

# LOS ALAMITOS CHILD DEVELOPMENT CENTER PARENT HANDBOOK



## Los Alamitos Unified School District

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### **Child Development Coordinator**

Jean-Mari Dagarin





Dear Parents,

Welcome to the Los Alamitos Unified School District-Child Development Center/State Preschool Program. This handbook offers an orientation to the preschool experiences which will make your child's early years of learning truly effective. Our hope is that this booklet will provide insights about our program and define the active role that you play in this exciting process. We want you to be comfortable and understand what your family is embarking on. Los Alamitos USD is committed to providing a quality educational program which enhances the social, emotional, cognitive, and physical development of each child.

We believe that each family brings to the program values and diversity; therefore, we recognize the importance of forming a partnership with parents to create a positive experience for all children. In this Parent Handbook, you will find valuable information regarding the preschool program, our goals and philosophy, as well as the roles and responsibilities of both parents and staff.

We provide this handbook to every family, recognizing that as parents, you are the primary educators of your child. It is essential that you take time to read the contents so you will be informed about our preschool program. The Table of Contents will be a helpful guide in finding specific information, which should answer many of your questions.

We look forward to providing a quality preschool program for your child and hope that you will enjoy being a part of our preschool family!

Respectfully,

Jean-Mari Dagarin  
Child Development Coordinator

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## **1. INTRODUCTION**

The purpose of this handbook is to inform you of the policies/procedures set forth by the Los Alamitos Unified School District Child Development Center/State Preschool. This program is designed to provide the best possible care and education for your child. Los Alamitos Unified School District reserves the right to change or supplement these policies/procedures at any time. I understand that upon enrollment, I agree and will comply with the policies outlined in this handbook.

### **Affiliation**

Los Alamitos Unified School District operates a developmentally appropriate fee based preschool program at (6) school locations within the district boundaries. The licensed preschool programs are located at the following school sites:

#### **FEE BASED 2 DAY/3 DAY & 5 DAY PRESCHOOL PROGRAMS**

Hopkinson Elementary School  
12582 Kensington Road  
Los Alamitos, CA 90720

McGaugh Elementary School  
1698 Bolsa Avenue  
Seal Beach, CA 90740

Los Alamitos Elementary School  
10862 Bloomfield Street  
Los Alamitos, CA 90720

Rossmoor Elementary School  
3272 Shakespeare Drive  
Los Alamitos, CA 90720

Lee Elementary School  
11481 Foster Road  
Los Alamitos, CA 90720

Weaver Elementary School  
11872 Wembley Road  
Los Alamitos, CA 90720

The Fee Based Program offers a two (2) day preschool program (Tuesday/Thursday), a three (3) day preschool program (Monday/Wednesday/Friday) or a five (5) day preschool program. This program is self-supporting; tuition is charged to pay for staff salaries, classroom materials and supplies, and upkeep of classrooms.

The Fee Based Program also offers ½ day (3 hours) at Los Alamitos Elementary and Weaver.

Tuition is based on the entire school year and may be paid in monthly installments. Tuition will be prorated for students starting mid-year. Families who wish to hold their spot for starting after the school year are responsible for paying ½ half of the monthly tuition until their start date.

## **Nondiscrimination in District Programs and Activities**

The Los Alamitos Unified School District is committed to providing a safe, caring, and positive educational and social environment where everyone is treated with respect. In accordance with the District's Uniform Complaint Procedures (Board Policy 1312.3), each school site shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination, harassment, intimidation and/or bullying against any protected group. Protected groups are enumerated by Education Code §§ 200 and 220. Additionally, it is the policy of the State of California, pursuant to Section 200, that all individuals shall enjoy freedom from discrimination and/or harassment of any kind in the educational institutions of the state. This also includes sexual harassment, which is a form of sexual discrimination (Education Code § 231.5).

### **Los Alamitos Unified School District Non-Discrimination Policy**

District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

### **CALIFORNIA CODE OF REGULATIONS, TITLE 5, SECTION 4622-UNIFORM COMPLAINT PROCEDURE**

The filing of a complaint, the reporting of instances of discrimination, and/or participation in complaint procedures, shall not adversely affect the involved student, parent, or employee with respect to status, grades, or work assignment. All complaints shall be investigated in a manner which protects student, parent, and employee rights to privacy. The identity of any complainant alleging discrimination shall be kept confidential. A complaint shall be presented to the Director of Pupil Services who will then refer it to the staff member responsible for the program(s) in question. This staff member shall be knowledgeable about the laws and/or program in question. Complainants may pursue other remedies, including actions before civil courts or other public agencies. Remedies may include court orders, preliminary injunctions, and/or retraining orders.

### **District UCP link:**

[https://www.losal.org/cms/lib/CA01000497/Centricity/Domain/1293/UCP\\_REPORTING\\_FOR\\_M.pdf](https://www.losal.org/cms/lib/CA01000497/Centricity/Domain/1293/UCP_REPORTING_FOR_M.pdf)

**Non-Discrimination Coordinator:** Jerry Friedman, Director of Safety and Personnel Services | [jfriedman@losal.org](mailto:jfriedman@losal.org) | (562) 799-4700 x 80412 | 10293 Bloomfield Street, Los Alamitos, CA 90720

### **CDC Parent Complaint Procedure:**

We value and encourage feedback from all parents on what is working and what is not working for them as a parent in the Child Development Center program. If you have a concern that you are not able to work out with your classroom teacher or is a program concern, feel free to call or email the CDC Office. All program concerns are relayed to the CDC Coordinator in a timely manner. If the office staff is not able to address or resolve your concern, the CDC Coordinator will contact you for a conference. If you do not feel comfortable calling or emailing or wish to

remain anonymous, feel free to write a letter to the CDC Office. Parent participation in our program goals is important. Becoming involved in the Friends of the CDC Advisory Committee is an excellent opportunity to address program improvement.

### **Mission Statement**

The Los Alamitos Unified School District Child Development Center will provide an educational and nurturing experience where students will thrive in a caring, respectful, and encouraging environment to develop foundational skills to become lifelong learners and opportunities to support school success for students, families, and collaborating community partners.

### **Comprehensive Approach**

The comprehensive approach includes:

- Use of the California Preschool Curriculum Framework to develop kindergarten readiness skills, a love of learning, and encourage a sense of wonder for all students;
- Ongoing assessments (DRDP, CLASS, ECERS) to ensure individual development and provide an enjoyable healthy, secure and nurturing environment.
- Learn from a dedicated, responsive, knowledgeable and skilled teaching staff who meets the developmental needs of students
- Build strong family and community relationships to foster responsible citizens.

### **Philosophy**

Our program focuses on the developmental process of the child; therefore our program includes opportunities for growth and development. We encourage children to participate in diversified activities that promote gross (large) and fine motor coordination, creative expression, exploration and interaction with the environment. Recognizing that preschool children learn very differently than adults, we believe that children will only comprehend a concept if it is meaningful in the child's experience and development.

Through the vehicle of play, including exploration and experimentation, children come to understand the social structures around them and the opportunity to make appropriate choices. We desire to promote feelings of competence and self worth, which lay a strong foundation for future growth and learning.

As a staff, we seek to learn more about effective teaching methods that will enhance meaning and experience for the child with the desire to promote a loving atmosphere, where children are respected.

## **2. PROGRAM ELIGIBILITY AND ENROLLMENT**

The Fee Based Preschool provides a two (2), three (3), or five (5) day program. Due to the fact that this program is self-supporting and does not receive money from the California Department of Education, tuition is charged to pay for staff salaries, classroom materials and supplies, and upkeep of classrooms.

**AGE:** Children must be 3 years of age by the start of school and cannot turn 6 during the school year enrolled.

*All preschool children must be completely toilet trained.<sup>1\*</sup>*

### **Student/Teacher Ratio**

All of our classes have a student/teacher ratio of 12:1

Registration procedure and tuition are handled through the Child Development Center Office at (562) 799-4585. Waiting list applications may be obtained from the Child Development Center office or through the district website, [www.losal.org](http://www.losal.org)

All Child Development Center programs have an important role at each school site. The site principals assist the Child Development Center as an active supporter of the program. The preschool staff teams with kindergarten teachers to participate in school functions when appropriate and participate in district staff development when appropriate.

### **ALL ENROLLMENT FORMS AND PHYSICIAN'S REPORT MUST BE COMPLETED AND RETURNED TO THE CHILD DEVELOPMENT CENTER OFFICE BEFORE A CHILD WILL BE ALLOWED TO ATTEND**

Contract Agreement	Physician's Report
Immunization Record	Pre-Admission Health History/Child Information
Parents' Rights	Personal Rights
Identification & Emergency form	Authorization Release
Permission Slip	Student Health History
Resource Survey	New Student Enrollment Survey
Birth Certificate or Valid Passport	

## **3. STAFF AND CURRICULUM**

### **Staff**

The Child Development Center Program is committed to quality preschool education. We hire qualified Lead Teachers who hold the appropriate credential/permit as required by the State of California. Assistant teachers must have the minimum requirements required by the State of California as a preschool teacher.

- New employees are provided an orientation to guide them in understanding how agency policies relate to their respective job description.
- We support continuous staff growth by assessing the needs of staff and providing professional development activities to enhance their growth at least 3 times per year.
- Staff members are given formal evaluations on an annual basis
- We have sound internal communication mechanisms which include email and phone communication, as well as monthly Lead Teacher meetings and semester assistant staff meetings to provide staff with information necessary to carry out their respective duties

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<sup>1</sup>For a student who has been identified as disabled within the meaning of Section 405 of the Rehabilitation Act of 1973 and in accordance with the ADA, necessary modification will be made for the student to benefit from his or her school program

### **Educational Program**

The Child Development Center Program believes that all children should be provided with a nurturing, active, and challenging environment that encourages curiosity, hands-on learning, and problem solving skills, language development, and a positive self image. The preschool curriculum is aligned with the California State Preschool Frameworks and provides preschool children with a foundation on academic careers and social development.

The following early education resources and strategies are utilized in the preschool curriculum:

- *California Department of Education Preschool Learning Foundations*: The Foundations provide an overview of the key knowledge and skills that most preschool children can achieve when provided with interaction, instruction, and environments that is based on the research of early experiences shown to promote early learning and development.
- *California Department of Education Preschool Curriculum Frameworks*: The Frameworks provide an overall approach for teachers to support student learning through environments and experiences that are developmentally appropriate, reflective of thoughtful observation and intentional planning, individually and culturally meaningful, and inclusive of children with disabilities and special needs.
- *California Department of Education Desired Results for Children and Families*: (see following section)
- *Houghton Mifflin Pre- K Curriculum*: A comprehensive integrated program that provides children with a foundational skills through literature, oral language, listening comprehension, vocabulary, phonological awareness, print awareness and alphabet knowledge.
- *Cognitive Guided Instruction*: CGI is based on an integrated program of research on (a) the development of students' mathematical thinking and (b) instruction that influences that development. CGI is an approach to teaching mathematics rather than a curriculum program. At the core of this approach is the practice of listening to children's mathematical thinking and using it as a basis for instruction

### **Developmental Domains of Learning**

#### **Socio-Emotional Development**

While understanding how children learn and develop, the teaching staff enhances the social-emotional development of children by implementing guidance techniques that promote respect, re-direction, clearly set limits, and practice of open positive communication are the elements implemented daily to help assist children in learning social skills, cooperation, helping others, negotiation, and problem solving.

#### **Cognitive Development**

Cognitive development is integrated into all areas of the curriculum throughout the day. Children continually build their understanding of concepts through their interactions, experiences, discoveries, and challenges. The teaching staff members continually assess the children to determine when new challenges are needed to expand the growth of the child's interest.



## **Physical Development**

Children are provided a wide variety of materials and activities to encourage and support fine and gross motor development. Using materials and activities like pegboards and puzzles, painting, coloring, play dough, scissors, string beads, and building with blocks and legos, are all examples that promote the development of small motor skills.

Through daily music and outdoor activities, children have the opportunity to use their large muscles. Children are given ample time to run, jump, ride tricycles, jump rope, climb, and bounce balls during the scheduled outdoor time.

## **Desired Results Developmental Profile (DRDP-PS 2010)**

DRDP-PS 2010 is an observation-based assessment instrument used to observe, document, and reflect on the learning, development and progress towards achieving the six desired results for children which are:

- Children are personally and socially competent
- Children are effective learners
- Children show physical and motor competence
- Children are safe and healthy
- Families support their child's learning and development
- Families achieve their goals

A Desired Results Developmental Profile will be completed by preschool staff for each child within 60 days of initial enrollment and at least once every six months while attending our preschool program. The information gathered from the Developmental Profile is used to plan and conduct age and developmentally appropriate classroom lessons and shared with each child's parents during the fall and spring conferences.

## **Special Education Collaboration**

Our classes may collaborate for a portion of the day with the Special Education preschool classes also located at participating school sites. This gives the opportunity for both classes to interact in a developmentally appropriate environment and provides an opportunity to discuss diversity and acceptance of children with special needs. This interaction may take place during our group times, activity or center times, and/or outside gross motor activity time.

## **School Readiness Team**

The school readiness team comprises of staff funded by First 5 of California, Children and Families Commission of Orange County. Staff may include a school readiness nurse, an early learning specialists, contracted consultants who all work together to provide support to the child development program, students and families. School readiness nurses will provide on-site, free developmental screenings including vision, hearing, height and weight. In addition, the online Ages and Stages 3 Developmental Questionnaire is available to all families to participate in and provide valuable information on their child. All parents are strongly encouraged to complete the ASQ-3 within 30 days from the day your child starts the program. At times the School Readiness Team may request a family to fill out additional questionnaires to better understand the needs of the child. All screening is voluntary but highly encouraged.

#### 4. **HEALTH AND SAFETY**

As per Title 22, Department of Social Services Licensing Regulations, upon enrollment you are required to submit the Physician's Physical Form, signed by the child's physician, with a record of a physical done no earlier than one year prior to preschool entrance. Regulations also require a child to have three (3) Polio, four (4) DPT, the MMR inoculation on or after the 1<sup>st</sup> birthday, one (1) HIB after the 1<sup>st</sup> birthday, three (3) Hepatitis B series, and one (1) Chicken Pox Vaccine. We request the Physician's Form to be turned into school within 30 days after the time of enrollment, as designated by Social Services.

Those exempt, for personal or medical reasons, must sign the State's Blue Immunization Form. As per the Department of Health, in the event of an outbreak of an immunized disease, the children will be required to remain home for an incubation period up to 21 days.

Keeping your child healthy is important to us! Please do not send your child to school if he/she is ill or has any abnormal symptoms. As your child arrives for school, a brief "health check" may be given at the door. Please do not leave until the child is greeted and admitted by his/her teacher.

Signs and symptoms of illness that may indicate that a child will not be admitted into the program or will be sent home are as follows:

- Fever of 100 degrees or higher. Children must be fever free for 24 hours (without fever reducing medication) before returning to school.
- Unusual behavior such as lethargy, persistent crying, loss of appetite or irritability
- Uncontrolled coughing or wheezing
- Green, runny nose
- Episode of diarrhea or uncontrolled diarrhea. Children must be diarrhea free for 24 hours before returning to school
- Vomiting within the last 24 hours. Children may return to school if they have not vomited for 24 hours
- Head Lice-Children may return to school 24 hours after treatment has begun and is completely nit free
- Pink Eye/Conjunctivitis with/or without a thick white or yellow discharge. Children may return to school with a health care notification of re-admittance
- Unusual spots, rashes or bruises not associated with an injury
- Sore throat or difficulty swallowing
- Headache, fever and/or stiff neck
- Varicella or Chicken Pox, until 6 days after onset of rash or until all lesions have dried and crusted
- Red, cracking, or oozing areas of the skin that may be infected
- Earache
- Contagious Disease/Illness

If a child becomes ill or is injured during the school day, the parent will be notified promptly. Parents will be asked to have the ill child picked up within 30 minutes of contact. If we are unable to make contact with the child's parent(s), we will notify the first noted emergency

contact(s). In case of emergency, paramedics will be called by preschool staff. Parents will be responsible for all emergency medical expenses.

Allergies are not contagious; but may make your child feel less than normal, as will some medications. Even if your child shows no definite signs of illness, but is unusually irritable, tired or fussy, please consider how his/her behavior will affect the class and his/her school experience. By staying home to rest, the development of an illness or the spread of a contagious childhood disease may be prevented.

Notify the CDC office immediately if your child has a communicable disease (Mumps, Chicken Pox, Lice, Conjunctivitis, Strep Throat, any rash, etc.) Parents and staff member must be notified of the exposure. The CDC office will send a note home giving the date of the exposure and the condition. Before returning to school after an absence, the child needs to have been free of symptoms and fever for at least 24 hours. Some illness may require release from the doctor (usually illnesses or absences lasting for 5 or more days).

### **Nutrition**

A nutritionally balanced school lunch is provided for all full day students and meets the nutritional requirements specified by the National School Nutrition Program. Families are asked to complete a FREE AND REDUCED PRICE SCHOOL MEALS APPLICATION prior to or soon after school begins. Monthly menus are posted in each classroom. We ask that parents not bring food into the preschool classrooms without prior consent. Parents are to advise the preschool staff of any food allergies or restrictions.

Department of Social Services has strict regulations of food and drink that we are able to serve to students during school hours. Food or beverages that do not meet the standards below may not be offered or given to students during the school day. The following foods/beverages are permitted:

#### **Beverages:**

- Full strength vegetable or fruit juice or an equivalent quantity of any combination of vegetables and fruit.
- Drinking water with no added sweetener
- Two percent fat milk, one percent fat milk, nonfat milk, soy milk, rice milk, and other similar non dairy milk.

#### **Snacks:**

- Not more than 35% of its total calories shall be from fat
- Not more than 10% of its total shall be from saturated fat
- Not more than 35% of its total weight shall be composed of sugar
- Not more than 250 calories per individual food item

These restrictions are very restrictive, so items such as baked goods, soda, candy, donuts and ice cream do not meet the standards above.

### **Nut Free Policy**

Our preschool classrooms are officially deemed “nut free zones”. This means that all necessary precautions are being taken to ensure the health and safety of children who may be allergic to nuts and nut products of any kind. Teachers will be complying with the request for a “nut free” environment by avoiding the use of nuts and peanut butter in a craft and/or cooking project.

There are several degrees of allergic reactions, from very mild to quite severe. The most extreme form of an allergy is called “anaphylaxis” which means a **“LIFE THREATENING”** allergy. An anaphylactic child looks, acts, plays, and learns like every child, but they can have a severe reaction if they eat, drink, or in some cases come in skin contact with an allergen. For example, if a child who has eaten a peanut butter sandwich has trace amounts of peanut butter on his hands and touches the allergic child, there may be a reaction. A severely allergic child can have a reaction if food is being cooked in his/her presence and even minute amounts of the allergen are inhaled.

In order to provide a safe environment, we would appreciate your cooperation in providing a “nut free” environment in our preschool class through the following:

- Please do not send snacks for your child or treats for the classroom that contain any kind of nuts or peanut butter
- Reinforce with your child that there is to be no sharing of food or drink
- When there are occasional school parties or celebrations, don’t forget the “nut free” policy. Foods brought and served must be store bought and have the ingredient label attached

### **Restroom/Toileting**

- Children will be expected to manage their toileting needs with minimum adult assistance
- To ensure safety and comply with state licensing, children will be supervised at all times, which includes when they are using a restroom facility
- All children and adults will wash their hands after using the restroom.
- To ensure proper hygiene, children will be assisted with hand washing
- Teacher and staff are not trained or equipped to change diapers, pull ups, or training pants.

### **Clothing**

Children are very active indoors and outdoors, so please dress your child in appropriate clothing to match the weather conditions. Keep in mind that your child will be climbing, painting, digging, sitting in sand, playing with water, and helping himself/herself when toileting. We emphasize having a good experience with materials rather than keeping special clothes spotless. Closed toe tennis shoes are recommended. Flip-Flops and open toe sandals are not permitted at school due to safety concerns. Parents are encouraged to bring a change of clothing to be placed in the child’s cubby in case of an accident. Clothes with many buttons, buckles, belts, and straps are hard for little hands to maneuver. Overalls are difficult when it comes to “potty time.” Children can manage boxer type shorts, jeans, cords, or pants with ease. Please help your child toward independence in dressing by selecting clothing he/she can manage! Dresses and skirts must have shorts underneath them. Expensive or special jewelry is not appropriate. Please do not send children with dangly earrings. Please mark all removable clothing (including shoes) with your child’s name (sweaters, coats, hats, boots, etc).

## **Medications**

If your child has an allergy or is recovering from an illness (and is no longer contagious) but still requires medication, it may be given at preschool if:

- The medicine is a prescription drug only for the given child.
- The medicine is in the original container and is accompanied by a medication form (available from the CDC office or on the district website) filled out by the parent and doctor
- -giving the preschool permission to administer medication
- -giving the amount and time of each dose (a specific hour must be given-not for every “4 hours” for example)

Tylenol and aspirin are not administered at preschool as it masks the symptoms of illness. No other over the counter medication will be given unless accompanied by a doctor’s release stating the name of medication, amount to be given, time to be administered, and side effects. Parents must deliver all medications to the classroom in the original container.

Please apply sunscreen needed for the day prior to dropping your child off in their classroom. Staff will re-apply sunscreen if the parent brings in sunscreen in the original container and fills out the proper form (provided by the CDC office or district website).

## **Common Communicable Diseases**

The following is a breakdown of many of the common communicable disease preschoolers may come in contact with and some general information regarding these diseases. If you have any further questions, please contact your physician.

<b><u>Disease</u></b>	<b><u>Incubation Period</u></b>	<b><u>Contagious Period</u></b>	<b><u>Exclusion from School</u></b>	<b><u>Symptoms</u></b>
<b>Chickenpox</b>	2-3 weeks Commonly 13-17 days.	As long as 5 days, usually 1 to 2 days prior to eruption of first vesicles and not more than 5 days after eruption of first vesicles.	5-7 days after first vesicles appear and until vesicles become dry and scabbed over.	Slight fever Crops of red, raised eruptions that change to vesicles and then form scales.
<b>Measles (Rubeola)</b>	10-14 days	4 days before and 4 days after rash.	4 days after onset of rash.	3 to 4 days cough of varying degrees, fever, conjunctivitis, and sensitivity to light Red raised rash becomes blotchy.
<b>Measles (Rubella/ German Measles)</b>	14-23 days	About 1 week	7 days after onset of rash. before and 4	Fine pink rash, enlarged glands behind ears and back of neck and slight fever.
<b>Hand, Foot &amp; Mouth Disease</b>	Usually 3-5 days	During the acute stage of illness Virus may	During the acute state of illness. If child has lesions not accompanied	Fever, malaise, sore mouth or throat, or not eating well.

<b><u>Disease</u></b>	<b><u>Incubation Period</u></b>	<b><u>Contagious Period</u></b>	<b><u>Exclusion from School</u></b>	<b><u>Symptoms</u></b>
<b>(Coxsackie Virus)</b>		remain in stool For 2-3 weeks.	with symptoms of acute illness, there are no restrictions.	Papulovesicular lesions in mouth, on palms, fingers, and/or feet soles.
<b>Fifth Disease (Erythema Infectiosum)</b>	4-20 days	Greatest before onset of rash Probably not communicable after onset of rash.	During acute illness.	Redness of cheeks (slapped face appearance), lacy like rash on trunk and extremities which fades but may reoccur on exposure to sun or heat.
<b>Strep Throat &amp; Scarlet Fever</b>	1-3 days	From onset of illness until 24-48 hours after appropriate treatment started.	48 hours after appropriate antibiotic therapy started and fever gone.	Fever, sore throat and swollen/sore glands in neck.
<b>Impetigo</b>	1-3 days with streptococcal, 4-10 days with staphylococcal	24-48 hours appropriate treatment started.	48 hours after appropriate treatment started.	Begins usually as a blister like eruption, becomes pustular in appearance and spreads. Most commonly on the face.
<b>Ringworm Body or Scalp</b>	Scalp is 10-14 days Body is 4-10 days	During course of active infection.	After appropriate treatment started. Active lesions should be covered when possible with clothing, e.g. long sleeve shirts, etc.	Lesions tend to be circular with central healing. In the scalp there tends to be hair loss

### **Head Lice**

When lice or nits are found, the student shall be sent home immediately. Any family members should be examined. If nits or lice are found, the student shall be excluded and parents/guardians informed about recommended treatment procedures, ways to check the hair, and sources of further information. Excluded students may return to school when re-examination by a designee shows that all lice and nits have been removed. Staff shall make every effort to maintain the privacy of students identified as having head lice and excluded for treatment. If there is more than one student affected in any one classroom, all students in the class shall be examined and information about head lice shall be sent home to all parent/guardians of students in the class.

### **Accidents and Injuries**

The staff members of the Los Alamitos Child Development Center will respond to and document all injuries and accidents at school. Children are little and are frequently moving in and around their environment; this is a part of a child's normal development pattern. Knowing this we make every effort to protect your child, but there are still many windows of opportunity for accidents to happen. Teachers will administer first aid for all minor injuries (such as scrapes, simple cuts, and minor bruises). This will consist of washing the affected area, applying ice, and, if needed, covering it with a bandage. After any injury, an "Accident Report" will be sent home with your child noting the injury and any treatment or care administered and a copy placed in their file signed by the teacher.

In case of accident or injury requiring immediate physician assistance, we will make an immediate attempt to contact a parent, in addition to contacting 911, if necessary.

Any needed first aid will be administered by our staff. Please make sure your emergency numbers are always current on the forms on file in the office and in the classroom!

### **Health Practices**

The Los Alamitos Child Development Center is dedicated to providing a warm, nurturing, stimulating and safe environment for children ages 3 to 5 years. We strive to accommodate their individual needs while promoting their self-help skills on a consistent basis. Our teachers encourage children to have fun while learning and practicing basic life skills.

#### **Safety**

The teacher will:

- Encourage children to walk in the classroom and not run
- Remind children that chairs are for sitting their bottoms on
- Model how hands are for helping others
- Encourage the children to build and play with toys, not throw them
- Promote throwing balls in the outside environment
- Guide the children in waiting their turn
- Encourage the children to use the sand appropriately for play and not for throwing
- Teach the children to use the playground equipment appropriately and safely.

#### **Germes**

The teacher will:

- Introduce the importance of preventative measures in spreading germs.
- Teach the children how to cough and sneeze into their elbow instead of their hand
- Model how to blow their nose and wash afterwards
- Remind the children toys are for hands and not the mouth

#### **Hand Washing**

The teacher will:

- Explain the importance of frequent hand washing
- Assist the children with washing their hands

- Stress when the child needs to wash their hands after various activities and personal care routines.

We ask that all children wash their hands when entering the classroom from home prior to playing or participating in any classroom activities.

### Toys

The teacher will:

- Wash the toys that are used in the mouth
- Assure that all toys brought for share day are safe and age appropriate
- Label all the toys to assist the children during clean up
- Remind the children to put the toys away after they use them

### Emergency Preparedness

Each month, we have fire and earthquake drills according to regulations. In the event of an earthquake, we will use the emergency food sent by families. We would implement our comprehensive Disaster Plan with the school site. Children would be kept at the school site until notified by emergency personnel to relocate.

## **5. OPERATIONAL POLICIES**

### Arrivals and Departures

We are required to have parents sign their children in and out daily from the preschool classroom. You will find your child's name on the class sign in/out sheet near the door entrance every day. The parent of his/her designees must record the time of arrival and the time of departure with a full signature (in ink and legible) both times. Our staff uses the information from the sign in/out sheet to take attendance at the beginning of each class and to keep informed of who has been picked up from school at the end of the day. Students will only be released to persons authorized on the emergency card/authorization form by the enrolling parent. In the first few weeks of school, until staff get to know you, you must have picture ID with you, so that staff can check identification. If someone other than the authorized persons must pick up your child, they must have written permission signed by the parent. Picture identification of such person will be requested by the teacher for verification purposes. Legal documents delineating a child's custody or release must be on file at the center and updated as needed. It is very important that you notify your child's teacher of any changes or your child will not be released. No child will be released to anyone under the age of 18.

### Late Pick Up Policy

Children must be picked by the the end of the school hours, 11:30 for AM class, 3:45 for PM class and 6:30 for full day class. There is a late fee of \$5.00 for anytime within the first 5 minutes of late pick up, and an additional fee of \$1.00 per minute for anytime after the first 5 minutes. The Los Alamitos Child Development Center reserves the right to drop any family from the preschool program after three late pick-ups.



### **Attendance Procedures**

Parents are responsible for tuition each payment period, in spite of absence. The program's budget and staff salaries are based upon current enrollment; therefore, no compensation will be given for absences. Failure to pay tuition on the first of each month will result in termination of the preschool contract and services. A written notice must be submitted to the Child Development Coordinator two weeks before the withdrawal of your child in order to receive a refund, if applicable. Request to change program schedule must be given in writing and if the schedule change is able to be made, will be done so, at the beginning of the next billing cycle.

### **Tuition Policy**

Tuition is based on an annual amount and broken into 10 equal payments. Payments are collected and due the first of each month, August thru May. Tuition payments received after the 10<sup>th</sup> of the month will be subject to a 10% charge of the payment amount. If tuition is not received, all services are subject to immediate termination.

### **Sharing Items From Home**

Each child has their own policy for sharing items from home with the classroom. The teacher will go over this policy on their Back to School Night. Due to our program's philosophy, no play knives, guns, or other weapons will be permitted at any time for sharing in the classroom.

### **Birthday Recognition**

Birthdays are very important events for children and they love to share the moment with their friends. We are always eager to build your child's self esteem and birthday recognition at school creates a moment to remember. You are welcome to bring a healthy snack to school for your child's birthday. Please discuss with the teacher at least two days prior to the date.

### **Lost and Found**

Please check with the teacher and assistant teachers for assistance in finding lost items. Periodically, the teachers will collect any unclaimed items (sweaters, jackets, toys, etc) and send them to a shelter.

### **School Visits**

You are welcome to visit the school and your child's classroom anytime during the school year. We want you to be well informed of your child's progress along the way. When visiting, please stop by the elementary school office for a "Parent's Badge" and to sign in, so that you are recognized.

## **6. PARENT SCHOOL COMMUNICATIONS**

### **Classroom Expectations**

The following rules were developed to help children understand and participate in a positive school behavior program. These rules are developmentally age appropriate for preschoolers and will help them make a smooth transition to kindergarten.

- Maintain control of our bodies; keep our feet on the floor, use our hands to build, paint, color, cut, catch, hit balls, climb, and hold on to things with which we are playing.
- Use words that make people feel good

- Use words to express when we are angry or need something
- Put our toys away when we are finished playing with them

### **Discipline**

The teachers will guide and redirect the children in a nurturing manner to help them learn to cooperate with their peers and to have positive educational experiences that encourage and enhance their growth and development while in our care. Redirection is primarily used to direct appropriate behavior. If repetitive behavior persists, the parent will be notified and together with the teacher and Child Development Coordinator, an action plan will be developed. Consistency is the key to guiding children. Cooperation from the parent is expected and required for continued enrollment.

*Under the law, any form of hitting, corporal punishment, abusive language, ridicule, harsh or humiliating or frightening is illegal and is against our philosophy.*

### **Best Interest of Child or Group**

Not all children thrive in a group setting or specific program. Additionally, the program cannot meet the needs of all children due to adult child ratios, specialized training of staff, etc. Specific circumstances in which this may occur include:

- Aggressive, anti-social or unacceptable behavior to the extent that the child's safety or the safety of other children or staff cannot be guaranteed
- Inability of the child to adjust to the group setting

Should it be determined jointly by the Child Development Center, School Psychologist, and teaching staff that the program is unable to meet the needs of a specific child, enrollment will be denied and/or services suspended. This action will only be considered after other avenues available to the program have been explored in an effort to provide services to the child and family.

### **Parent/Teacher/Child Relations**

One goal of the Los Alamitos Child Development Center is to create a partnership with each family. Studies have shown that children make greater gains in their education when parents or family members participate in school activities. The teaching staff uses opportunities to communicate with parents on a daily basis. Newsletters, parent education workshops, and parent teacher conferences are also implemented, to strengthen partnerships between the school and home.

### **Parent/Teacher Conferences**

Parent/Teacher conferences are a part of the home/school relationship. An important purpose of this conference is to include parents in the shared responsibility for the education of their child. The goals of the program, the child's development, and planning the future challenges for your child will be discussed during this conference. A conference will be scheduled in late fall and spring of each school year. Teachers will post sign-up sheets for appointments. Please note dates and times of these events and make arrangements to keep your appointment. If you find you must cancel, please reschedule. We strongly encourage you to participate in conferencing to help your child progress through his/her development. Parents are encouraged to contact their child's teacher for additional conferences at any time during the school year.

It is in the best interest of your child that parents and teachers communicate freely with one another. It is important for the staff to understand situations at home which may influence the typical behavior of the child. Please feel comfortable in discussing with the Lead Teacher and or the Child Development Coordinator, anything which will help to make your child's time with us the best possible experience. When talking informally with a teacher about your child, please be sensitive to what you child hears. Sometimes a phone call or email is better.

We want to make school a warm, loving, and accepting place for you and your child. If you have a problem with your child's teacher, please discuss it with her first prior to contacting the Child Development Coordinator, and not with other parents. We are here to serve you and parent communication should be gossip free. Please remember, there is an "open door policy" with the Child Development Coordinator.

### **Parent Involvement in the Child Development Center**

Los Alamitos Unified School District Child Development Center has an open door policy for all parents who wish to observe and /or participate in their child's classroom. Studies have indicated that children whose parents become involved in their education, make substantially gains, than the children whose parents do not participate.

We understand that some parents feel uncomfortable about joining the classroom while others, because of their work schedule, are unable to participate. To meet the needs of our families, our program is designed to reach out to all parents in the program with a variety of activities to support parent involvement. Such activities include reading to small groups of children, helping to upkeep classroom websites, playing games with a small group of children, helping with bulletin boards, cutting out materials for projects, making classroom games or flannel board stories, etc. Many of these activities can be done at home which allows working parents to become involved in their child's education. Parents or family members who want to volunteer in the classroom must have a TB clearance and a signed health statement on file prior to volunteering. All parents must also sign in at the elementary office and wear a visitor badge while volunteering.

### **Friends of the CDC/Parent Advisory Committee**

The mission of the Friends of the CDC is to involve and include parents in supporting the Los Alamitos Child Development Center's high quality early childhood program by enhancing early educational opportunities

The purpose of the Friends of the CDC is to initiate, sponsor, promote and carry out plans, policies and activities which will support the quality of the Los Alamitos Child Development Center program including staff development, increase parent involvement, purchase educational materials, and sponsoring activities to increase the children's early learning. Friends of the CDC is a 501(c)(3) non-profit group.

In addition to Friends of the CDC, a Parent Advisory Committee will be established annually. Representation from preschool parents, families and staff is encouraged to strengthen the communication and continue the growth of the Los Alamitos Child Development Center.

### **Custody**

The Los Alamitos Child Development Center cannot become involved in your child custody disputes. Our policy is to honor any court dictated arrangements regarding delivery and or pickup of your child to and from school.

### **Information Boards**

Inside each classroom, teachers will post upcoming events, special activities, signup sheets for various activities, and any other important information. All licensing information is also posted, along with the lunch menu. Please take time to read these items. Often, you will gain insight into what your child is doing in the classroom and can show them your interest in the activities of his/her day.

### **Parent Education**

Parent Education meetings will be planned cooperatively with parents to build a partnership between home and school. The following are the program goals to educate and support the parents of young children.

- To give parents a better understanding of child growth and development
- To provide parents with information relating to parenting skills
- To assist parent in understanding their role in their child's education
- To develop a support group through interactions with other parents
- To include activities to promote social interactions among families and staff

### **Parent Rights**

Parents have rights when enrolled at a child care center. At enrollment all parents/guardians acknowledged and signed the Notification of Parents' Rights licensing form 985 as required by Title 22. For more information a Notification of Parents' Rights form has been posted in each classroom.

### **Child Personal Rights**

Children have personal rights when enrolled at a child care center. At enrollment all parents/guardians acknowledged and signed the Personal Rights licensing form 613A as required by Title 22. For more information a Personal Rights form has been posted in each classroom.

### **Resources for Parents/Guardians:**

- Los Alamitos Unified School District: <https://www.losal.org/losal>
- Help Me Grow: <https://www.helpmegrowoc.org/>
- 211: <https://www.211oc.org/>
- We Care Los Alamitos: <http://wecarelosalamitos.org/>
- Precious Life Shelter: <https://www.preciouslifeshester.org/>
- Local WIC: [https://www.wicprograms.org/ci/ca-hawaiian\\_gardens](https://www.wicprograms.org/ci/ca-hawaiian_gardens)
- OC Social Services: <http://ssa.ocgov.com/locations>
- Community Care Licensing: <https://www.cdss.ca.gov/inforesources/Child-Care-Licensing>
- OC Regional Center: <https://www.rcocdd.com/frc/ccfrc/resources/parenting-skills/>
- Children's Home Society: <https://www.chs-ca.org/>

- OC Parent & Family Services: <http://www.ochealthinfo.com/bhs/about/pi/support>
- OC Parent Wellness Program: <http://www.ochealthinfo.com/bhs/about/pi/early/pwp>
- Family Resource Center: <http://ssa.ocgov.com/comres/family>
- Foster Care: OC4Kids: <http://www.oc4kids.com/adopt/fostercare>
- OC Food Bank: <https://ocfoodbank.org/>
- Other specific resources will be provided upon request

## *EXAMPLE “Flow of the Day”*

Our daily schedule is called “flow of the day” because our schedule needs flexibility to allow for change and modification in order to meet the needs of the children during their work. The outline below is a skeleton of our day. The children’s learning takes place throughout the whole day: from counting the number of scoops to take during morning snack to working together with peers to put sheets on our resting mats. We see every opportunity as a learning experience and we are constantly exploring our world. Our learning is not limited to inside but outside as well.

6:30AM-8:45AM	Arrival, Welcoming, Open Choice Work, Breakfast (if brought from home) Morning Snack (8:00AM-8:45AM)
8:45AM-9:00AM	Morning Meeting. Greet each other. Important information/weekly news. Briefly discuss the days’ work.
9:00AM-10:00AM	Outdoor Classroom Work. Provocations and exploration of open choices work outside.
10:00AM-11:00AM	Inside Classroom Work. Provocations and exploration of open choices work inside.
11:00AM-11:30AM	Reflection meeting. This is a time for children to reflect on their work they did. A safe place to ask questions and relate information.
11:30AM-12:00PM	Lunch
12:00PM-2:00PM	Resting Time
2:00PM-3:00PM	Snack available and open choice work inside
3:00PM-4:00PM	Open choice work outside
4:00PM-6:00PM	Open choice work outside/inside