindergartners and first graders. Children’s attendance will be based on the family’s scheduled contract hours.

Non-Operational Days

The CD program is closed on the following holidays:

- Martin Luther King Day
- Veterans Day
- Memorial Day
- Thanksgiving (Thursday & Friday)
- Fourth of July
- Winter Holidays (dates TBA)
- Labor Day
- Staff Development days (dates TBA)

Advanced notice will be given for any other days which we be closed.

Cell Phone Policy

Here at the CD program, staff have a no cell phone policy. Drop off and pick up time should be all about communication with you, your child and the teaching staff. We want to ensure that during these times we are giving you our full attention. We prefer you finish your cell phone conversations before you enter your child’s classroom or play yard as they distract from the importance of your child and his or her day. Please refrain from using your cell phone during this time.

Physician’s Report

Community care licensing requires that all children have a Physician’s report completed by a Physician on file within 30 days of enrollment. Children who do not have a completed Physician’s report on file after the 30 days of enrollment will be denied admittance to the center until a completed for Physician’s report is received.

Food Allergies

Only children who have been medically diagnosed as being allergic to certain foods will be served a food replacement for that portion of our menu. In these cases, medical documentation must be provided. If your child has a food allergy please see the Center Director or Assistant Director to request appropriate allergy forms and receive any additional assistance.

Meals

The CD program participates in the Child and Adult Care Food Program (CACFP) and provides breakfast, lunch and afternoon snacks daily. All meals meet the nutritional requirements specified by the CACFP Program. All menus are posted on classroom parent bulletin boards. Copies are available upon request from the CD Office. At mealtime the children and teachers sit down together family style and children are taught to serve, pass, and pour by themselves with little guidance. Please see classroom schedule for our meal times.

This institution is an equal opportunity employer.

Birthdays & Celebrations

Please talk to your child’s teacher at least one week in advance if you would like to provide a special healthy snack for your child’s classroom to celebrate their birthday. We apply the same healthy food policies to all our events to promote a healthy lifestyle and role model for children and families. Please note that all items brought into the classroom must be store bought. We sometimes have children enrolled who have serious food allergies so please consult your child’s teacher when making food choices. Parents are welcome to join the celebration.

The CD program celebrate holidays and special occasions such as Thanksgiving, Mother’s Day, Father’s Day fall and spring festival’s. We embrace diversity and believe it enriches our curriculum. If you have any cultural celebrations that you embrace and would like to share with us please let us know so that we may plan for it.
The CD program will NOT administer over the counter medicine on an “as needed” basis. We will only administer medication to a sick child as long as the following conditions are met:

- A medication form is completely filled out by the child’s parents AND approved by the CD Office
- Medication must have child’s name, doctor’s name, name of medication, prescription date, medication dosage amount and frequency printed on the medicine container. Medications must be brought to the CD Office.

Parents will be alerted when any medication is being administered has been completed or when it has expired. You will have three (3) days to pick up the medication after being notified. Any medication left with the Program past three (3) days will be discarded and disposed of properly. We will not administer any medication that has expired.

Mandated Reporting

All CD program staff are mandated child abuse reporters. This means if we have any reason to suspect abuse or mistreatment or are told by any child there has been abuse in anyway, we are required by law to call and report this to Child Protective Services (CPS). Parents should understand that filing a report is considered a request for an assessment of the concern. A report does not establish fact, but rather is the beginning of a helping process for children and families. If you have any questions about this policy please contact the Center Director.

Immunization Records

For each child enrolled we are required by the state of California to maintain accurate up to date immunization records. New California state law states no shots no school. Immunization records are required to be turned in prior to your child’s first day of attendance and need to be updated whenever your child receives a new immunization. Children who require updated immunizations after initial enrollment will be denied admittance to the center until proof of update is submitted.
Items From Home

All educational materials and equipment are furnished by the CD program and there is no need for your child to bring items from home with the exception of nap items. Occasionally, teachers will ask children to bring in items for sharing or for a special group time activity. If so, we ask that all items brought to school be educational. No weapons of any kind are allowed. The CD program cannot be responsible for lost or damaged items brought to the center.

Nap Time

The CD program allows for up to a two hour rest period each day. This is an opportunity for children to sleep or simply relax and recharge for the afternoon activities. Each child is provided with his or her own mat. At resting time we want to create a relaxing and comfortable time for the children by playing quiet music and rubbing backs if needed. Children who do not sleep may relax on their mat for a short time and then are given a quiet activity to do until the other children wake up.

Inclusion

The CD Program encourages and supports the participation of all children, including those with special needs. For all children, consideration is given to their individual needs and the reasonable ability of the program to meet those needs. We are better able to meet your child’s needs when we are fully informed, therefore, parents will be required to meet with the Center Director prior to enrollment and periodically thereafter. CD staff will need to be informed about:

- Toileting needs
- Dietary restrictions
- Physical needs
- Medications and administration of medications
- Social and emotional skills
- Necessary adaptive equipment needed
- Any other needs specific to your child

Illness Policy

Your child will be sent home if he/she exhibits any symptoms of illness associated with contagious diseases, including, but not limited to fever and/or vomiting. Please keep in mind that CHILDREN WHO DON'T FEEL WELL CAN'T DO WELL in our program. You can help prevent the spread of contagious diseases by keeping your child at home.

Your child must stay home until free from symptoms for 24 hours. Consult your physician about any health concerns and bring the doctor’s findings and recommendations to the CD program so that we can better meet your child’s needs.

A child absent for more than 3 days due to illness will be required to have a doctor’s note to return to the BGCSD.

Head Lice

The CD Program follows the Child Care Licensing regulations and The Center for Disease Control recommendation regarding head lice. We have a NO Lice policy. If lice are found on a child at the center of the child’s parents will be called and asked to pick up their child. This policy allows the parent to treat overnight. The day following treatment and the child will be re-examined and admitted if no lice is found.

Injuries

Even though every effort is made to avoid injuries, sometimes they still happen. In case of an injury, your child will be given immediate attention by one of his or her teachers including first aid if necessary. If an injury occurs, an accident report will be made and placed on the child’s daily attendance sheet. In certain situations CD staff may contact parents or necessary emergency medical personnel.

If an injury is life-threatening or emergency medical personnel deem it necessary to transport the child, a staff member will accompany the child to the nearest hospital where emergency treatment will be administered, if necessary. The staff will remain with the child until the parent arrives. In the event neither parent can be reached, the child’s position will be contacted.
Sign In & Out Procedures

Licensing requirements state that all parents/guardians must sign in and sign out upon arrival and departure on the DAILY attendance record sheet with a full signature and accurate time.

PLEASE NOTE: If child is not signed in or out parents will be asked to come back to the classroom and do so. Signing in and out is a requirement of law.

For School Age children ONLY, when your child is picked up from school and transported to the CD program, parents need only to sign out their child when picking them up.

When a child is absent, please write the specific reason on the back of the attendance card, then sign and date it. All attendance cards must be properly completed with all the necessary signatures and absence excuses on the first day a child returns from being absent from the program.

Anyone signing a child in or out must be at least 18 years old and must be included on the Emergency Contact List. No addition to this list will be allowed via phone call or text messages. Additions or deletions can only be done in person.

Late Pick Up Procedures

It is the responsibility of the parent to ensure that his/her child is picked up on time. The Center closed at 6:00pm. There is no 5 minute grace period. If a parent fails to notify the CD program that she/he is running late and won’t be on time to pick up their child/children by closing time (6:00 PM), the following steps will be taken:

- CD Staff will call parent, legal guardian, and all other authorized adults listed on the Emergency Contact Card.
- After attempts have been made with no success, a decision will be made by the closing teacher and/or supervisor to contact local law enforcement to take custody of the child. Local law enforcement will be called no sooner than 15 minutes and no later than 30 minutes of the closure. Staff will also notify Center Director of decision. It is our hope that no child is ever released to law enforcement.

Upon each occurrence of a late pick up, with or without a phone call, the following steps will be taken:

1st Occurrence: Parent will receive a verbal reminder, documented by staff and supported by the daily sign in sheet.

2nd Occurrence: Parent will receive a written notice, documented by the staff and supported by the daily sign in sheet.

3rd Occurrence: Parent will receive a termination Notice of Action.

Behavior Management

All teachers in the CD program manage behavior in their classroom in a non-punitive, age appropriate manner. There is ongoing staff training on the positive discipline process, which utilizes instruction to the children as to what they should do rather than telling them what not to do. For example “We walk inside the building” rather than “No running”.

Children are encouraged to learn problem-solving skills and become self correcting. They will be given the opportunity to choose alternatives that will enable them to participate in a socially acceptable manner. Teachers will assist them by pointing out logical consequences to both positive and negative behaviors. Staff use positive reinforcement while supervising children, encouraging them to cooperate and continue using appropriate behaviors. Children are redirected to alternate activities if the behavior is inappropriate. Teachers will be active listeners and will support the child with conflict resolution skills.

Parents will be notified of the behavior management strategies used and receive an incident report in the case of a behavior incident. If a child’s behavior is unmanageable within a group setting, parents are required to be involved in developing and implementing an individual behavior plan for the child. Parent cooperation, participation and support of the behavior management plan is crucial to their child’s success. It is important that the messages the child is receiving at home and school are consistent. If for any reason you fail to comply with the process you have agreed to your child will be disenrolled from our program.

Parent Expectations

We acknowledge that our greatest ally in behavior management of children are the parents of the children. It is our desire to work side by side with you when dealing with behavior issues. In our efforts to do so, we ask that all parents, guardians and family members please show respect to our staff, volunteers and other members. Any aggressive or disrespectful behavior will not be tolerated and will be subject to removal from the program.
Certification

Families interested in attending this program should submit their interest to our online wait list at www.sdyouth.org/CD. When there are openings in the program, families who meet all state eligibility criteria, need for care criteria, and priority status for enrollment criteria will be contacted by the CD Office to complete the enrollment process. All paperwork for enrollment certification and subsequent re-certifications must be completed in a timely manner.

The CD Office will request documentation required for certification. Below are the eligibility and need for care requirements:

**ELIGIBILITY:**
- Child Protective Services
- Current aid recipient
- Income eligibility
- Homelessness

**NEED FOR SERVICES:**
- Child Protective Services referral
- Employment
- Seeking employment with plan to gain employment
- Training leading to a vocational goal
- Parental incapacity

**Re-Certification**

Each family will be recertified once a year (every 6 months for CPS referrals). Family eligibility, need for services documentation and income information is collected to determine continued eligibility in the program. Re-Certification is State mandated (Title 5 Reg.18103).

Waitlist

Cd waitlist applicants will be called based upon vacancy, family need and families with the lowest income.

Emergency Preparedness

We practice both fire and earthquake trails on a regular schedule so that children will become accustomed to the sound of the alarm and the procedures for exit in the classroom to a safe location. At the center we have emergency food and water to last 72 hours for all children and staff. First aid kits are located in all the classrooms, in the office, and outdoor playgrounds. All staff is CPR and first aid certified.

Authorization for Pick Up

The center maintains an Emergency Contact/Parental Consent form for every enrolled child. Persons (in addition to the parents) authorized to pick up your child must be listed on this form. No child will be permitted to leave the center with anyone who has not been previously given authorization by the parent.

If it becomes necessary for someone else to pick up your child and they are not on the Emergency Contact/Parental Consent form, then advance written authorization must be provided by the parent. In the event you are unable to provide written notification in advance, the parent must call the Center and speak directly with the administration office to advise us of your authorization pick up plans. Anyone who is authorized to pick up your child must bring photo identification that list his or her name and address (such as a drivers license).

Please note we reserve the right to request a photo ID of anyone who is attempting to pick up a child from our program.

Emergency Cards

It is essential that each child’s Emergency Contact/Parental Consent be kept up to date, including phone numbers, addresses, and a list of authorized adults who may be contacted in case of an emergency. If there is any change in your contact information, please notify the center promptly.

Custody Issues

The CD program cannot prevent any parent from removing his or her child from the center if there is no court order on file. If there is a court order restricting a parent from visiting or picking up their child, then a copy of the court order must be provided to us. Once the order is provided it will be placed into the child’s confidential file and followed to the best of our ability. Please note all documentation should be current.
**Attendance Policy**

The preschool years can be the most productive learning years in a child’s life. It is a time for vast brain development. The brains of preschoolers are working to create organization through consistency. It is essential that routines and limits for preschool children be established and adhered to. Your child is expected to attend our CD program based on the schedule specified on your contract at the time of certification or re-certification.

Please call us at 760 746-3315 whenever your child will be absent. This notice must occur on the day of the absence.

**Transportation**

For School Age children receiving transportation from their school campus to the BCGCSD, it is absolutely necessary to receive a phone call from the parent as soon as the parent knows the child will not be attending that day. If we are not properly informed of your child’s absence twice within a calendar month, your Child will be suspended from the Transportation Program for one (1) month. Repeated issues will result in suspension from the program and possible termination. Please call 760-746-3315 to report the absence.

**Unexcused Absences**

Any absence that is unreported or is not illness, doctor/dentist or court related is deemed unexcused. No child will be allowed to exceed 6 unexcused absences in one program year (July 1 to June 30).

**Best Interest Days**

Each child is allowed 10 Best Interest Days (BID) per program year. These days may be used for any reason (e.g. vacation, after school activities, birthday parties, etc.). Any day after the allowed 10 BIDs will be considered an unexcused absence. A child will be terminated if all BIDs and unexcused absences days are used.

**Excused Absences**

C. D. Program participants are permitted to have excused absences. Excused absences include but not limited to the following: child/parent illness, Doctor/dentist appointments, court ordered visitation. (Copy of court order is needed for proof).

**Change in Status**

Parents/Guardians are required to notify the CD Director/Assistant Director (Reg. 18102) within five (5) days of any change in eligibility or need for service. Changes to report can include: income, place of work, family size, address, telephone number or school schedule. These changes may affect your status or fees in the program and must be reported. Failure to comply within five (5) calendar days may result in the termination of program services.

**Withdrawal from Program**

Parents/Guardians who wish to withdraw their child(ren) from the program are to give a written notice to the Center Director or Assistant Director two (2) weeks prior to the last day of enrollment for the child.

**Variable Schedules**

If the parent’s employment is unpredictable or varies and prevents the center from verifying specific days and hours of employment or work week cycles, the parent will be authorized for a variable schedule identifying the maximum number of hours allowed for the child to attend the program each week. Need for services will be updated at least every four (4) months. Variable schedules are to be submitted by the parent to the CD office each Friday for the following week, NO EXCEPTIONS.

**Seeking Employment Limits**

Parents are allowed to receive a maximum of sixty (60) consecutive working days of services per fiscal year (July 1 - June 30) while seeking employment. Services can be provided no more than 6 hours per day, 5 days per week. All parents seeking employment must turn in a completed Job Search form to the Center Director or Assistant Director on a weekly basis to continue to be eligible for services.

Documentation of seeking employment will include a written parental declaration signed, under penalty of perjury, stating that the parent is seeking employment and what their plan is for obtaining new employment.
Fee & Payment Policy

Fees are based on a monthly flat rate set by the California Department of Education, Early Education & Support Division, and are determined by the number of family members and gross monthly income. Fees are assessed at the time of enrollment and as needed when there is a change to family size and/or income. Determination of part-time or full-time fees is based on total hours of care and are:

130 hours or more per month is considered full time and 129 hours or less per month is considered part time.

Fees are payable on the 1st of each month, in advance of services. Please make checks/money orders payable to BGCGSD. Failure to do so may result in a Notice of Action (NOA) Termination of Services due to delinquent payment.

Guidelines from the California Department of Education, Early Education & Support Division require that fees be billed and collected in advance. All monthly fees must be paid by the first of the month (e.g., October fees must be paid by October 1). All payments must be made at the CD Office, NOT at the Boys & Girls Club front office.

Fees are based on contracted enrollment, not attendance. Therefore, parents/guardians will be required to pay fees for all days that the program is open, as specified in the contract, whether your child attends or not. These days will include excused absences, best interest days, and unexcused absences. You will be responsible for any NSF or bank fees on all returned checks, in addition to fees owed to the program.

Late Payments

Fees will be considered late or delinquent if they have not been received by the 7th day of the month. Once delinquent, on the 8th day, a parent/guardian will be issued a Notice of Action (NOA) of termination for delinquent fees and also sent a written statement indicating the total amount due, the rate, and period of delinquency.

Payment Plans

We will accept a reasonable plan agreed upon by both the parent/guardian and the agency for the payment of delinquent fees. Parents may request a repayment plan anytime during the delinquency period. Services will continue, provided that the parent complies with the provisions outlined. Repayment plans may be arranged by the Assistant Director and require the Director’s approval.

Failure to follow the payment plan may result in termination of services after a maximum of two (2) late payments. Upon termination of services for nonpayment of delinquent fees, the family shall be ineligible for child care services until all delinquent fees are paid.

Field Trip & Diaper Fees

FIELD TRIP FEE
An annual payment of $25 per child for field trips for children enrolled in Preschool and School-age Child Care is due per fiscal year.

DIAPER FEE
An annual diaper fee of $25 per child for children enrolled in the Infant, Toddler, or 2’s & 3’s classrooms is to be paid by June 30th.

All fee payments should be made to BGCGSD in the CD office.