

# **LOS ALAMITOS CHILD DEVELOPMENT CENTER**

## **STATE FUNDED PRESCHOOL PARENT HANDBOOK**



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### **Board of Education**

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Mrs. Marlys Davidson

Mrs. Diana Hill

Mrs. Karen Russell

### **Child Development Coordinator**

Mrs. 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 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.

This handbook is available online and a printed copy at the request of parents, 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. PROGRAM OVERVIEW**

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. Parents/guardians will agree and comply with the policies outlined in this handbook.

### **Affiliation**

Los Alamitos Unified School District operates a developmentally appropriate child care licensed, state funded preschool program at (2) school locations: Los Alamitos Elementary School and Jack L. Weaver Elementary School.

### **CDC Mission Statement**

The Los Alamitos 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.

### **Philosophy**

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.

## **GOALS & OBJECTIVES**

### **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 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.
- 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 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.

## **Office & School Hours**

The CDC office is open from 7:30 – 11:30 am Monday through Friday and closed during school district breaks and holidays. Parents/guardians may request other hours by appointment only.

State funded school sites include Los Alamitos Elementary and Weaver Elementary. Children will be assigned to a morning or afternoon class.

Morning schedule: 8:30 am – 11:30 am or Afternoon schedule: 12:00 pm - 3.00 pm

Please be respectful of the staffs time by picking up your child on time at the end of his or her session. The teachers utilize the time before and after each session to set up learning activities, plan lessons, attend staff meetings, and tidy the room. If an authorized adult does not arrive or contact the ECE office or classroom within 30 minutes of dismissal, we may (depending on the circumstances) need to call the Bellflower Police Department to assist us in locating the parent or guardian.

## **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 | (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.

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

The Los Alamitos CDC will follow the Admission Priorities (*EC* 8261, 8236 and, 8263(b); 5 *CCR* 18106) tiered priority ranking. [Title 5, § 18106, 18131] Families are ranked for enrollment based on the guidelines set by the State of California. Admission priorities are as follows: • Priority 1 – Children receiving child protective services through the local county welfare department • Priority 2 – Children at risk of abuse or neglect, upon written referral from a legal, medical, or social services agency [Education Code, § 8263(a)(1)(A)] [Education Code, § 8263(a)(1)(B)] 13 • Priority 3 – Four (4) year old children who were previously enrolled in the California State Preschool Program as a three (3) year old • Priority 4 – Four (4) year old children, based on the lowest gross monthly income adjusted for their family size o If two families have the same income and family size, priority goes to the family with an exceptional needs child. • Priority 5 – Three (3) year old children, based on the lowest gross monthly income adjusted for their family size. If two families have the same income and family size, priority goes to the family with an exceptional needs child. Priority is given to Los Alamitos Unified School District residents.

Eligibility for the State Preschool Program is verified when:

- The family meets the California Department of Education/Early Learning and Care Division income guidelines based on family size and income.
- Homelessness (declaration)
- The child is deemed eligible on presentation of a valid child protective services referral.
- The child has a current Individual Education Plan or Individual Family Service Plan.
- Income verification submitted

**AGE:** Children must be 3 years of age by December 1 of the school year, and cannot turn 6 during the school year enrolled.

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

<sup>\*</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

**ALL STATE PAPERWORK, 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**

**CSPP Eligibility Forms and Documentation:**

Confidential Application and Eligibility (EEDS 9600)

Notice of Action (CD76-17)

Family Size Documentation (birth certificates, family information sheet...)

Income Verification (i.e. pay stubs, receipts, letter from employer...)

Proof of CA Residency (i.e. bills, lease, official mail...)

Copy of at risk agency referral or IEP if applicable

Statement of Homelessness if applicable

Child's proof of birth (i.e. birth certificate, passport)

**Income Documentation**

Families must provide proof of income for the month preceding certification. Total family income includes, but is not limited to: gross wages, overtime, tips, cash aid, child support payments received, and portion of student grants or scholarships not identified for educational purposes for all individuals counted in the family size. The Early Childhood Education Program reserves the right to ask for additional documentation to verify income.

The following may be accepted for income documentation:

- Payroll check stubs
- Letter from employer stating gross monthly or weekly income and/or rate of pay and hours worked
- Other record of wages issued by your employer
- If self-employed, you may need to provide as many of the following types of documentation as necessary to determine income and declaration.

When the employer refuses or fails to provide requested documentation or when a request for documentation would adversely affect the parent's employment, provide other means of verification that may include a list of clients and amounts paid, the most recently signed and completed tax returns, quarterly estimated tax statements, or other records of income to support the reported income, along with a self-certification of income

If the child is under protective services, a written referral dated within six (6) months of the application must be submitted that includes (1) a statement certifying the child is receiving CPS and that child care services are a necessary component of the CPS plan, (2) Probable duration of the CPS plan and (3) Name, address, phone number and signature of the county child welfare staff.

If a parent requests services based on homelessness, a written referral from an emergency shelter or other legal, medical or social service agency OR a written declaration that the

parent is homeless with a statement describing the living situation must be submitted for the child's file.

If the child is at risk, a written referral dated with six (6) months of the application for services must be submitted, including (1) A statement by a legally qualified professional that the child is at risk of abuse and neglect and that the child care services are needed to reduce that risk, (2) Probable duration of the at risk situation and (3) Name, address, phone number and signature of the legally qualified staff.

### **Documentation of Family Size**

Families must provide supporting documentation regarding the number of children and parents in the family. Documentation for the number of children shall be at least one of the following:

- Birth Certificate
- Child custody court order
- Adoption documents
- Foster care placement records e School or medical records
- County welfare department records
- Other reliable documentation indication the relationship of the child to the parent

During enrollment and certification process, parents and staff will complete the Application for Services, which is signed by the parent. A Notice of Action (NOA) will be issued after the certification paperwork is complete and signed by the parent and staff. An NOA will be issued when certification is completed, changes to program occur, or when families are terminated from the program. Parent Right of Appeal procedures are on the back of the NOA

### **Community Care Licensing and District Forms:**

Contract Agreement	Physician's Report (due within 30 days of enrollment)
Immunization Record	Pre-Admission Health History/Child Information
Parents' Rights	Personal Rights
ID & Emergency form	Authorization Release
Permission Slip	Student Health History
Resource Survey	Enrollment Survey
Permanent Pupil Card	Birth Certificate or Valid Passport

Children must attend preschool classes regularly as designated by the school district calendar. Those with more than 3 days of unexcused absences may be dismissed from the program. Ten (10) or more tardies may be grounds for dismissal from the program.

All children, including students with disabilities and special needs, are welcome in the CDC program. Classroom staff and school specialists work closely together to develop and implement individual goals as stated in the Individualized Education Program (IEP) for each child with special needs. We understand the requirement of the Americans with Disabilities Act (ADA) and the Individuals with Disabilities Educational Act (IDEA) to make and implement reasonable accommodations for such children. The CDC Program does not discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race,

ancestry, national origin, religion, color, mental or physical disability or any other reason prohibited by state or federal law.

“Pursuant to Section 8239.1 of the Educational Code, state funded preschool programs will "expeditiously pursue and documented reasonable steps to maintain the child's safe participation in the program and determines, in consultation with the parents or legal guardians of the child, the child's teacher, and, if applicable, the local agency responsible for implementing the federal Individuals with Disabilities Education Act (20 U.S.C. Sec. 1400 et seq.), that the child's continued enrollment would present a continued serious safety threat to the child or other enrolled children, it shall refer the parents or legal guardians to other potentially appropriate placements, the local child care resource and referral agency, or any other referral service available in the local community, The contracting agency may then unenroll the child

Students may not attend classes until all documents have been received by the office. The only exception will be for the child's health screening which must be received within 30 days of the first day of attendance. If the screening is not received within 30 days of the first day of attendance, the child will be excluded from classes until the document is received.

#### **Termination from State Preschool Program**

- Failure to report changes which include home address, telephone numbers, or other contact numbers, may result in termination from the program
- Three instances of late pick up may result in termination from the program
- Possession of illicit drugs, alcohol, or weapons on school property will result in termination from the program
- Child or Parent/Guardian who presents a health or safety risk to himself/herself or other children, parents, or staff will be terminated from the program.
- Parent/Guardian who physically, sexually, and/or verbally harasses staff, other parents, students or children will be terminated from the program.
- Five (5) unexcused absences within one fiscal year will be terminated from the program.
- Non-compliance with the Child Development Center Parent Handbook may be terminated from the program.

#### **Appeals Procedure**

If the parent/guardian does not agree with a Los Alamitos CDC decision as stated in the Notice of Action (CD-7617), the parent/guardian may appeal the intended action. To protect the right to appeal, the parent/guardian must follow the instructions as described. If the parent/guardian does not respond by the required due dates or fails to submit the required appeal information with the appeal request, the appeal may be considered abandoned.

Step 1: Complete the appeal information as found on the reverse side of the Notice of Action.

Step 2: Mail or deliver the written local hearing request  
within 14 days of receipt to: LAUSD  
10293 Bloomfield Street  
Los Alamitos, CA 90713

Revised February, 2020

Attn: Assistant Superintendent of Educational Services

Step 3: Within 10 calendar days following the agency's receipt of the appeal request, the agency will notify the parent/guardian of the time and place of the hearing. The parent/guardian or an authorized representative is required to attend this hearing. If the parent/guardian or representative does not attend the hearing, the parent/guardian abandons the right to appeal, and the action of the agency will be implemented.

Step 4: Within 10 calendar days following the hearing, the agency shall mail or deliver to the parent/guardian a written decision.

Step 5: If the parent/guardian disagrees with the agency's written decision, parent/guardian has 14 days from the receipt of the decision to file an appeal with California Department of Education (CDE). The appeal must include the following documents and information:

- 1)a written statement specifying the reasons you believed the agency's decision was incorrect,
- 2)a copy of the agency's decision letter, and
- 3)a copy of both sides of the Notice of Action.

Mail the appeal to:

California Department of Education  
Early Learning and Care Division  
1430 N street, Suite 3410  
Sacramento, CA 95814  
Attn: Appeals Director

Step 6: Within 30 calendar days after the receipt of the appeal CDE will issue a written decision to the parent and the agency. If your appeal is denied, the agency will stop providing child care and development services immediately upon the receipt of the CDE decision letter.

### **Wait list**

A wait list for enrollment will be kept each school year based upon the same criteria as the admission policies.

### **Withdrawing a Child from Preschool**

Before withdrawing a child from the program, a parent/guardian must notify the preschool office staff in writing or through verbal confirmation. Please notify the office at least two (2) weeks in advance of withdrawal from the program so we may offer the preschool class to another family.

## **3. ANNUAL CDC PROGRAM EVALUATION**

The Los Alamitos CDC program strives for continuous improvement to meet the needs of our students, families, and community. Each year we conduct an annual self-evaluation that consists of four main components listed below. After completion of all four components, results are analyzed, and goals for improvement are created for each classroom and program wide.

Revised February, 2020

1. Early Childhood Environmental Rating Scale - Revised (ECERS -R): a reliable tool recognized nationally to evaluate the quality and improvement of classroom environments. Every two years a formal rating by the county Quality Rating Improvement System (Orange County Department of Education) will be conducted, feedback will be provided and goals set. Off years informal ratings will be provided in-house, feedback provided and goals set.
2. Desired Results Developmental Profile (DRDP) — student assessment tool used to observe, document and reflect on student learning.
3. Parent Surveys. — every year parents will complete a survey to provide information about how the program is meeting the needs of the child and family. Results will be analyzed and goals will be set and monitored.
4. Classroom Assessment Scoring System (CLASS)—a nationally recognized tool that measures the level of interaction between Children and adults in a classroom. Every two years a formal rating by the county QRIS will be conducted, and off years informal observations and feedback provided by an in-house CLASS certified observer.

#### **4. STAFF AND CURRICULUM**

**Staff** (see chart for more details on staffing requirements)

The Los Alamitos CDC is committed to providing a quality preschool program. 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 and must have the appropriate credential permit as required by the State of California.

- 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

#### **Educational Program & Curriculum**

The purpose of the Los Alamitos Child Development Center is to provide a high quality educational opportunity that promotes and supports each child's intellectual, physical, emotional, and social development. The development of the current preschool program has been influenced by guidelines from the California Department of Education-Child Development Division, The National Association for the Education of Young Children, Developmentally appropriate practices, Early Childhood Environment Rating Scale, CLASS, and the California State Preschool Foundations. These guidelines emphasize the importance of active exploration through meaningful interactions with the environment. This is reflected in current curriculum, teaching strategies, and assessment techniques.

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. The program refrains from any religious instruction or worship.

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.

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)
- *Emergent Curriculum*: This approach uses social constructivism to focus on the way teachers teach and plan to be responsive to children's interests and to create meaningful learning experiences. This approach includes daily observations of children,, providing meaningful experiences, along with documentation and reflection of learning.
- *Early Literacy*: A comprehensive integrated program that provides children with 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

### **Student Assessments**

DRDP-PS 2015 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

Upon completion of the DRDP 2015, teachers will conduct teacher parent conferences to provide parents/guardians with information on their child's strengths, areas for further development, how they will support the child in the classroom and suggestions for parents to support the child at home. If a student has a disability and/or an Individualized Education Plan (IEP), the assessments will be completed with any necessary accommodations and adaptations. In addition, parents/guardians are encouraged to complete the online Ages & Stages Developmental Questionnaire to provide information on their child's development and possible concerns.

### **Student Success Team**

If a child is experiencing difficulty adjusting to the classroom, we will work together with you and your child's teacher to create a plan of action to help support your child's learning. When appropriate, referrals for special services, either within the District or with community partners, will be made.

### **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.

\*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

## **5. HEALTH AND SAFETY**

### **Vaccines/Immunization Records**

Prior to enrollment no child will be unconditionally without proof of immunization records as stated under SB277, The California School Immunization Law. Every child's immunization records will be reviewed and approved by the school readiness nurse before entry into the classroom. If incomplete vaccinations or records are submitted, your child's enrollment may be delayed until satisfied under the California School Immunization Law. Immunizations records must be kept up to date, and any catch up schedules followed, or your child may be excluded from the classroom until compliant under the California School Immunization Law. Failure to comply may result in your child being dis-enrolled from the CDC preschool program. For more information see the CDC's Vaccination/Immunization Policy.

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 an exemption form along with an authorized health care practitioner licensed in California. As per the Department of Health, in

Revised February, 2020

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.

### **Physician's Report**

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.

### **Child Illness**

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).

### **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><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>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 (Coxsackie Virus)</b>	Usually 3-5 days	During the acute stage of illness Virus may remain in stool For 2-3 weeks.	During the acute state of illness. If child has lesions not accompanied with symptoms of acute illness, there are no restrictions.	Fever, malaise, sore mouth or throat, or not eating well. 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

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				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.

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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.

#### **Germ**

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 Title 22 regulations. In the event of an earthquake, we will use the emergency food sent by families. We would implement our

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comprehensive Disaster Plan with the school site. Children would be kept at the school site until notified by emergency personnel to relocate.

### **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).

## **Nutrition**

A nutritionally balanced snack is provided for all students and meets the nutritional guidelines specified by state licensing requirements. 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

## **6. OPERATIONAL POLICIES**

### **Classroom Arrival Sign-In and Departure Sign-Out**

California Child Care Licensing requires the CDC program to provide documentation of parent drop-off and pick up each day through sign-in/ out sheets. These sheets are also used for reimbursement claims by the California Department of Education. A parent or authorized adult (18 years or older) must sign students in each day at arrival and at departure. Signatures must be legible and include the adult's full name and exact time. (Example: John Smith- 8:36). For the safety of your child, only those adults listed on the emergency card will be permitted to sign children in and out from school. Students will not be released to a person whose name is not on the emergency card. Adults other than the parents may be required to present picture I.D. when picking up a child. Parents may add or delete names on their child's emergency card at any time, by notifying us in writing or verbally. Every person authorized to sign a child in or out must sign his/her full legal signature and write the correct time. 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. All students must be dropped-off and picked-up in a timely manner. Not abiding by the sign-in and out procedure above could cause termination of services.

### **Licensing Requirements & Authority**

All of the preschool classrooms are licensed by California Department of Social Services, Community Care Licensing Division. The preschool programs must comply with Title 22 Health and Safety Regulations. These regulations can be found at: <http://www.dss.cahwnet.gov/ord/PG587.htm> According to Health and Safety Code Sections 1596.852, 1596.853 and 1596.8535, the California Department of Social Services has the authority to inspect facilities, interview children or staff, and audit child care records without prior consent.

The state funded preschool programs are also meet the requirements Title 5, The California State Preschool Program (CSPP) (EC 8263 and 8239)

CSPP includes, but is not limited to, part-day age and developmentally appropriate programs designed to facilitate the transition to kindergarten for three-and four-year-old children in educational development, health services, social services, nutritional services, parent education and parent participation, evaluation, and staff development (EC 8235[a]).

<b>PROGRAMMATIC REQUIREMENTS</b>		
	<b>TITLE 22</b>	<b>TITLE 5/EDUCATION CODE/ECERS</b>
<b>Teacher-Child Ratio</b>	1 teacher: 12 students 1 teacher, 1 aide: 15 students 22 CCR 101216.3	1 adult: 8 children 1 teacher: 24 children 5 CCR 18290

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<b>Staff Qualifications</b>	<input type="checkbox"/> Teacher: 12 ECE/CD units 22 CCR 101216.1	Associate Teacher: 12 ECE units Teacher: 24 ECE units and 16 GE units Master Teacher: Teacher + 6 ECE units in specialization + 2 adult supervision units <i>EC 8203, 8208, 8244, 8261, 8360.1, 8267, 5 CCR 80105-801025</i>
<b>Discipline</b>	<input type="checkbox"/> Discipline must be free of corporal punishment, pain, humiliation, or intimidation 22 CCR 101216.3	<ul style="list-style-type: none"> <li>Discipline must be not be physical or severe</li> <li>Program must be designed to avoid conflict and promote positive interactions</li> <li>Staff must react consistently to children's behavior, have appropriate expectations for age level, and usually maintain control</li> </ul> <i>EC 49001, ECERS</i>
<b>Transportation</b>	<input type="checkbox"/> Only licensed drivers for the type of vehicle operated may transport children 22 CCR 101225	<ul style="list-style-type: none"> <li>A governing board may allow the transportation of preschool students in school buses owned by the district</li> </ul> <i>EC 39800</i> <ul style="list-style-type: none"> <li>Only an individual with an appropriate class of license may operate a school bus transporting students</li> </ul> <i>VC 12517</i>
<b>Food Service</b>	<ul style="list-style-type: none"> <li>All food shall be safe and of the quality necessary to meet the needs of children</li> <li>All food shall be selected, stored, prepared, and served in a safe and healthful manner</li> <li>Menus must be posted at least a week in advance</li> <li>Food preparation area must be clean and free of trash and rodents</li> </ul> 22 CCR 101227 <input type="checkbox"/> Uncontaminated drinking water must be available indoors and outdoors 22 CCR 101239.2 <input type="checkbox"/> Various other specific kitchen and food requirements 22 CCR 101227, 101238, 101239	<ul style="list-style-type: none"> <li>Food must be prepared in safe and sanitary conditions</li> </ul> <i>HSC 113700 - 113725.3</i> <ul style="list-style-type: none"> <li>Schools participating in federal food programs must obtain two food safety inspections each school year by the local governmental agency responsible for food safety inspection</li> </ul> 7 CFR 210.13 All food facilities must have a permit and are subject to inspections at any time <i>HSC 11438, 114390</i> Meals and snacks must include a nutrition component and be culturally and developmentally appropriate <i>EC 18278</i> Dietary restrictions of families are followed Allergies posted and allergen substitutions made <i>EC 35186, ECERS</i> Clean drinking water must be available at meal times <i>EC 38086</i>
<b>Health-Related</b>	<ul style="list-style-type: none"> <li>Parents will be immediately notified if child is ill or seriously injured</li> <li>Staff will make prompt arrangements for any medical treatment</li> <li>Staff will maintain first-aid supplies</li> <li>Staff will have a procedure for medications</li> </ul>	<ul style="list-style-type: none"> <li>School is required to have first aid supplies <i>EC 32040</i></li> <li>Authorized medications will be given to students with the assistance of the school nurse or designated personnel</li> </ul> 5 CCR 600
	22 CCR 101226 <input type="checkbox"/> Smoking is prohibited on the premises 22 CCR 101231	<input type="checkbox"/> Smoking is prohibited on the premises <i>ECERS</i>

<b>Emergency Preparedness</b>	<input type="checkbox"/> Each licensee must have a disaster plan and disaster drill must be conducted every six months <i>22 CCR 101174</i>	<input type="checkbox"/> Each school district/county office of education is responsible for the development of all comprehensive school safety plans <i>EC 32280</i>
<b>Parent Transparency</b>	<input type="checkbox"/> Parent's rights poster must be placed in a prominent area <i>22 CCR 101218.1</i> <ul style="list-style-type: none"> <li>• Notice of licensee's compliance or noncompliance with the correction of a deficiency for a period of 30 days <i>HSC 1596.814</i></li> <li>• Information on each child care facility must be posted online, including but not limited to: name and address, licensed capacity, status of the license, number of inspections and citations, etc.  <i>HSC 1596.819</i></li> </ul>	<ul style="list-style-type: none"> <li>• Notice must be posted in every classroom specifying the standards for instructional materials, facilities, teacher assignments/vacancies, etc. <i>EC 35186</i></li> <li>• Parent rights include, but are not limited to: classroom observation, teacher/administration meetings, a safe and supportive learning environment for their child, examination of classroom materials, information regarding child's academic progress, information regarding school rules, the opportunity to volunteer or participate in a committee  <i>EC 51101</i></li> </ul>

### **Late Pick Up Policy**

Children must be picked by the the end of the school hours, 11:30 for AM class, 3:00 for PM class. The Los Alamitos Child Development Center reserves the right to drop any family from the preschool program after three late pick-ups.

### **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.

### **Attendance Procedures**

Excluding times of illness, children enrolled in the state preschool program should maintain regular attendance. Please notify your child's teacher by either calling or emailing them when possible of your child's absence and reason for absence. Upon returning to class, please complete the absence verification form. If you are using a written note when your child returns to school, be sure to be very specific in stating the reason for the absence, such as sore throat, fever, earache, etc. Please write ill or sick or other reason for absence, and include the exact dates of absence along with your signature.

### **Excused Absences**

A student's absence is considered excused if one of the following reasons applies:

- Illness, medical, or dental appointments, hospitalization or quarantine of the child. (Illness lasting more than five (5) consecutive days must be verified by an authorized health care practitioner licensed in California.
- Illness, medical, or dental appointment, hospitalization or quarantine of the parent or guardian.
- Court order visitation (documentation of the court order is required)
- Family Emergency
  - Unexpected short term transportation difficulties

- Severe weather conditions
- Death or serious illness in family
- Crisis in home which requires immediate attention
- Official or legal agency appointment
- “Best Interest Days” may be defined as a condition which is directly related to the welfare of the child enrolled in the program. **Such absences are subject to approval by the preschool office and are limited to ten (10) days per fiscal year.** Examples may include special day with parent, visitation from relative, family vacation/event, religious holiday or ceremony, WIC or other social service appointment, mental health/counseling appointments, or any other appointment in which it is necessary for the child to be present.

### **Unexcused Absences**

The following absences are considered to be unexcused:

- The child did not want to go to school
- The parent/guardian overslept
- Illness lasting more than five (5) consecutive days which have not been verified by an authorized health care practitioner licensed in California.
- Any absence for which a specific reason is not given

More than five (5) days of unexcused absences in a fiscal year will subject family to possible termination from the preschool program.

### **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.

## **7. CHILD EXPECTATIONS**

### **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 positively 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.

*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, sometimes the CDC state funded program may not be able to meet the needs of all children due to adult child ratios, specialized training of staff, etc.

### **Expulsion or dis-enrolling Policy**

Prior to expelling or dis-enrolling a child because of a child's behavior, the Los Alamitos Child Development Center will meet the requirements described in *EC* Section 8239.1, and comply with the due process requirements identified in 5 *CCR* sections 18119–18122.

### **Directives and Recommendations**

Prior to expelling or dis-enrolling a child because of a child's persistent and serious challenging behavior, the law requires that the CDC, within 180 days, pursue and document that they have taken at least the following reasonable steps:

1. Consult with the child's parents or legal guardians and teacher to maintain the child's safe participation in the program.

It is recommended that contractors provide available resources to support caregivers regarding challenging behaviors. (See Resources section below.)

2. Inform the parents or legal guardians of a child exhibiting persistent and serious challenging behaviors of the process that the CSPP will use to assist the child in order to safely continue to participate in the program.
3. If the child has an IEP or IFSP, and with the parent or guardian's written consent, consult with the local educational agency (LEA) or the local regional center on how to serve the child.
4. If the child does not have an IEP or IFSP, consider (a) completing a universal screening including social and emotional development, (b) referring the parent or guardian to local community resources, and (c) implementing behavior supports, before referring the child to the LEA to request an assessment to determine the child's eligibility for special education support and services, including a behavior intervention plan.
5. If after following and documenting the reasonable steps referred to above to foster the child's safe participation, and concerns about safe participation remain, the contractor will consult with the child's parents or legal guardians, the child's teacher, and if applicable, the LEA providing special education services to the child.
6. If the contractor determines that the child's continued enrollment would present a continued serious safety threat to the child or other enrolled children the contractor shall refer the parents or legal guardians to other potentially appropriate placements such as Resource and Referral agencies and programs, or other local referral services available in their community.
7. Once the reasonable steps outlined above have been completed, the contracting agency may then dis-enroll the child, subject to the due process requirements and procedures identified in 5 CCR sections 18119–18122.

## **8. PARENT SCHOOL INVOLEMENT & COMMUNICATIONS**

### **Family & School Partnership**

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 your 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.

### **Open Door Policy**

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 an immunization clearance and a signed health statement and criminal history statement on file prior to volunteering. All parents must also sign in at the elementary office and wear a visitor badge while volunteering.

### **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 for school readiness
- 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
- Other areas as identified by parent need

### **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.

### **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.

### **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.preciouslifeshelter.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

**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.

**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, online Ages and Stages 3 Developmental Questionnaire is available to all families to participate in and provide valuable information on their child.

## **EXAMPLE OF DAILY LEARNING EXPERIENCES**

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 both inside and outside. The children’s learning takes place throughout the whole day: from counting the number of scoops to take during snack to working together with peers to put sheets on our resting mats. We see every opportunity as a learning experience as we are constantly exploring our world.

### **PM Example**

12:00 - 12:15	Arrival: Greetings, sign-in hand washing, informal reading
12:15 - 12:20	Music & Movement
12:20 - 12:35	Greeting Meeting: May include early literacy activities, social emotional learning and STEM activities along with planning for the day
12:35 - 12:40	Plan next choice (provocations)
12:40 - 1:30	Exploration/ Free Choice inside & outdoor classroom
1:30 - 1:35	Clean Up and finding a square on the carpet
1:35 - 1:45	Finger play/music & movement
1:45 - 1:50	Washing hands & sitting down + setting up for snack
1:50 - 2:00	Snack
2:00 - 2:40	Open choice work outside
2:40 – 2:45	Clean Up and line up
2:45 – 3:00	Departure Meeting: Reflection and story time