



**BOYS & GIRLS CLUBS
OF GREATER SAN DIEGO**

CHANGING LIVES.



Facility License No. 376700692, 376700693, 372005447

Child Development Parent Handbook 2024-2025



Location

Boys & Girls Clubs of Greater San Diego
115 W. Woodward Ave, Escondido, CA 92025
760-746-3315 ext 1317,1319

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

www.SDYOUTH.org



PARENT HANDBOOK CERTIFICATION

Dear Parent,

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

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

Child Development Staff

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

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

Child Development curriculum is designed to develop:

- Language and Literacy
- Math and Science
- Self-esteem and enthusiasm for learning
- Art and Music Appreciation
- Kindergarten Readiness
- Social skills and more!

Child Development families benefit from:

- Affordable or no cost tuition
- Nutritious meals and snacks
- Warm, caring, and experienced staff
- Parent education and resources

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

Initial Below

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

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

Child’s Name: _____

Parent’s Name: _____

Parent’s Signature: _____

Date: _____

CD Director Name: _____

CD Director Signature: _____

Date: _____

Disenrollment Policy

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

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



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This handbook was revised June 2024

Mission Statement

To inspire and enable youth achieve academic success, build good character and responsible citizenship, and make healthy lifestyle choices.

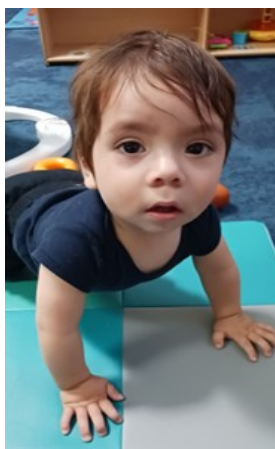
Program Philosophy & Goals

At the Child Development Program, we believe:

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

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

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



Parent Meetings

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

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

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

Our Staff

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

Staff Development

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

Mandated Reporting

All CD program staff are mandated child abuse reporters. All persons who are mandated reporters are required, by law, to report all know or suspected cases of child abuse or neglect. It is not the job of the mandated reporter to determine whether the allegations are valid. If child abuse or neglect is reasonably suspected or if a child shares information with a mandated reporter leading him/her to believe abuse has taken place, the report must be made to Child Protective Services (CPS). Parents should understand that filing a report is considered a request for an assessment of the concern. A report does not establish fact, but rather is the beginning of a helping process for children and families. If you have any questions about this policy please contact the Center Director.

Parent Teacher Conferences

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

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

Parent Communication

Parent bulletin boards are used for group messages, special parent communication, resources and upcoming events or information. Daily lesson plans and our nutritional menus are also displayed on the parent bulletin boards. Other means of communication with parents include emails, notes in parent communication folder, phone calls and parent/teacher conferences. **It is Parent responsibility to Check Parent Communication file and or email daily to stay updated on school news.**

Parent Involvement

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

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

Program Goals & Objectives

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

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

General Program Information

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

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

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

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

Quality Assurance

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

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

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

Riverside Community Care Licensing
3737 Main St.#700
Riverside , Ca 92501
(951) 782-4200

Curriculum

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

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

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

Child Assessments

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

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

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

Clothing

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

Field Trips

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

Enrichment Activities

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

Media

The club has perpetual and irrevocable right, permission and license to use child's name, image, voice, likeness and/or words through photography, film, recordings, or other electronic means, storage devices or files ("Recordings"), to edit such recordings at the club's discretion, and to use, reproduce, display, distribute and/or make derivative works for any purpose the club may care to use them, including without limitation for grants, funding and/or promotional purposes, and through all media, including without limitation presentations, displays, brochures and other materials, and the internet.

Confidentiality

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

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



Parent Appeal Procedure

Appeal Information: If you do not agree with the agency's action as stated in the Notice of Action (NOA), you may appeal the intended action. To protect your appeal rights, you must follow the instructions described in each step listed below. If you do not respond by the required due date or fail to submit the required appeal information with your appeal request, your appeal may be considered abandoned.

STEP 1: Complete the appeal information to request a local hearing.

STEP 2: Mail or deliver your local hearing request within 14 days of receipt of this notice to:

**Boys & Girls Clubs of Greater San Diego
Child Development
115 W. Woodward Ave
Escondido, CA 92025
Attn: Appeals Coordinator**

STEP 3: Within ten (10) calendar days following the agency's receipt of your appeal request, the agency will notify you of the time and place of the hearing. You or your authorized representative are required to attend the hearing. If you or your representative do not attend the hearing, you abandon your rights to an appeal, and the action of the agency will be implemented.

STEP 4: Within ten (10) calendar days following the hearing, the agency shall mail or deliver to you a written decision.

STEP 5: If you disagree with the written decision of the agency, you have 14 calendar days from the date of the written decision to file an appeal to the Early Education and Support Division (EESD) or the Child Care and Development Division (CCDD). Your appeal must include the following documents and information: (1) a written statement specifying the reason you believe 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 (NOA) You may either fax or mail your appeal to the corresponding contact information :

Food Allergies

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

Meals

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

Birthdays & Celebrations

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

The CD program celebrate holidays and special occasions such as Thanksgiving, Mother's Day, Father's Day fall and spring festival's. We embrace diversity and believe it enriches our curriculum. If you have any cultural celebrations that you embrace and would like to share with us please let us know so that we may plan for it.

Bathroom Accidents

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

Medications

The CD program will NOT administer over the counter medicine on an “as needed” basis. We will only administer medication to a sick child as long as the following conditions are met:

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

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

Immunization Records

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

Physician’s Report

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

California State Preschool Program (CSPP) send to :	General Child Care and Development (CCTR) send to :
California Department of Education	California Department of Social Services
Early Education and Support Division	Child Care and Development Division
1430 N Street, Suite 3410	Attn: Appeals Coordinator
Sacramento CA 95814-5901	744 P Street, MS 9-8-351
Attn: Appeals Coordinator	Sacramento, CA 95814
Phone: 916-322-6233	Phone: 1 (833) 559-2417
Fax: 916-323-6853	Fax: (916) 654-1048
	Email: CCDDAppeals@dss.ca.gov

STEP 6: Within 30 calendar days after the receipt of your appeal, EESD or the CCDD will issue a written decision to you and the agency. If your appeal is denied, the agency will stop providing child care and development services immediately upon receipt of Early Education and Support Division (EESD) or the Child Care and Development Division (CCDD) decision.

Non-Discrimination Practice

The CD Program values diversity and welcomes all children without regard to race, color, national origin, creed, religion, gender, disability or handicap. BGCSD prohibits sexual harassment as a form of sexual discrimination. If you feel that you have been discriminated against, please contact BGCSD’s Human

Refrain from Religious Instruction

The CD Program refrains from religious instructions or worship.

Ratios

CLASSROOM	Adult: Child	Teacher: Child
INFANT (Birth-18 months)	1:3	1:18
TODDLERS (18 – 36 months)	1:4	1:16
PRESCHOOL (36 months – Kindergarten)	1:8	1:24
SCHOOL-AGE (Kindergarten – above)	1:14	1:28

Open Door Policy

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

Days & Hours of Operation

The Child Development program is open Monday through Friday from 8:00am to 5:00pm, except on scheduled holidays.

For School-Aged children **ONLY**, we are open Monday through Friday from 2:30 pm to 5:00 pm, Kindergartners through Second Graders. **Children's attendance will be based on the family's scheduled contract hours.**

Non-Operational Days

The CD program is closed on the following holidays:

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

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

Cell Phone Policy

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

Late Pick Up Procedures

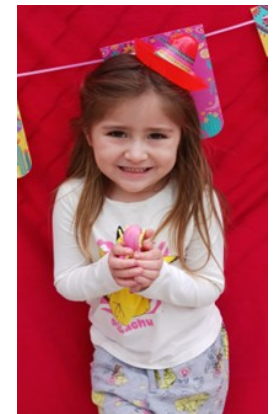
It is the responsibility of the parent to ensure that his/her child is picked up on time. There is no 5 minute grace period. If a parent fails to notify the CD program that she/he is running late and won't be on time to pick up their child(ren) by closing time, the following steps will be taken:

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

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

- 1st Occurrence: Parent will receive a verbal reminder, documented by staff and supported by the daily sign in sheet.
- 2nd Occurrence: Parent will receive a written notice, documented by the staff and supported by the daily sign in sheet.
- 3rd Occurrence: Parent will receive a termination Notice of Action.

Parents who pick up late will be required to pay \$1.00 per minute per child for first occurrence and \$5.00 per minute per child on all other late pick ups. Payment is due upon arrival, **CASH only**. Failure to pay at arrival will result in suspended services until all fees are paid.



Sign In & Out Procedures

Licensing requirements state that all parents or authorized adults listed on the emergency contact form must sign in and out with the exact time of arrival or departure on the **DAILY** attendance card using a **full legal signature (first and last name)**. Initials are not allowed.

Failure to comply with sign in and out procedures will result in the following:

- 1st Occurrence: Parent receives verbal warning,
- 2nd Occurrence: Parent receives a written warning,
- 3rd Occurrence: Will result in suspension of childcare services and or up to termination.

By signing your child in, you are officially acknowledging that the program has been given the responsibility to care for your child. Sign-in sheets are necessary for accurate attendance records and meal count reports which are required for our funding and licensing. The sign-in sheet will also be used to account for all children in any emergency situation. Friends or relatives who are authorized to care for your child must follow these sign-in/out procedures .

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

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

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

Additions or deletions can only be done in person.



Pre-Enrollment Orientation

A pre-enrollment orientation with the Center Director or Assistant Director is required prior to your child's first day of attendance. The purpose of this is to exchange information and arrive at a joint decision about your child's readiness and ability to benefit from our program. Your child will visit the classroom to meet his or her teacher and the other children.

During the orientation you will be given information about the program, the activities provided in the center and policies and procedures. A review of the Parent Handbook will be included. Referrals and resources are available at that time.

The relationship established during the initial orientation will continue as parents are asked to share in decisions affecting their child's progress and participation in the program.

If, for any reason, your child is unable to visit during your pre-enrollment conference, it is required that a classroom visit of at least 15 minutes be done before your child's first day of attendance.

During the first weeks of enrollment the Center Director, Assistant Director or teaching staff will observe each child to ensure they're becoming comfortable and interacting successfully with one another in the program. If there any concerns one of the staff will meet with the parent to help implement any modifications or strategies to help the transition go smoother.

What to Bring to School

- A fitted crib sheet labeled with your child's name
- A small blanket labeled with your child's name
- Any special something that your child may need to feel comfort during nap time
- A family picture so they may look at you anytime they'd like

Items From Home

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

Nap Time

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

Inclusion

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

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

Parent Expectations

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

Authorization for Pick Up

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

If it becomes necessary for someone else to pick up your child and they are not on the Emergency Contact/Parental Consent form, then advance written authorization must be provided by the parent. In the event you are unable to provide written notification in advance, the parent must call the Center and speak directly with the administration office to advise us of your authorization pick up plans. ***Anyone who is authorized to pick up your child must be at least 18 years old and bring photo identification that list his or her name and address (such as a drivers license).*** All authorized adults must adhere to all of centers policies and procedures at all times.

Arrival and Departure

Children's arrival must be consistent with your contract times. Parents should allow time to drop their children off and get them settled. Upon Arrival we ask parents to lead their children to the handwashing area .

Parents of children with diapers need to ensure their child starts the school day with a clean diaper. A diaper changing table is available in the Panda Bear and Bumble Bee classroom. Children who are potty trained need to use the restroom prior to being signed in, a restroom is available in the Cheetah classroom.

Each child will be greeted by a staff member, who will check for signs of illness and ask parent for more information if there are any concerns. Parents will sign in with accurate time and full signature (see sign in and out procedures). ***Authorized adult dropping off or picking up must adhere to all of center policies and procedure.***

Once you have arrived at the program to pick up your child, it is your responsibility to let your child's teacher know that you have arrived and are taking your child. While on our site, it is your responsibility to supervise your child(ren), both enrolled children and any accompanying child(ren) and to observe and enforce our rules. ***Children cannot be left unattended at any time.***

Wellness/Illness Policy

- Your child will be sent home if he/she exhibits any symptoms of illness including, but not limited to fever, vomiting, rash, runny nose with colored mucus, lice or nits, eye infection, cough, diarrhea or other signs of illness.
- Children are well enough to attend the program only if they are able to participate in ALL activities, including outdoor and water play.
- If a child has to stay indoors, then the child is not well enough to attend the program. Please keep in mind that **CHILDREN WHO DON'T FEEL WELL CAN'T DO WELL** in our program. You can help prevent the spread of contagious diseases by keeping your child at home.
- Your child must stay home until free from symptoms for **48** hours. Consult your physician about any health concerns and bring the doctor's findings and recommendations to the CD program so that we can better meet your child's needs.
- A child who is absent for five (5) or more consecutive days due to illness will be required to have a doctor's note to return to the BGCSD.

Injuries

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

If an injury is life-threatening or emergency medical personnel deem it necessary to transport the child, a staff member will accompany the child to the nearest hospital where emergency treatment will be administered, if necessary. The staff will remain with the child until the parent arrives. In the event neither parent can be reached by closing time it is procedure to contact local authorities.

Emergency Cards

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

Behavior Management

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

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

Parents will be notified of the behavior management strategies used and receive an incident report in the case of a behavior incident. If a child's behavior is unmanageable within a group setting, parents are required to be involved in developing and implementing an individual behavior plan for the child. At this time consultation with a specialist, such as child or family therapist, may be suggested or required. The time frame for seeking referrals, implementation, and evaluation of an action plan with teachers and parents may not exceed 2 weeks after initiation. Parent cooperation, participation and support of the behavior management plan is crucial to their child's success. It is important that the messages the child is receiving at home and school are consistent. If for any reason you fail to comply with the process you have agreed to your child will be disenrolled from our program.

If a child needs to be prevented from hurting others or themselves, needs to be separated from the group more than occasionally, or is unable to adjust, such that the fundamental nature of our program is compromised, one or more of the following options will be implemented :

- A parent will be called during the school day and asked to pick up the child when the behavior is out of control (meaning unsafe for the child, staff, or other children in the program).
- A short day in the classroom may be implemented
- A parent will need to attend the program with the child
- In the event none of the above options work, we will discuss termination of enrollment with the parent. Although we see this is as a last resort, the safety and instruction for all program children must be safeguarded

Certification

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

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

ELIGIBILITY:

- Child Protective Services
- Current Aid Recipient
- Income Eligible*
- Homelessness
- Means Tested-Government Programs

* Income may not exceed the exit threshold of 85% state median income for General Child Care (CTTR) and exit threshold of 100 % state median income for the California State Preschool Program (CSPP).

NEED FOR SERVICES:

- Child Protective Services Referral
- Employment
- Seeking Employment with plan to gain employment
- Training leading to a vocational goal
- Parental Incapacity
- Seeking permanent housing (if eligibility is homeless)

Re-Certification

Re-Certification is state mandated (Title 5 Reg.18103).

Each family will be recertified after a 24 month eligibility period and within 50 days from last certification or recertification date. During recertification family eligibility, need for services documentation and income information will be collected to determine continued eligibility in the program.

Family Emergency

Family emergency are situations defined as unplanned events:

- A death in immediate family (father, mother, sibling, grandparent)
- Sibling illness
- Other emergency that is urgent and unexpected (unexpected transportation challenges include car accidents or car breakdown limited to three (3) per program year)

Unexcused Absences

- No call/no show (parent not reporting absence within 2 days)
- Any absence not falling into excused, best interest or family emergency

Families with excessive unexcused absences (25% or more of their monthly contract hours) can be terminated for excessive unexcused absences .

Custody Issues

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



Attendance Policy

The early childhood education years can be the most productive learning years in a child's life. It is a time for vast brain development. The brains of Infants-preschoolers are working to create organization through consistency. It is essential that routines and limits for children be established and adhered to.

Your child is expected to attend our CD program based on the schedule specified on your contract at the time of certification or re-certification.

For your child to receive full benefit of their early childhood education experience it is important that your child attends every day scheduled on contract hours, unless illness or unforeseen circumstances prevent your child from attending.

Please call us at 760 746-3315 whenever your child will be absent. This notice must occur within two (2) days of the absence.

Excused Absences

Excused absences include but not limited to the following :

- Medical Reasons
 - Illness , Quarantine for the enrolled child or parent
 - Doctor, Dental or Specialist Appointments for the enrolled child or parent
- Family Court ordered visitation (Copy of court order is needed for proof)

Best Interest Days

Each child is allowed ten (10) Best Interest Days (BID) per program year. These days may be used for any reason :

- Family Vacation
- After School Activities
- Child Birthday/Family member Birthday
- Out of Town
- Spending the day with family or at home
- Special Event (religious or cultural event)
- Time with non-custodial parent
- Issues with transportation (after 3rd occurrence)

Any day after the allowed ten (10) BIDs will be considered an unexcused absence.

Waitlist

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

Abandonment of Care

Families who have not been in attendance for seven consecutive calendar days without communication to the program of why they are not using service, will be notified by mail and email to contact the program immediately regarding their absentees. All communication will be documented in your personal file. After 30 consecutive calendar days of non communication a notice of action to disenroll will be issued based upon abandonment of care.

Withdrawal from Program

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

Seeking Employment Limits

Services requested by the parent shall occur no more than 5 days per week and less than 30 hours per week.

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

Transportation

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

Fee & Payment Policy

Fees are based on a monthly flat rate set by the California Department of Education, Early Education & Support Division, and are determined by the number of family members and gross monthly income. Fees are assessed at the time of enrollment and as needed when there is a change to family size and/or income. Determination of part-time or full-time fees is based on total hours of care and are:
130 hours or more per month is considered full time and 129 hours or less per month is considered part time.

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

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

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

Late Payments

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

Payment Plans

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

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

Activity Fee

An annual payment of \$25 per child for all children enrolled in CD is due per fiscal year. All fee payments should be made to BCGGSD in the CD office

Emergency Preparedness

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

