

**Mt. San Jacinto Community College**  
*Child Development*  
*and*  
*Education Lab Center*



**Family Handbook**  
**2022-2023**

**San Jacinto Campus: 1499 N. State St. San Jacinto, CA 92583 (951) 487-3605**

Facility License #: 330908048

“Children are the world’s most valuable resources and its best hope for the future.”

∞ *John F. Kennedy*

## Table of Contents

<b>I. ABOUT OUR PROGRAM</b>	
<b>Vision/Mission/Philosophy</b>	<b>1</b>
<b>Goals and Objectives</b>	<b>2</b>
<b>Our Staff</b>	<b>2</b>
<b>The Toddler Program</b>	<b>3</b>
<b>The Preschool Program</b>	<b>3</b>
<b>Curriculum</b>	<b>3</b>
<b>Community Involvement</b>	<b>4</b>
<b>Enrollment and Eligibility</b>	<b>4</b>
<b>Family Fees</b>	<b>6</b>
<b>II. NUTRITION, PHYSICAL ACTIVITY, HEALTH &amp; SAFETY</b>	
<b>Nutrition</b>	<b>8</b>
<b>Nondiscrimination Statement</b>	<b>8</b>
<b>Physical Activity</b>	<b>9</b>
<b>Health</b>	<b>9</b>
<b>Prescribed Medications</b>	<b>10</b>
<b>Safety</b>	<b>10</b>
<b>Emergency Preparedness</b>	<b>11</b>
<b>Emergency Kit</b>	<b>11</b>
<b>Accidents and Injuries</b>	<b>12</b>
<b>Mandated Reporter Requirements</b>	<b>12</b>
<b>Inspection Authority</b>	<b>12</b>
<b>III. PARENT INFORMATION &amp; RESPONSIBILITIES</b>	
<b>Home and School Partnership/Open Door Policy</b>	<b>12</b>
<b>Parent Communication/Education/Advisory Committee</b>	<b>13</b>
<b>Desired Results for Children and Families</b>	<b>13</b>
<b>Frequently Asked Questions</b>	<b>14</b>
<b>Arrival/Departure/Late Pick-up</b>	<b>15</b>
<b>Right to Pick Up Child</b>	<b>16</b>
<b>Custody and Separation Concerns</b>	<b>16</b>
<b>Cell Phone Policy</b>	<b>16</b>
<b>Attendance Policies and Procedures</b>	<b>17</b>
<b>Daily Sign-In/Sign-Out Records</b>	<b>17</b>
<b>Absences</b>	<b>17</b>
<b>Abandonment of Care</b>	<b>18</b>
<b>Behavior Guidance</b>	<b>18</b>
<b>Termination/Appeal Process</b>	<b>19</b>
<b>Uniform Complaint Policy</b>	<b>19</b>
<b>IV. COPIES OF PROGRAM FORMS</b>	
<b>Family Agreement</b>	<b>22</b>
<b>Termination of Services</b>	<b>23</b>
<b>Notification of Parent's Rights</b>	<b>24</b>
<b>Personal Rights</b>	<b>25</b>
<b>Incidental Medical Services Plan of Operation</b>	<b>26</b>

## **A Message from the Director**

Welcome!

I warmly welcome you to Mt. San Jacinto College Child Development and Education Center! We are a lab site for the Teacher Education and Developmental Studies (TEDS) Program and are dedicated to providing a quality educational program based on developmental learning principles which foster children's growth and development. We are excited about supporting you as your child's first teacher and we believe in the importance of the home-school connection. We value the rich cultural and ethnic diversity that you bring to our school and encourage you to share it with us throughout the year.

The purpose of this handbook is to acquaint you with our program, philosophy, policies, procedures, and to answer questions you may have about the center. If you have additional questions after reviewing this handbook, feel free to discuss them with your teachers, office staff, or myself. We have an open-door policy and want you to feel comfortable sharing your requests, interests, and concerns with us.

Upon enrollment, you are a vital part of a community of caring and responsive staff, college students, and parents who are dedicated to providing a positive educational experience for children and their families. I am honored to lead this wonderful program for young children and teachers in training. I look forward to our collaboration as we begin this memorable journey alongside you and your child.

Sincerely,

*Kimberly Day*

Director, Child Development and Education Center



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## Child Development and Education Center Staff

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**Director:** Kimberly Day: (951-487-3613)

**Site Supervisor:** Nancy Alvarado: (951-487-3608)

**Kitchen:** Roxanna Lovato: (951-487-3610)

**Front Desk:** (951-487-3605)

**Website:** [www.msjc.edu/childdevelopmenteducationcenter](http://www.msjc.edu/childdevelopmenteducationcenter)

**Email:** [childdeveducationcenter@msjc.edu](mailto:childdeveducationcenter@msjc.edu)

### **Toddler Staff**

**Master Teachers:**

\*Diana DeMarco

\*Jennifer Peterson

**Associate Teacher:**

\*Adrianna Morales

### **Preschool Staff**

**Master Teachers:**

\*Kendra Coromandel

\*Araceli Cuevas

\*Sandra Thomas

**Teacher:**

\*Shelley Olson

**Associate Teachers:**

\*Juana Mendo

\*Carolina Van Dyke

*The staff at the MSJC Child Development and Education Lab Center welcomes you and your family to our program. We look forward to the opportunity to share in the development of your child. Please take time to read this handbook so that you are familiar with the many aspects of our program.*

## **I. ABOUT OUR PROGRAM**

The Child Development and Education Center (CDEC) serves as a lab program for Mt. San Jacinto College. One of the primary goals of the center is to train future teachers. Towards this end, a collaborative partnership exists between the **Child Development and Education Lab Center** and the college's **Teacher Education and Developmental Studies Department (TEDS)**.

Our Center serves children who are at least 18 months of age through 5 years of age (i.e. not yet age-eligible for kindergarten). The Center refrains from any religious instruction or worship and is an equal opportunity provider. Enrollment applications are accepted without regard to race, gender, sexual orientation, religion, disability, ethnicity, or national origin.

The CDEC is funded through a contract from the California Department of Education-Early Learning and Care Division (CDE-ELCD). The CDEC is contracted to provide a California State Preschool Program and a General Child Care & Development Program. The CDEC is required to adhere to the CDE-ELCD provider Contract Funding Terms and Conditions as outlined in Title 5 Regulations. The CDEC is also mandated to meet Title 22 State Licensing Regulations for health and safety standards.

Hours of Operation: 7:30am – 5:30pm

### **Vision Statement**

To be a viable training lab center that fosters student success and provides quality preschool and child care for the community.

### **Mission Statement**

The Child Development and Education Center provides high quality childcare for the children of MSJC students and the community by offering a warm, nurturing, safe, and educational environment. We provide developmentally appropriate childcare for toddlers and preschool children with a focus on guiding and supporting the learning process for each child in all developmental domains: social, emotional, cognitive, and physical growth.

### **Philosophy**

The Child Development and Education Center in collaboration with the Teacher Education and Developmental Studies Department, provides an exemplary early childhood program that supports the personal and professional development of lifelong learners. Learning opportunities occur in a research-based, inclusive, and responsive environment that integrates a variety of programs and services. The program prepares students to enter the workforce, obtain a formal degree, transfer to a four-year institution, and advocate for children and families in a rapidly changing and highly diverse society.

## **Goals and Objectives**

The Lab Center strives to achieve the following goals:

- To provide a model program of education and care of young children
- To provide a caring environment that supports students, children and their families
- To provide a warm, responsive relationships and interactions among children, families, students, and staff.
- To foster and support the school-home connection
- To provide health and social service resources to families and students
- To create a high-quality indoor and outdoor learning environment by providing developmentally appropriate materials and equipment
- To serve as a high-quality training site for interns and student teachers and to provide opportunities for students enrolled in teacher education courses and other disciplines to observe children in a natural learning environment
- To implement curriculum that emerges from the children's interests and developmental needs
- To design a daily routine that provides a balance of child-initiated and adult-initiated activities
- To provide a setting for research opportunities for students and faculty
- To serve as an information and training resource for the collaborative efforts of the college

## **Our Staff**

An important consideration in a quality program is the number of teachers compared to numbers of children in their care. In our center, the ratios of teachers to children meet or exceed State licensing standards. Toddler classrooms have a 1 to 4 staff/child ratio. Preschool classrooms have a 1 to 8 staff/child ratio.

Our permanent teaching staff hold Master Teacher, Teacher or Associate Teacher permits issued by the California Commission on Teacher Credentialing and have completed background checks through Federal and State criminal records, as well as, the child abuse index. All permanent staff hold a current CPR/Pediatric First Aid Card.

Our staff are required to complete a minimum of 21 hours of professional growth & development training every year. Each staff member has a professional development plan that is designed from goals set forth during their employee performance evaluation. All staff professional growth & development activities are in alignment with our program vision, mission, philosophy, goals, and objectives.

Additionally, student interns work regularly in classrooms. Student interns are students who are majoring in Child Development and Education and are working towards a permit, certificate and/or degree. They have likewise completed a background clearance.

As a lab school, practicum students, student observers, and students from other programs such as nursing students may be in classrooms to conduct observations or other classroom assignments. All of these adults are supervised by our qualified staff members and are never left alone with children. Any questions parents may have regarding lab school functions can best be answered by the Director or Site Supervisor.

*Obligation of Confidentiality:* All staff and students are committed to protecting the privacy of those participating in the program and have signed a Statement of Confidentiality. Staff and students are committed to respecting the right to privacy and will not permit unauthorized release of personal information contained in the family files and children's records.

### **The Toddler Program**

In our toddler classrooms, the focus is on the following four areas: Social-Emotional Development; Language Development; Cognitive Development; and Perceptual and Motor Development. The learning environment and activities are planned to support toddlers as they become increasingly independent and self-confident. Their schedules are individualized and flexible. Throughout the day children come together to move, sing, talk, listen, and to make choices of activities that build skills and prepare them for the types of routines they will experience in preschool. It is vital that teachers and families work in partnership in the toddler program. A daily report form provides the opportunity for communication between teachers and parents regarding important information such as when diapers need to be supplied, success in toilet training, or length of naps.

### **The Preschool Program**

The preschool program supports the continuing Social-Emotional, Physical and Cognitive development of children. Additionally, the program provides activities and experiences that focus on the development of Language/Literacy and Mathematical skills that are the foundation for later school success. In our program, preschool children are provided the security of a consistent daily routine with opportunities for small-group and large-group activities both indoors and outdoors. The typical preschool day will include one or more large group meeting times which may be comprised of stories, songs, music, movement or games. A free play time allows children to explore the environment and follow their own initiative with adults supporting their choices of activities. During small group time, teachers provide activities which target developmental and individual needs. Outdoor time provides a variety of opportunities to develop large motor and social skills. Depending upon the length of the day that the child attends preschool, (s) he may also have snacks, meals and rest time.

### **Curriculum**

The curriculum framework for the Mt. San Jacinto Child Development and Education Center is based on a firm foundation of theory and research. We follow the essential elements of high-quality toddler and preschool programs as set forth by the state of California in *California Preschool Program Guidelines*, ensuring school readiness for all children.

Influenced by theory and motivated by the National Association for the Education of Young Children's (NAEYC) "Best Practices," we implement a play-based, active learning environment that builds on children's interests, strengths, and emerging abilities. Within each specific domain of learning our overall curriculum includes an enriching environment, positive emotional and social support, and quality student-staff interactions and relationships.

Our curriculum goals and objectives are structured in accordance with the California Department of Education's Infant & Toddler and Preschool Curriculum Foundations and Framework which align with the overall education goals for all of California's diverse student populations.



## **Community Involvement**

Per Title 5 Regulations, we are required to include a community involvement component to our program which includes, but not limited to the following:

1. Solicit support from the community including the solicitation for donated goods and services.
2. Provide information to the community regarding available services.

## **Enrollment and Eligibility**

We offer Childcare and Preschool for children 18 months through 5 years of age (i.e. not yet age eligible for kindergarten). We are open to MSJC students and to the community. We offer several enrollment options based on family income and need:

- Free California State Preschool / 3-hour Pre-K Program
- Subsidized Childcare / Full-day and Part-day
- Children of CalWORKs students
- Reasonable full-day and part-day tuition

### **Eligibility and Need Criteria for General Childcare and Full-day California State Preschool Program:**

In order for the family to be eligible for enrollment in federal and state subsidized child care services, a family shall meet both eligibility and need criteria. Families shall meet at least one requirement in each of the following areas:

**Eligibility** shall be established by 1, 2, 3 or 4 below:

1. Family is a current aid recipient
2. Family is income eligible
3. Family is experiencing homelessness, or
4. Family has children who are recipients of protective services, or whose children have been identified as being abused, neglected, or exploited, or at risk of being abused, neglected or exploited.

**Need** shall be established by 1 or 2 below:

The family needs the early learning and care services because:

1. The child is identified by a legal, medical, or social services agency, a local educational agency liaison for children and youths experiencing homelessness designated pursuant to 42 US 11432(g)(1)(j)(ii), a Head Start program, or an emergency shelter or transitional shelter as:
  - a. A recipient of child protective services;
  - b. Being neglected, abused, exploited, or is at risk of neglect, abuse exploitation,
  - c. Experiencing homelessness
2. The parents are:
  - a. Employed;
  - b. Seeking employment;
  - c. Engaged in vocational training leading directly to a recognized trade, paraprofession or profession;

- d. Engaged in an educational program for English language learners or to attain a high school diploma or general educational development certificate.
  - e. Seeking permanent housing for family stability.
  - f. Incapacitated
3. Services shall only be available to the extent which:
- a. The parent meets a need criterion that precludes the provision of care and supervision of the family's child for some of the day;
  - b. There is no parent in the family capable of providing care for the family's child during the time care is requested; and
  - c. Supervision of the family's child is not otherwise being provided by school or another person or entity.

**Eligibility Criteria for Part-day California State Preschool Program / 3-hour Pre-K Program:**

In order for the family to be eligible for enrollment in the part-day California State Preschool Program, a family shall meet the eligibility criteria as follows:

- 1. Family is a current aid recipient
- 2. Family is income eligible
- 3. Family is experiencing homelessness; or Family has children who are recipients of child protective services, or are identified as at risk of being abused, neglected, or exploited.

**Enrollment Priorities:**

The following enrollment priorities are based on requirements in accordance with the CDE-ELCD Title 5 Regulations.

**General Child Care and Full-day California State Preschool:** *(Children ages 18 months - 5 years old)*  
 Eligibility for these programs are based on income and need.

1<sup>st</sup> Priority: Children who are recipients of child protective services, or children who are identified as being neglected or abused, or at risk of being neglected or abused.

2<sup>nd</sup> Priority: After children in the first priority are enrolled, second priority is given equally to eligible families, regardless of the number of parents in the home, who are income eligible. Within this priority, families with the lowest gross monthly income in relation to family size shall be admitted first.

**California State Preschool Program - Part-day:** *(Children ages 3 and 4 years old)*

1<sup>st</sup> Priority: Three or Four-year-old children who are recipients of child protective services, or at risk of being neglected, abused, or exploited upon written referral from a legal, medical, or social service agency.

2<sup>nd</sup> Priority: Four-year old children who are not enrolled in a state-funded transitional kindergarten program in accordance with family income ranking, with the lowest income ranks being admitted first.

3<sup>rd</sup> Priority: All CSPP eligible three-year old children in accordance with family income ranking, with the lowest income ranks being admitted first.

## **California State Preschool Full-day and Part-day - Definition of Three and Four-year-old children:**

*Eligible three-year-old children* are defined as children who have their third birthday on or before December 1 of the fiscal year they are being served. Children who have their third birthday on or after December 2 of the fiscal year, may be enrolled in a California state preschool program on or after their third birthday.

*Eligible four-year-old children* are defined as children who have their fourth birthday on or before December 1 of the fiscal year they are being served.

### **Family Certification and Recertification:**

*Duration of approved services:* At initial certification or recertification, services are certified for not less than 12 months, the family is considered to meet the eligibility and/or need requirements for not less than 12 months, and services will be provided for not less than 12 months before having the family's eligibility or need recertified.

*Recertification:* After initial certification and enrollment, we are required to verify eligibility and need and recertify each family/child once each contract period at intervals not less than 12 months.

### **Continuity of Services:**

To promote the continuity of child care and development services, a family that no longer meets a particular program's income, eligibility or need criteria may have their services continued if the contractor is able to transfer that family's enrollment to another program for which the family continues to be eligible prior to the date of disenrollment of services. The transfer of enrollment may be to another program within the same contracting agency or to another agency that administers state or federally funded child care and development programs.

### **Application Process:**

Follow the steps below to begin the application process:

**Step 1: Complete the Eligibility Interest Form and Application:** You can find them on our website at: [www.msjc.edu/childdevelopmenteducationcenter](http://www.msjc.edu/childdevelopmenteducationcenter) or stop by the center Monday through Friday from 7:30am – 5:30pm and pick one up at the front desk.

**Step 2: Confirmation:** We will call you to confirm receipt of your Eligibility Interest Form and Application. If we have an opening we will schedule a registration appointment with you to complete the Enrollment Certification Packet. If we do not have a current available opening in your desired program, we will place you on our WAITLIST and we will contact you as soon as we have an opening.

**Step 3: Enrollment Packet and Registration Appointment:** This is the actual enrollment and certification. Welcome!

### **Family Fees for Subsidized Program Services:**

*Based on the income information you provide you may incur a partial family fee.*

Fees are based on the following criteria:

- Gross income, including all wages or salaries, alimony, child support, social security, unemployment compensation, veteran benefits, etc.
- Number of family members
- Number of hours you receive childcare
  - 130+ hours per month = full-time fee
  - Less than 130 hours per month = part-time fee

Fee collection:

- Fees are due and payable in advance on the first school day of the month.
- If the first day of the month falls on a weekend or a holiday your fee will be due on the next business day.
- After the fifth school day of the month your account becomes delinquent and you will receive a Notice of Action for Termination of Services.
- Fees are paid in the CDEC at the front desk.
- Payments are accepted in the form of debit cards, credit cards, checks, money orders, or a cashier's check made payable to Mt. San Jacinto College. At the time of payment, you will receive a record of receipt. In the event that a check is returned for insufficient funds, the center requires that subsequent payments must be made in the form of a money order or a cashier's check.
- The fee schedule and regulations are available at our front desk.
- If you are in need of a payment arrangement you are welcome to contact the Director or Site Supervisor.

### **Family Fees for Full Tuition Program Services:**

*We also offer full tuition program services for families who do not meet the income and need requirements to enroll in one of our subsidized programs.*

Fee collection:

- All monthly fees are derived by calculating the total annual fee for service and dividing them into 11 equal monthly payments.
- Fees are not adjusted for holidays and partial months.
- A one-time application fee of \$50.00 is required at registration.
- The *Programs and Services Fee Schedule* is available at our front desk.

Fee collection:

- Fees are due and payable in advance on the first school day of the month.
- If the first day of the month falls on a weekend or a holiday your fee will be due on the next business day.
- After the fifth school day of the month your account becomes delinquent and you will receive a Notice of Action for Termination of Services.
- Fees are paid in the CDEC at the front desk.
- Payments are accepted in the form of debit cards, credit cards, checks, money orders, or a cashier's check made payable to Mt. San Jacinto College. At the time of payment, you will receive a record of receipt. In the event that a check is returned for insufficient funds, the center requires that subsequent payments must be made in the form of a money order or a cashier's check.

- The fee schedule and regulations are available at our front desk.
- If you are in need of a payment arrangement you are welcome to contact the Director or Site Supervisor.

## II. NUTRITION, PHYSICAL ACTIVITY, HEALTH AND SAFETY

### Nutrition

The Center serves breakfast, a morning snack, lunch, and an afternoon snack at no additional cost to families. All meals and snacks meet the nutritional requirements of the California Child and Adult Food Program (CACFP). Meals are served “family style” which means children sit down with teachers while eating, engage in conversation and are supported in serving their own food. Children are encouraged, but never forced, to try new foods. **Please Note: Part day State Preschool serves only a snack (AM & PM sessions).**

Please keep the Center informed of any special dietary requests due to health or religious reasons. In order to offer a substitute for cow’s milk or for allergy substitutions, we must have on file the *Medical Statement to Request Special Meals and/or Accommodations Form*, signed by a health professional.

### Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410  
-Or-
- (2) Fax: (202) 690-7442 -Or- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

**This institution is an equal opportunity provider.**

## Physical Activity

MSJC Child Development and Education Center recognizes the importance of physical activity for young children. Implementation of appropriate physical activity practices supports the health and development of children in care, as well as assisting in establishing positive lifestyle habits for the future. All children enrolled in our center will be provided with at least 90-120 minutes of daily outdoor active play, they will participate in teacher lead planned physical activities as well as free choice activities. We will go outdoors almost every day unless there is active precipitation, extremely hot or cold conditions, or public announcements that advise people to remain indoors due to weather conditions such as high levels of pollution and extreme cold or heat that might cause health problems.

## Health

Children learn best when they're healthy. Through a daily health check and healthy practices of staff and children, the Center can protect the well-being of all children in its care. Each day, as children arrive, teachers perform a health check where they briefly and informally look for obvious signs of illness.

The following is a guide to some common symptoms which require staying at home and the criteria for return to school:

SYMPTOMS OF ILLNESS	WHEN CHILDREN MAY RETURN
Fever: A temperature of 100 degrees or higher; or lower when combined with other symptoms	<b>After 24 hours without an elevated temperature</b>
Diarrhea and/or Vomiting	<b>No episodes for 24 hours</b>
Unexplained or contagious (explained) rash	<b>Rash-free or treated with medication confirmed by a physician's note</b>
Eye discharge that is thick, colored, sticky; eyes that are itchy or painful	<b>24 hours of prescribed medication and/or a physician's note*</b>
Severe coughing not related to allergy or asthma	<b>Great improvement or physician's release, medication, and permission to return</b>
Head Lice	<b>No nits (egg cases) *</b>
Unusual behavior; "not her/his usual self" – sometimes tells us that something is wrong	<b>When energy levels return to normal and no illness develops</b>
Cast and/or Stitches	<b>Requires a physician's release which will be reviewed by the Director to determine return eligibility. The release must provide detailed instructions noting any limitations on activities and equipment both outdoors and indoors.</b>

\*May require documentation that child has been treated by a physician before (s)he is allowed to return.

THIS IS A PARTIAL LIST; THERE MAY BE OTHER SIGNS OF ILLNESS THAT REQUIRE US TO ASK YOU TO TAKE YOUR CHILD BACK HOME. THE CENTER IS NOT LICENSED OR EQUIPPED TO CARE FOR CHILDREN WHO ARE ILL.

**If your child is absent for 7 or more days due to illness, a doctor's note will be required the day your child returns.**

If a child becomes ill at school, the parent/guardian will be called to come promptly and pick up the child. If we are unable to contact the parent/guardian, other contacts listed on the emergency card will be called. It is of utmost importance to keep the information on the emergency card updated. While ill children are waiting to be picked up, the Center will provide them with a comfortable place to rest and may isolate them for the protection of others. Please plan in advance for back-up care in the event your child is ill.

In group settings, children tend to spread germs more easily, despite our best efforts toward healthy practices. The following simple health practices can help minimize illness:

- ✓ Please help your child wash his hands upon arrival to the classroom.
- ✓ Children wash their hands after toileting, sneezing, touching animals, playing outdoors, and before eating.
- ✓ Children learn about other barriers to germs, such as tissues for runny noses.
- ✓ Teachers wash, sanitize, and disinfect surfaces and toys regularly.
- ✓ Teachers practice universal precautions, such as the wearing of gloves, any time they're dealing with food, diapering, or with by-products of illness or injury.

### **Prescribed Medications**

In order for a child to receive prescription medication at the center, the following steps must be taken:

1. A *Physician / Doctor's Authorization* form must be filled out completely and on file in the classroom.
2. A *Parent Medication Consent* form must be filled out completely and on file in the classroom.
3. The medication must be in its original container with the pharmacy label intact and showing that it is prescribed for the child. It will be stored in a safe, locked location.
4. No over-the-counter medications are permitted.

\*\*\*Sunblock / Sunscreen is considered an over the counter medication. We will permit Sunblock / Sunscreen however a *Parent Medication Consent* form must be filled out completely and on file in the classroom and the expiration date must be valid.

5. In circumstances where over the counter creams and lotions are needed for diaper rash, eczema, etc. a *Parent Medication Consent* form (LIC 9221) must be filled out completely and on file in the classroom and the expiration date must be valid.

If your child has health needs that require specialized devices or equipment please talk with the Director or the Site Supervisor.

**\*\*\*Our detailed Incidental Medical Services Plan of Operation can be found in  
IV. COPIES OF FORMS on pages 25-26\*\*\***

### **Safety**

Parents need to have peace of mind that their child is safe while in the care of the Child Development and Education Center. Prevention and careful planning help to insure the safety of children. Some of the safety measures implemented are the following:

- Be prepared to show a valid photo ID upon entering the Center.
- Visitor IDs and sign-ins monitor all comings and goings.
- In the classrooms, teachers arrange and monitor areas to discourage unsafe activity and to provide themselves with a clear view of the entire classroom.
- Safety checks of materials and equipment occur regularly.
- Children are supervised by qualified staff at all times.
- Staff is trained in Pediatric CPR and First Aid.
- Classrooms participate in regular disaster drills including fire, earthquake, and lock down procedures.
- Curriculum includes focus on safety rules and regulations.
- Evacuation plans are posted in each room.
- Emergency Disaster Plan for Child Care Centers (Licensing Form 610) is posted in each room.
- Emergency supplies are stored for immediate access.
- Please make sure your child's Emergency Card information is always current.

### **Emergency Preparedness**

In the event of a disaster, the CDEC staff has been assigned to respective duties of direct evacuation procedures. The duties are listed on the Emergency Disaster Plan for Child Care Centers which is posted in the lobby and in each classroom, the duties include: Person count, administration of first aid, roster of emergency personnel telephone numbers, parent/guardian contacts, transportation, and campus security.

### **Emergency Kit**

In order to be prepared in an event that an emergency evacuation is necessary, the CDEC requires having an Emergency Kit for each child enrolled in the program. By having the kit ready, which has been carefully put together by you, we will be able to provide some comfort to your child. Research proves that having an emergency kit can be a very helpful tool to not only survive physically but mentally as well. The concept of being properly prepared is good enough to boost a person through a traumatizing event.

Here is a list of items that the CDEC requires:

- Full set of clothing including underwear and socks
- Small blanket or pocket camping blanket
- Family Picture
- Small cuddly animal or toy
- Two non-perishable food items-this could include granola bars, cookies, canned food that does not need a can opener or to be warmed, etc.
- Small bag of tissue
- Small bag of wipes
- Small package of bandages
- One bottle of water

Please provide the items in a Ziploc bag or in a small bag with your child's name on it and then turn them in to your child's teacher on the first day of school. This bag will be stored with our emergency supplies and will be returned to you when your child leaves the CDEC, or at the end of the school year.



## **Accidents and Injuries**

Employees make every effort to ensure the safety of your child and despite preventative practices to keep children safe, occasional accidents and/or injuries may occur. As a partner in the care of your child, please be aware of the following procedures:

- ✓ A serious injury will be treated with first aid and a call to families; depending on the severity, a 9-1-1 call may come first. Maintaining current emergency card information is critical!
- ✓ Minor injuries will be treated as needed which may include soap and water, ice pack, band-aid, and comfort.
  - In the case of any minor injury where there is any concern regarding the possible need for medical treatment, the family will be called immediately.
  - In the event an injured child needs medical attention, the child's primary insurance will be utilized first and then the District insurance will be secondary. The CDEC Director will coordinate such injuries with Risk Management and the parent.
- ✓ Any bump to the head will be followed up with a call so that the parent/guardian can make the determination of whether or not to pick up their child and whether medical attention may be needed.
- ✓ Accidents and injuries are documented on an "Accident Report" which details the description of the accident/injury and the treatment given. You will receive a copy and a copy will remain in your child's classroom file.

## **Mandated Reporter Requirements**

By law, all teachers are mandated reporters and therefore legally required to report any suspicion or signs of child abuse and/or neglect to Child Protective Services. Information regarding child abuse and neglect is available to parents, as are referrals to local counseling services.

## **Inspection Authority**

The MSJC Child Development and Education Center is licensed by the State of California and governed by Title 5 and Title 22 Regulations. The Department of Social Services Community Care Licensing Division has the authority to inspect the facility without prior consent from the center or families; this may include interviewing children, interviewing staff, and reviewing records.

## **III. PARENT INFORMATION & RESPONSIBILITIES**

### **Home and School Partnership / Open Door Policy**

Staff at the Child Development and Education Center recognize and value the many roles families play in the growth and development of their children. We respect the dreams, hopes, and values that you have for your child. By working in partnership with families, we can share in the responsibility of shaping our program to best support the individual strengths and needs of each child and to provide continuity between home and school.

The Center has an open-door policy. All parents have unlimited, open access to their children while at the Center, as long as the care and education of others is not disturbed. To ensure program security, parents must check in at the front desk. Remember though that some children may find it hard to say

good-bye more than once a day. Many classrooms can be observed from an observation room which allows undisturbed viewing.

## **Parent Communication, Education, and Advisory Committee**

### **Communication:**

Daily communication between the parent and the teacher is beneficial to a successful childcare experience. Allowing time for a relaxed drop off and pick up is helpful to the transition between home and school for children and also allows time for important communication between staff and parents. Parents of toddlers will also need to allow time for filling out the Daily Report form. Each classroom has a Parent Board where you can find the daily routine, weekly lesson plan, classroom events, and other valuable information.

A monthly newsletter will come home with your child and will also be available in the classroom. Newsletters may include parenting information and ideas, as well as current classroom and/or center information.

You will also find a Family Information Board in the front lobby, on this board we post relevant community events, information, and resources, the monthly menu, and licensing documents.

### **Education:**

Parent Topic Meetings are held twice a year (in the Fall & Spring). Topics are of general interest to parents of toddlers and preschoolers such as a child's developmental growth stages, best practices for working with a child's challenging behaviors, nutrition, and emergency preparedness.

### **Parent Advisory Committee (PAC):**

The CDEC has an active parent group. The Parent Advisory Committee meets periodically throughout the school year. All parents and guardians of enrolled children are encouraged and invited to attend the meetings. The goal for the committee is to share ideas for center improvement, program planning and special events. We believe in the importance of the school-to-home connection and its impact on the positive outcome in the development of young children. We value your participation and look forward to the collaborative partnership.

**Health and Social Services:** The CDEC is prepared to assist with resources for any family who is interested in requesting services. At the time of your enrollment, you will complete a Family Needs Assessment, the form includes topic areas of interest where you can identify services of need, you will also be given a list of Community Resources. We will follow-up with your requests. Throughout the year you are always welcome to share additional needs with your child's teacher, the office staff, the Site Supervisor, or the Director. We will help you with information on community resources and assistance programs.

## **Desired Results for Children and Families**

One of the contract requirements for the CDEC is the implementation of the Desired Results System. The Desired Results System has been established by the California Department of Education, Early Learning and Care Division to improve program quality in early care and education programs across the state. The Desired Results System consists of the 6 Desired Results:

1. Children are personally and socially competent.
2. Children are effective learners.
3. Children show physical and motor competence.
4. Children are safe and healthy.
5. Families support their child's learning and development.
6. Families achieve their goals.

**The Desired Results System includes the following program elements:**

**Desired Results Developmental Profile (DRDP):** Teachers use the DRDP to look at children's growth and development, it is the assessment instrument they use to assess and document the developmental progress of each child and provides information for planning for the child's learning activities.

**Parent-Teacher Conferences:** Are scheduled twice per year, however, you are welcome to request a conference at any time and are encouraged to do so in the event of concerns or changes that may impact your child. Teachers will meet with you to share your child's DRDP results and plan with you on how best to meet your child's needs.

**Family Survey:** You will be encouraged to complete a parent survey during the school year. We value your views and comments, they help us with our program planning and assist us in assuring every family's needs are being met.

**Early Childhood Environment Rating Scales:** Once a year the CDEC conducts a review on each classroom using either the Environment Rating Scale-Revised for the Preschool Classrooms or the Infant/Toddler Rating Scale for the Toddler Classrooms. These assessments are used to ensure that our program is meeting all requirements in every area of the program: Space and Furnishings, Personal Care routines, Language & Reasoning, Curriculum Activities, Interactions, Program Structure, and Parent-Staff Relations. Based on the results, we create an action plan annually for each classroom to assure we are meeting and/or exceeding the requirements in every area with the goal being to enhance the quality of our care and education.

**Program Self Evaluation:** A program self evaluation is completed annually by the CDEC Director and is submitted to the CDE-ELCD at the end of each program year. The evaluation includes a summary and action plan for all program elements of the Desired Results System components as well as CDE-ELCD contract requirements such as governance, administration, family and community involvement, staffing, professional development, and health and social services.

## **Frequently Asked Questions**

### **May my child bring something from home to share?**

Please take time to check with your child's teacher when planning for a sharing time. Live animals/pets or valuable/breakable items are not allowed to be brought to school.

### **How are birthdays celebrated at the center?**

This is a wonderful day for an adult family member to join in the daily class activities. A child may share family photographs or a special birthday story. However, sweet treats are not allowed on this occasion. Please refrain from bringing any food from home to serve or any gifts to distribute to the children.

### **How are holidays celebrated at the center?**

Because we want to be respectful of each family's beliefs, the center avoids using holidays as curriculum themes. Families are encouraged to share their home celebrations with their child's classroom, enriching our lives with their traditions. Plan with your child's teacher in advance for this joyful time!

### **What if my child will be arriving late?**

We ask that you call as soon as you can to let us know when to expect your child. We ask that all children arrive before 9:30 am. This policy allows us to effectively plan for staffing ratios, meals & snacks, and our classroom instruction. We want your child to benefit from the wonderful class time offered every day in the center.

### **What should my child wear?**

The clothes you choose for your child can keep your child comfortable, safe, and ready for whatever adventures the day holds.

#### **Please do...**

- Provide layers that can be added and removed as it gets warmer and cooler.
- Dress your child in comfortable play clothes that can absorb dirt, lunch, or paint without worry.
- Choose clothes that are easy to remove for diapering and toileting. Lots of buckles, belts, and buttons can be frustrating.
- Refrain from wearing loose jewelry that can get caught, stuck, or pulled on.
- Closed-toe shoes with a back or strap are required. Closed-toe athletic shoes and socks are the best choice to protect your child's feet. Slippers, thongs, party shoes or sandals are not allowed. Crocs can also be dangerous—chips have been known to poke through the bottoms.

#### **Please bring...**

- An extra set of clothes, in a labeled, re-sealable plastic bag, for accidents that may occur.
- A small blanket or large towel for resting and napping and a crib-size sheet
- And, if it helps your child to feel more comfortable, a small, familiar stuffed animal to hold at naptime. You may want to ask your child's teacher for additional ideas.

#### **Please don't bring...**

- Outside food or beverages into the center
- Money or other valuables
- Candy and other snacks; birthday and holiday treats are not permitted.
- Toys from home can get lost or damaged—please check with the teacher for the policy on share days.
- Toy weapons

### **Arrival**

- Sign in your child with a full, legal signature and the **actual time** when you arrive.
- Put your child's belongings in his/her cubby and assist him/her with washing hands.
- Check in with your child's teacher so that the teacher knows you've arrived and can conduct a brief health check.
- Allow enough time to say good-bye in the unhurried way children need to feel confident and secure; attempts to "sneak" out can cause fearful behavior and generate a lack of trust.

## **Departure**

- Sign out your child with a full, legal signature and the **actual time** when leaving...
- **Only family members or friends identified on the emergency cards may pick up and sign out your child;** No one under 18 years of age may pick up a child; A driver's license or other photo identification is required if the authorized adult is not known to the center staff.

## **Late Pick-up**

It is critical that you arrive at your contracted time to pick up your child, 3 late pick-ups in one fiscal year will result in termination of services. A "Late Pick-up" is defined as 15 minutes past your contracted time.

Late pick-up procedures:

- 1<sup>st</sup> Late: You will receive a verbal reminder and sign the late pick-up form.
- 2<sup>nd</sup> Late: A meeting will be scheduled with the Director and/or the Site Supervisor and you will sign the late pick-up form.
- 3<sup>rd</sup> Late: Services will be terminated, a Notice of Action will be issued, and you will sign the late pick-up form.

## **Right to Pick-up Child**

Under the laws of the state of California, both parents have the right to pick up their child, unless a court document restricts that right. The enrolling parent, who chooses not to include the child's other parent on the authorized pick-up list, must file an official court document (e.g. current restraining order, sole custody decree, divorce decree stating sole custody). Without such document on file, the Center may release the child to either parent provided that parent documents his paternity/her maternity of the child.

## **Custody and Separation Concerns**

When parents' lives are disrupted by divorce, job crisis, addiction, or financial woes, even the most loving parents may lose sight of priorities. Stress can overwhelm and cause parents to become angry. Children have a right to love both their parents and we, at MSJC Child Development and Education Center, respect that right. Therefore, should a breakdown in communication between parents occur, we request that they not engage in behavior while at the Center, that will upset his/her child, the other children or the staff. Should a parent or guardian behave in an inappropriate manner at the Center, the family may be terminated from the program. Staff is available to assist you should a referral be needed to professionals such as lawyers or family counselors. It is inappropriate to discuss these stressful matters in front of children, therefore we request that you make an appointment to meet privately.

## **Cell Phone Policy**

Out of respect for your child's need to have you fully engaged with them during the morning separation and afternoon reunification process, we ask that you refrain from using your cell phone while in the building or on the playground. Please consider the CDEC a "no cell phone zone". We are here to give our full attention to the children.

## **Attendance Policies and Procedures**

Attendance is vitally important to the funding of our program. Additionally, adhering to a regular, predictable schedule helps children build trusting friendships with staff and children and allows the Center to plan and sustain quality teacher-to-child ratios. Each child's schedule at the CDEC is established at enrollment and must be maintained according to contract. It is the responsibility of parents to keep the center current with regard to emergency information and class schedules.

### **Daily Sign-In/Sign-Out Records**

Parents/Guardians are required to document the attendance of each child receiving services on a Daily Sign-In/Sign-Out sheet. The Center issues one original sheet for each child for each month of services. The Sign-In/Sign-Out sheet must be completed on a daily basis as the services are provided.

- ✓ It is important that a parent/guardian signs each child in and out each day on the child's sheet using a **full legal signature** and **exact clock time**. For example, 9:03 a.m. is an exact clock time and should not be rounded off to 9:00.
- ✓ Parent/guardians must indicate the **specific** reason for an absence on days of authorized services and sign for those absences with a **full legal signature**.
- ✓ Parent/guardian must review the Sign-In/Sign-Out sheet for completion at the end of the month before signing the bottom of the sheet indicating, under penalty of perjury, that the information on the sheet is true and accurate and that services were utilized for the certified need.

### **Absences**

**When a child does not attend child care/preschool on authorized days, the parent/guardian is required to call and notify the center the reason for the absence.**

**To report an absence**, please call the front desk at: (951) 487-3605

The following absence reasons and limitations apply to all subsidized families:

#### **Excused Absence (E):**

- Illness of enrolled child, parent or guardian
- Quarantine of the enrolled child, parent or guardian
- Dental, Medical, Health or Therapy appointment of enrolled child, parent or guardian
- Family Emergency: Death or funeral of immediate family member (parent/guardian or sibling), **court appearance of parent/guardian, car accident of parent/guardian, and illness of a sibling**
- Court-ordered visitation with absent parent(s)—Court order required
- Transportation emergency or lack of transportation-(Maximum of 3 per year)
- Reasons involving inclement weather

#### **Best Interest Days (BID) – excused:**

[A maximum of ten (10) Best Interest Days are allowed per fiscal year (July 1 – June 30)]

- Vacation
- Out of town activity
- Spend day with parent/relative

- School program or field trip of sibling
- Religious activities

**Unexcused Absence (UA):**

- After the 10 Best Interest Days are used, additional absences in the Best Interest category are considered unexcused
- Any absence parent does not identify a reason for or designate as a Best Interest day
- Any absence without parent or staff signature on the sign-in cards
- Any absence that does not fall within the Excused or Best Interest Day categories

**Non-contracted days (X):**

- Day that the parent/guardian does not have a need for service
- Center closed
- Scheduled school breaks/non-school days for student parents/school employees
- Child custody agreements (days that the child is not in the custody of the parent/guardian served by the program)

**Abandonment of Care**

Abandonment of care is when a family has not been in communication with the center for seven consecutive calendar days and has not notified us of the reason the family is not using services.

We will use the family contact information on file to attempt to contact the parent at least three times through a variety of communication methods. At least one communication attempt shall be in writing, which may be through electronic methods. We will keep documentation of all communication attempts, including a copy of all written communication, in the family data file. We will inform the parent in these communications that failure to communicate with the us may result in termination of services.

We will issue a Notice of Action to disenroll the family on the basis of abandonment of care when there has been no communication with us for a total of 30 consecutive calendar days.

**Behavioral Guidance**

Our program is committed to modeling positive behavioral guidance. Consistent language and support from teachers allow children to learn the social skills needed in a classroom setting. Teachers guide and support children in learning to express needs and wants appropriately, to manage conflicts with others, and to identify feelings such as anger and sadness.

We strive to create a warm, nurturing environment where children are safe and where they know they will be cared for and listened to, not just by their teachers, but by one another as well. In order to minimize conflict, much effort is taken to provide appropriate activities, create an inviting environment, and meet the individual needs of children. Still, conflicts are a natural occurrence as children try to relate to one another in a group setting. Many developmentally appropriate techniques are used for assisting children through conflict resolution.

Occasionally a child’s behavior is excessively challenging or harmful to individual children or the class, causing another child’s personal rights to be violated. Prior to expelling or disenrolling a child because

of a child's persistent and serious challenging behavior, the law requires that we must, within 180 days, pursue and document that we have taken at least the following reasonable steps:

1. The teacher will consult with the child's parent or legal guardian to maintain the child's safe participation in the program. The teacher will document the child's behavior on a Narrative form and inform the Director and the Site Supervisor.
2. The parent or legal guardian will be informed of the process that will be used 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, the following will be considered: a) complete 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, we will consult with the child's parents or legal guardians, the child's teacher, the Director and/or the Site Supervisor and if applicable, the LEA providing special education services to the child.
6. If we determine that the child's continued enrollment would present a continued serious safety threat to the child or other enrolled children we shall refer the parents or legal guardians to other potentially appropriate placements such as Resource and Referral agencies.
7. Once the reasonable steps outlined above have been completed, we may then disenroll the child, subject to the due process requirements and procedures identified in 5 CCR sections 18119-18122.

**\*Parental support and partnership are necessary for a successful and positive change in behavior\***



## **Termination/Appeal Process**

The program must provide written notice of 19 calendar days' notice (if mailed) or 14 days (if delivered in person), before terminating child care services. Likewise, parents are required to provide the Enrollment Specialist 14 calendar days' notice (in writing) prior to canceling child care services. In either case, parents are responsible for unpaid fees. During the termination process your child may continue to receive child care service. If you are receiving subsidized services you will receive notification via a *Notice of Action*. The appeal process is outlined on the back of the *Notice of Action*.

## **Uniform Complaint Policy**

Should a parent/guardian or other individual receiving subsidized child care from the California Department of Education believe that the Center is in violation of State or Federal laws and/or discriminates in any program regulated under Title 5, contact should be made to the California Department of Education, in writing.

Complaints should be mailed to:

California Department of Education  
Child Development Division  
1430 "N" Street, Suite 3410  
Sacramento, CA. 95814  
Attn: Complaint Officer

The California Department of Education will initiate mediation or investigation of the complaint within 60 days.

Mt. San Jacinto College Child Development and Education Centers are licensed by the Department of Social Services, Community Care Licensing and monitored by the California Department of Education. Many of our policies and procedures are regulated by laws which govern funded Child Development Centers. Please refer to the licensing form you received at the time of enrollment, entitled, *Notification of Parent Rights* (LIC 995).

## **IV. COPIES OF PROGRAM FORMS**

## Child Development and Education Center

### Family Agreement

*(All Families)*

#### I agree

- To abide by the *Child Development and Education Center Family Handbook*.
- To make payments, if required, according to guidelines listed in my contract.
- To participate in teacher parent conferences twice per year.
- To provide personal identification if asked to do so by the staff.

and (please initial each box below)

- I understand that physical punishment of children has no place here. While on the premises, I will practice positive discipline techniques, as modeled in the classrooms.
- In accordance with California State Licensing Regulations and the Student Code of Conduct at Mt. San Jacinto College, I understand that if my behavior, language, or demeanor threatens the safety of any person on the Center premises, I will be asked to leave the premises, and my family will be terminated from the program.
- I understand that the CDE Center is not responsible for any child who is not signed in upon arrival.
- I understand that the program will not be held responsible for incidents that may occur as a result of false information given at the time of enrollment (examples are failure to disclose income accurately and/or failure to disclose a child's special needs).
- In accordance with California Education Code-Section 8263(h), I understand that upon my *Initial Certification or Recertification* my family is eligible to receive services for no less than 12 months.
- A family may at any time voluntarily report income or other changes. This information shall be used, as applicable, to reduce the family fees, increase the family's services, or extend the period of the family's eligibility before recertification. It is the Parent/Guardian responsibility to report changes within thirty days income that exceeds the 85% State Medium Income.

#### **Permission Agreement**

My child has my permission

- To use all of the play equipment and participate in all of the activities at the Child Development and Education Center.
- To play in the sand, mud, water, and in all activities which may result in their body, clothes, or shoes getting wet and/or soiled.
- To take walks on the college campus under the supervision of the center teachers.
- To be included in observations and hands-on assignments conducted by students in the Child Development and Education Program and other educational disciplines of the college; for these routine assignments, students will protect the identity and privacy of the children.
- To be videotaped and/or photographed for teacher training purposes, student teacher professional portfolios, and to be photographed for center activities or college publications. I understand that, prior to any photographs being taken for any other purpose, I will be given notification and the opportunity to decline.
- No, I do **NOT** grant permission for my child to be videotaped and/or photographed.
  - Please sign here **and** arrange to meet with the Director or the Site Supervisor to discuss your concerns.

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

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

## TERMINATION OF SERVICES

*(Services are terminated for any changes which make the family ineligible for services according to Federal Regulations, State Regulations, Funding Terms and Conditions or Board Approved Agency Policies.)*

***Please check each box after reading and sign that you have read and understand each reason.***

**A family may be terminated for any of the following reasons:**

- Failure to keep contracted hours (e.g., late pick-ups) or misuse of contract days and hours. *(3 late pick-ups in one fiscal year will result in termination of services. A late pick-up is defined as 15 minutes past your contracted time).*
- Abandonment of Care: When the family has not been in communication with the provider for seven consecutive calendar days and has not notified the provider of the reason the family is not using services. *(Reference Family Handbook on page 18).*
- Failure to submit all completed eligibility forms, or other required documentation immediately upon enrollment or medical information or subsequent recertification forms by the required date.
- Providing inaccurate or false information on eligibility forms or sign-in cards.
- Failure to maintain accurate sign-in cards on a daily basis.
- Failure to abide by parent contract, program rules and/or policies.
- Failure to make payment of family fees for child care services. If the previous month's fees have not been received by the first day of service in the second month you will receive a termination notice.
- For parents/guardians who attend school, non-compliance in the following will result in termination of services: (a) failure to maintain enrollment in the number of units verified at the beginning of each semester; per state requirements, these units must directly apply to the stated career goal on the training verification form (b) student parent's in a graded program, a grade point average of 2.0 or above (per semester) is required of all student parents (c) student parent's in a non-graded program (pass/fail) must pass the program's requirement of adequate progress at a 50% success rate. The parent's period of eligibility for services shall be for not less than 12 months.
- Insulting or threatening behavior towards staff, students, or any person on the center premises.
- The inability of a child to adjust to large group care in a center-based program. In consultation with the Director or the Site Supervisor and with other professionals, a family may be terminated if it is deemed to be in the best interest of the child or when the child's behavior may cause harm to him or herself or others.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

## CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS

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### PARENTS' RIGHTS

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.

Licensing Office Name: Department of Social Services - Community Care Licensing

Licensing Office Address: 3737 Main Street, Suite 700 Riverside, CA 92501

Licensing Office Telephone #: (951) 782-4200

7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form.

**NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.**

*For the Department of Justice "Registered Sex Offender" database, go to [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov)*

LIC 995 (9/08)

(Detach Here - Give Upper Portion to Parents)

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### ACKNOWLEDGEMENT OF NOTIFICATION OF PARENTS' RIGHTS (Parent/Authorized Representative Signature Required)

I, the parent/authorized representative of \_\_\_\_\_, have received a copy of the "CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS" and the CAREGIVER BACKGROUND CHECK PROCESS form from the licensee.

MSJC Child Development & Education Lab Center  
Name of Child Care Center

\_\_\_\_\_  
Signature (Parent/Authorized Representative)

\_\_\_\_\_  
Date

**NOTE: This Acknowledgement must be kept in child's file and a copy of the Notification given to parent/authorized representative.**

*For the Department of Justice "Registered Sex Offender" database go to [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov)*

LIC 995 (9/08)

**PERSONAL RIGHTS****Child Care Centers**

Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers.

- (a) Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:
- (1) To be accorded dignity in his/her personal relationships with staff and other persons.
  - (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
  - (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
  - (4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
  - (5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.
  - (6) Not to be locked in any room, building, or facility premises by day or night.
  - (7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:

NAME

Department of Social Services - Community Care Licensing

ADDRESS

3737 Main Street

CITY

Riverside

ZIP CODE

92501

AREA CODE/TELEPHONE NUMBER

(951) 782-4200

DETACH HERE

TO: PARENT/GUARDIAN/CHILD OR AUTHORIZED REPRESENTATIVE:

**PLACE IN CHILD'S FILE**

Upon satisfactory and full disclosure of the personal rights as explained, complete the following acknowledgment:

**ACKNOWLEDGMENT:** I/We have been personally advised of, and have received a copy of the personal rights contained in the California Code of Regulations, Title 22, at the time of admission to:

(PRINT THE NAME OF THE FACILITY)

MSJC Child Development and Education Lab Center

(PRINT THE ADDRESS OF THE FACILITY)

1499 N. State Street San Jacinto, CA 92583

(PRINT THE NAME OF THE CHILD)

(SIGNATURE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(TITLE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(DATE)

## **Incidental Medical Services Plan of Operation**

The following policies and procedures are related to the provision of *Incidental Medical Services* at the Mt. San Jacinto College Child Development and Education Center (CDEC).

The CDEC Plan of Operation policy permits staff to administer prescribed medications providing the following steps are followed:

### **PRESCRIBED MEDICATIONS**

1. A Physician/Doctor's Authorization form must be filled out completely and on file in the classroom.
2. A Parent Medication Consent form (LIC 9221) must be filled out completely and on file in the classroom.
3. The child's authorized representative will provide the CDEC with **detailed written instructions** on the administration of the medication and relevant information such as:
  - Specific indications (such as symptoms) for administering medication in accordance with the physician's prescription.
  - Potential side effects and expected response.
  - Dose form, amount, start date, end date, and time of day in which medication is to be administered in accordance with the physician's prescription.
  - Actions to be taken in the event of side effects or incomplete treatment response in accordance with the physician's prescription. This includes actions to be taken in an emergency.
4. The medication must be in its original container with the pharmacy label unaltered and showing that it is prescribed for the child. It will be kept in the classroom in the locked medication cabinet. If the medication requires refrigeration it will be kept in a locked box in the refrigerator located in the Site Supervisors office.
5. Medication administration will be documented on the Medication Chart located on the Parent Medication Consent form (LIC 9221).
6. The child's authorized representative will be informed daily when medications have been given.
7. Administration of medication will be given in the following order:
  - 1) Permanent Teaching Staff in the child's classroom
  - 2) Site Supervisor
  - 3) Director

## **EPI-PENS**

The above Prescribed Medications policies and procedures apply.

## **NEBULIZER / INHALED MEDICATIONS**

In addition to the above Prescribed Medications policies and procedures a Nebulizer Care Consent/Verification form (LIC 9166) must be filled out for each person who administers inhaled medication to the child.

## **OVER THE COUNTER MEDICATIONS**

No over the counter medications are permitted. \*

\*Sunblock/Sunscreen is considered an over the counter medication. We will permit Sunblock/Sunscreen however a Parent Medication Consent form (LIC 9221) must be filled out completely and on file in the classroom and the expiration date must be valid.

## **OVER THE COUNTER CREAMS & LOTIONS**

In circumstances where over the counter creams and lotions are needed for diaper rash, eczema, etc. a Parent Medication Consent form (LIC 9221) must be filled out completely and on file in the classroom and the expiration date must be valid.

## **STAFF QUALIFICATION AND TRAINING**

1. All permanent staff are required to hold valid CPR & First Aid certification. Certification includes hands-on training on the use of Epi-pens.
2. The CDEC is recognized as an *Asthma Friendly Facility*, the staff receive training every two years from Riverside University Health System-Public Health.
3. Training of Inhalers, Nebulizers, and Epi-Pens will also be performed by the authorized representative of the child in need of this treatment while at the CDEC.