



Parent Handbook

300 Imperial Hwy
Brea, California 92821
714-671-6970
CCcenter.weebly.com
CCLearningCTR@hotmail.com
License Number 304370798 & 304370797

Table of Contents

SECTION 1

Side-Note
Welcome
Our Background
CC's Learning Center Philosophy
CC's Learning Center Mission Statement
Goals of the Program
Communication
Curriculum
Dates and Hours of Operation
Fees and Definitions
Tuition Due Date

SECTION 2

Our Program
CC's Learning Center Staff
Grouping of the Children
Rates
Criteria For Determining Appropriate Placement
Child Evaluations
Supplementary Services
Kindergarten Readiness
Schedules
English Language Acquisition
Extended Learning at Home
Guiding Behavior (Discipline)
Rest Time
Diapers and Toileting Learning
Holiday and Cultural Celebrations
Vacations
Birthdays
Nutrition and Meals
Food Allergies
Dress Code
First Day...
Arrivals and Departures

SECTION 3

Parent-Teacher Communication
Cell Phones
Parent Concerns/ Grievances
Confidentiality
Rights of the Licensing Agency

SECTION 4

Enrollment Policies Easy as 1-5
Admissions
Contract and Fees
Child Schedules
Sign-In and Sign-Out
Absences and Overtime
Late Pick Ups
Driver Safety

SECTION 5

Parent Support
Volunteering

SECTION 6

Health and Illness
Immunizations
"When am I Too Sick?"
Guidelines for Excluding Ill Children
Preventing the Spread of Illness
Daily Health Screening
Medications
Allergies
Sunscreen
Accidents

SECTION 7

Dental and Medical Emergencies
Fire/Earthquake/Safety
Emergency Evacuation
Supplies

SECTION 8

Field Trips
Transportation Arrangements
Photographs
Parking
Visitors
Religious Instruction Information
Parents' Rights and Personal Rights
Disruptive Adults
Termination
Contract In Entire Agreement

Agreement to CC's learning Center PARENT HANDBOOK

SECTION 1

Please read this ~Handbook~ thoroughly, as it covers very important policies and procedures that not only govern the childcare Admission Agreement but also pertain to the care of your child. There may seem to be a lot of information, if you have any questions regarding CC's Learning Center policies, please do not hesitate to ask. CC's Learning Center leaves the parents/ guardian responsible for reading and understanding this Handbook in its entirety. This copy of the Parent Handbook is for you to reference throughout the school year. CC's Learning Center reserve the right to make changes to the policies and procedures, as deemed necessary. You may be notified, in writing, of any changes that occur.

Preface

Welcome to CC's Learning Center! We are a professional childcare center which has been operating since 1989. To facilitate greater understanding between staff and parents, we have created this Parent Handbook. It covers CC's Learning Center's philosophies, curriculum, business policies, guidelines and expectations. In order to make our relationship as enjoyable as possible, the following pages contain mutually beneficial requirements which are necessary to ensure that there are no misunderstandings between either party.

Please read this handbook carefully and feel free to discuss any questions that you may have on our Policies and Procedures.

Welcome

We want to thank you for considering CC's Learning Center for your childcare needs. We offer a loving, safe, and educational environment for your child to explore, experiment and discover!

We understand how difficult it can be for working parents to balance all of your commitments and responsibilities in your lives. For this reason, we strive to offer a program that will enrich your child's development while putting your mind at ease.

We will do our best to assist your child in developing important values such as: good manners, caring, sharing, patience, responsibility, as well as communication and teamwork. We believe that children learn best through play and we will implement these important values throughout our day.

It is our goal to offer your family the quality childcare experience you deserve. Please feel free to openly discuss any concerns you may have at anytime. An open and honest relationship is the key to happy child development.

Please help us operate CC's Learning Center in a professional manner by carefully reading through the Parent Handbook and filling out all the necessary forms. It is very important that you are aware of all of our policies for which we will provide care.

Again, thank you, for considering CC's Learning Center. We look forward to providing your child with quality care.

Our Background

CC's Learning Center was once an in-home childcare center that started over twenty-five years ago. The owner of CC's Learning Center is Cindi. She originally opened her in-home child care center caring for her own children and a few of her friends. She found that parents were looking for reliable and reasonably priced childcare and children were looking for a fun, loving and understanding environment where they could learn about their world through organized and structured play. From this she transformed her child care into a developmentally appropriate practice that has serviced over hundreds of families in the surrounding Orange County area.

CC's Learning Center Philosophy

CC's Learning Center is committed to promoting and supporting all aspects of a child's growth in an atmosphere of respect and diversity. Your child is an individual who is an integral member of a group atmosphere and whose uniqueness is acknowledged and appreciated.

The educational program of CC's Learning Center is based on five sound principles of early child development. Children

participate in a variety of individual and group activities designed to develop language and reading skills by enhancing physical, social, emotional and intellectual growth. CC's Learning Center gives children a sense of self worth by scaffolding their development at their own individual pace. Through our curriculum children will be learning and building on basic skills that will continue to grow as they develop these skills and positive attitudes for learning will increase their ability to succeed later in school.

CC's Learning Center wants all children to feel confident and secure to grow in a stimulating educational environment. All children are supported by knowledgeable, caring and devoted staff that continue their educational development through many trainings, workshops, guest speakers and frequent discussions amongst each other. CC's Learning Center's staff is encouraged to visit other programs, take additional classes related to child development and strive to increase and challenge their knowledge in the educational field. At CC's Learning Center, we all strive to **explore, experiment and discover!**

Daily activities at CC's Learning Center are designed to provide appropriate experiences in the following early childhood development areas:

Social

Cognitive

Language

Physical

Emotional

CC's Learning Center Mission Statement

CC's Learning Center's mission is to continue to provide high quality childcare services to the community area that it has been providing for the last 25 years. At CC's Learning Center, all children are given the opportunity to **Explore, Experiment and Discover** at their own pace. All learning at CC's Learning Center stimulated the growth and development of the five child development areas. CC's Learning Center is committed to providing experiences that will help all children learn in developmentally appropriate ways.

Goals of the Program

While attending CC's Learning Center, all children will have the opportunity to participate in a wide variety of activities which promote all aspects of development. Our center originated from family childcare and will continue to provide children the comfort and experience of belonging to an extended family. We provide a home like atmosphere at our center. Our approach to childcare is child centered and child directed. Children are offered choices whenever possible and learning is directed from their interests. Your child will bring home a monthly newsletter which will give you a brief overview of what each class will be accomplishing. For daily updates, each teacher will post an outline of the day in their classroom in addition to a daily note.

Goals for Children

- develop a love of learning
- be part of a community of friends
- develop a positive sense of self
- to communicate ideas effectively
- to explore, discover, ask questions and find solutions
- use their whole body effectively
- practice basic safety and health habits and understand why they are important

Goals for Parents

- high quality child care that supports their family's schedule
- support of their relationship with their child
- opportunities to increase understanding of infant and child development
- opportunities to contribute to their child's program
- recognition that parents' needs and concerns
- encouragement to trust their ability to resolve parenting issues
- mutual support from and for other parents

Goals for Staff

- develop greater understanding of young children
- foster problem-solving through active listening and collaboration
- interact with children in non-authoritarian, authentic and respectful manner
- facilitate learning opportunities which are relevant to the children
- gain insight about themselves and their capabilities
- to build relationships with children and team members to reach mutually shared goals
- gain work experience and training applicable to future employment
- gain knowledge of professional practices and ethics in the field of early childhood

Communication

Communication is very important to CC's Learning Center. When we accept a new family into our school family, we like to be sure that we can share openly any concerns or questions that may arise. It is important that there is a similar childcare philosophy between us. CC's Learning Center welcomes questions, feedback, or discussions of any type that will result in a positive outcome for your child. Sensitive issues will be discussed in private, outside of regular childcare hours either by telephone or conference with either the Director, Teacher or both. Conferences will be scheduled as a routine part of your child's care; however, you may request one at any time. CC's Learning Center supplies a monthly newsletter that will explain some of the activities each classroom is accomplishing for the current month. This letter will inform parents of the current curriculum, theme, events, days off, and any other pertinent or fun information. You are always welcome to contribute to our newsletter. All children at CC's Learning Center will receive a daily note. Some typical things you may find on this note would be things to remember, rest schedule, activities, temperament, eating habits, and a morning health screening. You are encouraged to call at any time between the hours of 6:30 a.m. - 6:00PM with any questions you may have. If you call during the day, please be aware that staff may be busy with the children and may not be able to answer the phone. If you would leave a message, we will call you back as soon as possible. We look forward to a terrific relationship with you and your child!

Curriculum

LANGUAGE & LITERACY

- Writes first name
- Introduction to writing process (scribble/drawing)
- Recognizes and writes most letters of the alphabet
- Matches sounds to letters
- Emergent reading and reading comprehension
- Listens to and is able to discuss a variety of literary texts representing diverse cultures, perspectives and ethics
- New vocabulary development through listening to a variety of texts in multiple areas of the program
- Demonstrates understanding of the literal meaning of a story through questions and comments
- Make predictions by examining the title, cover and illustrations
- Recalls sequence of story by sequencing main events
- Critical thinking to predict outcomes
- Retells facts from text and sequences events
- Understands the concept of time: yesterday, today, and tomorrow
- Uses new vocabulary and grammatical construction in own speech
- Identify rhythms and patters of language, including rhyme and repetition
- Understands and follows oral directions

MATHEMATICS

- Recognize simple and repeating patterns
- Sort by a given attribute
- Explore relationships by comparing groups

Recognize, describe, and identify common shapes
Describe objects according to size, length, height, and weight
Tell position by using descriptive words
Count, write and identify numbers 0-20 and sometimes more
Introduction to addition and subtraction
Measure lengths of objects
Compare quantities
Apply a strategy to solve a problem, i.e., draw a picture, guess and check
Create sets with more (less) and equal numbers by matching
Organize their mathematical thinking in order to use information, present ideas with words, visual, auditory and displays
Reason mathematically to evaluate critical thinking skills

SCIENCE

Explores plants, animals and human life cycles
Recognizes the needs of living things
Observes and describes characteristics of non-living things
Recognizes the five senses and body parts that utilize the five senses
Recognizes properties such as color, size, shape,
Compares weight, texture, and temperature
Describes weather
Becomes aware of and engages in the investigative process
Describes, compares, sorts, classifies, and orders

PHYSICAL WELLNESS

Develop gross motor skills (running, jumping, kicking, catching, & throwing)
Develop control of body and movement
Improve hand-eye coordination
Participate in age appropriate athletic activities
Play and cooperate with others
Establish good health and nutrition

SOCIAL STUDIES

Generate and follow classroom rules, such as taking turns, walking inside, and listening to instructions
Identify and discuss responsibilities and choices in the classroom and in a family
Identifies, demonstrates appropriate social skills, such as listening to others, settling disagreements, and taking turns
Recognize that maps are models of places
Recognize parts of the Earth, where we live
Set a purpose for reading the text and answer questions (what if, why, and how) in writing

SOCIAL DEVELOPMENT

Take turns, cooperate, and interact with friends
Follow directions, make good choices, and display character building traits
Learn manners and respect for diversity
Verbally express feelings and behaviors
Engage in a question and answer dialogue with peers, parents and teachers
Work collaboratively on class work or problem solving
Emphasis on character development, moral awareness and a respect for diversity

ART

Explore various art techniques
Trace and copy patterns, shapes, forms
Express their creativity, thoughts and ideas
Create pictures with representation
Use various media such as paint, stamps, chalk, markers, crayons and pencils
Experiment with diverse colors through various art forms
Develop and increase fine motor skills

MUSIC

Use and learn about musical instruments
Use simple instruments and body for music
Learn how to mimic rhythm and beat
Explore tempo, tone, rhythm, beat and volume of sounds
Listen to and respond to music from different genres
Develop an appreciation of music

Dates and Hours of Operation

Each child may attend according to a schedule individually tailored to the parents needs and conforming to certain guidelines that have been established to provide time for the center's educational and nutrition programs. Hours agreed upon shall be strictly abided by unless discussed with and agreed upon with administrative staff.

Hours of Operation

6:30AM-6:00PM

Monday-Friday

Closed

Saturday and Sunday

- Any pick-ups past closing time and/or scheduled pick-up time regardless of drop-off time result in additional fees

Closures

New Year's Eve

New Year's Day

Martin Luther King, Jr. Holiday

President's Day

Memorial Day

July 4th

Veteran's Day

Lincoln Day

Good Friday/ Easter- Spring Recess

Labor Day

Thanksgiving Day/ Day after Thanksgiving

Christmas Eve/ Christmas Day and the Day after Christmas

*** IF ANY OF THESE DAYS FALL ON A SUNDAY WE ARE CLOSED THE FOLLOWING MONDAY**

* The above are paid holidays for CC's Learning Center if they fall on a contracted day for your child. Notification of **at least** 2 weeks will be given prior to any closed days with the exception of emergencies. Please have a backup childcare provider for these occasions.

CC's Learning Center is not responsible for finding alternate care for your child.

Fees and Definitions

Enrollment Fee: A fee equal to the amount of 1st week of childcare tuition rate. **This is due before the first week of care and is non-refundable.**

Registration Fee: A fee of \$150.00 will be due before the first week of care. **This is due before the first week of care and is non-refundable.**

The Enrollment fee and Registration Fee are both paid together before the first day of care.

Late Fee: \$30.00 fee will be added to tuition for each 15 minute period if a parent is beyond **CLOSING** time. This fee is NOT subdivided.

Late Tuition Fee: \$25.00 fee will be added **each day** to tuition payment. Tuition is due before noon on Friday regardless of your frequency in scheduled payments. If tuition is due on Friday and is NOT paid till the following Monday, and additional \$75.00 will be due

Returned Check Fee: \$50.00 and additional costs incurred for a returned check. If repeated, thereafter payments will be cash or card **ONLY**.

Credit card Convince Fee: \$5.00 fee is charged as a convince fee for the use of the credit/debit card machine.

No Payment: No Payment = No attendance. There are **NO EXCEPTIONS**. Care **MAY** resume once payment is made in **FULL**.

Definitions

Full Time: Childcare contracted on a set scheduled 5 days per week for 8-10 hours a day.

Part Time: Childcare contracted on a set schedule of less than 3 days per week. Part-time childcare occupies a full-time position. So, it is necessary the child and parent abide by the assigned days and times that were agreed upon during registration. Days and times for part-time availability vary- please call for most recent enrollment opportunities. Part-time parents must be aware of holidays and school closures and are responsibly for tuition

payments regardless of attendance. Drop in on NON scheduled days is prohibited unless arrangements have been made with Director 2 weeks in advanced.

Drop Ins: Drop Ins can be accepted as long as the parent arranges days and times 2 weeks in advance with the Director. Drop-in care ONLY applies to children who are or were enrolled in the center. Please DO NOT expect care without making appropriate arrangements.

Tuition Due Date

All payment due dates are established upon enrollment. All tuition is due by 12:00 PM/ NOON on Friday for the following week(s)/month of care. For those who pay monthly, payments are due before the first of the following month. All payments must be paid **prior** to childcare services being provided. Cash, Check, Visa or MasterCard are accepted and a receipt will be given upon **request**. For all signatures a FULL LEGAL signature is required for all card purchase. For those who use Visa or MasterCard a convince **fee of \$5.00** will be added to the total amount owed. A year-end statement of all childcare fees paid will be provided within the first month of the New Year.

Childcare fees are due regardless of whether or not your child attends. You are paying for a position, as well as a service. No refunds are given for late arrivals or early departures. **This contract is a legal document obligating CC's Learning Center to provide a service for you and obligating you to pay CC's Learning Center for that service. CC's Learning Center urges you to thoroughly read the contract/handbook and realize that it is legal and you will be held liable for each item of this contract. By signing it, you are accepting all terms.**



SECTION 2

Our Program

Age appropriate activities are scheduled with flexibility allowed to respond to the needs of the individual child and day. Staff will offer times for outside play, crafts, stories, instruction, interest areas and naps appropriate to the child's age, interests, and abilities. CC's Learning Center will provide your child with care, understanding, patience and guidance in a happy, encouraging setting. CC's Learning Center provides a developmentally appropriate curriculum for each classroom that will help to prepare them for kindergarten and their future education. At CC's Learning Center, we create arts and crafts where the focus is on the **process, not the product**. Free play is also an important part of a child's early years. It is through play when children learn social skills that will be needed for their entire life. Thus, children spend a major portion of their day learning through play in the company of their friends and teachers.

CC's Learning Center Staff

CC's Learning Center offers a program that is designed and implemented by teachers trained and experienced in child development, education and early childhood education. The center has four categories for staff. There is Administration staff, Lead Teachers, Assistants & Office Aides. Each staff member is personally selected because s/he has a unique talent to offer our children, parents and center. All staff is cleared through the Department of Justice (DOJ) and FBI with a fingerprint clearance, criminal record check and child abuse index check. All references are contacted and completed coursework is evaluated and analyzed during the screening process to ensure appropriate background and educational experience.

Grouping of the Children

Ages allowed to attend CC's Learning Center are: New Born to 6 years of age.

Cocoon room: New Born- 18 months of age. Ratio 1:4 MAX 8

Caterpillar room: Toddler 19 months – 24 mo. Ratio 1:6 MAX 6

Butterfly room: 2's & 3's Potty Training. Ratio 1:8 MAX 16

Ladybug Room: Preschool 3-4's. Ratio 1:12 MAX 12

Sunflower room: Pre-Kindergarten 4-5 years of age. Ratio 1:12 MAX 12

*When Children reach 6 years of age CC's Learning Center is NO longer able to care for the child due to regulations with State Licensing.

We place children in classrooms based on their age and our observations of their developmental readiness. Each room has an educational program designed for the children's interests and skills. Special attention is paid to providing challenges that will help them achieve confidence in themselves and increasing levels of competence in all areas of development (Cognitive, Creative, Physical, and Social-Emotional). Each group's learning environment is carefully selected to support the educational goals for the children. It is typical to have some overlap of ages among the rooms. We do consider friendships, developmental readiness and parent concerns in decisions. Interns are not included into the classroom ratios but add vital support for the implementation of curriculum and management of the program.

Full-Time Rates

Discounts

| | | |
|----------------------------------|-------------------|---|
| Birth- 18 Months of age: | \$275.00 per week | \$15.00 off second child's tuition for FT students only |
| Caterpillar-18 Mo- 24 m.: | \$215.00 per week | |
| Not Potty Trained: | \$210.00 per week | |
| Potty Trained: | \$225.00 per week | |

- **Part Time-Full Day Options Only:** hours of operation 6:30am-6:00pm Minimum of **TWO DAYS** in order to enroll
Infants- \$60.00 per day- **NO PART-TIME OPTIONS**
Not Potty Trained- Children over 24 months \$75.00 per day
Potty Trained- Children over 24 months \$70.00 per day

Criteria For Determining Appropriate Placement

Children are placed in appropriate classrooms based on few requirements. Most important is the age of the child and the specific needs that must be met. We Based on these requirements the appropriate classroom will be determined. Children will change classrooms in accordance to their age and availability. Children who have any form of special needs will be mainstreamed and require and IFSP. For the select amount of children that need to change a classroom sooner or later than required, a Permission for Placement form must be completed by the child's guardian and approved by administration.

Child Evaluations

Developmental Milestones and Evaluation forms will be provided to the teachers by the Director. ASQ's and DRDP's are also available upon request as an additional type of developmental milestone form. All evaluations will be on-going as children are constantly learning and mastering new skills and reaching milestones; skills you will observe throughout the year and check off as the child shows competence of that skill/developmental milestone. In some classrooms such as the Sunflower room, other parts of the students' evaluation will require you to sit down one on one with each child on a regular basis to assess their knowledge and academic skills prior to the conference dates to determine mastery of the skills/developmental milestones to discuss with parents. Parent conferences are offered as needed or as requested by teacher or parents in addition to a yearly parent conference. During the month of May, Parent conferences must be offered to each student. Teachers will be responsible for setting up a schedule in advance for these conferences. Teachers and parents may choose to have a phone conference or one on one conference with the parent. The Director will help to coordinate with all classrooms and teachers to approve a list of times parents can choose from based on availability. If a child is transitioning during the scheduled May conferences both teachers will work together to create an assessment and conference packet to discuss with the parents. If a child is struggling within a classroom whether emotionally, socially, physically or academically it is recommended that the teacher observe the student, create goals based on their observations, and set up a parent conference to help create an atmosphere in which the child can succeed and get the help and assistance that they need. There are forms located in the office for parent conferences.

Supplementary Services

Supplementary services provided by CC's Learning Center are to ensure that preschool children with disabilities are educated to the maximum extent appropriate. Here at CC's Learning Center we want to ensure that all children are serviced to the best quality of care we as a center can offer. There are several basic models of service delivery to ensure that preschool children with disabilities are educated with their nondisabled peers. The IEP/IFSP should have an examination, types of supports needed and services the child needs, followed by a determination of whether those supports and services can be provided in the current setting here at CC's Learning Center.

Kindergarten Readiness

Wondering if your child is ready for Kindergarten is a concern most parents address during the preschool years. At CC's Learning Center, we offer children the opportunity to learn in the most natural ways. By presenting children with the ability to make sense of their world in a way they can understand, learning comes natural through observation, communication and the chance to explore. Our academic program prepares all children throughout the program for the expectations as set for through the California Curriculum Framework for Kindergarten. CC's Learning Center is aware of all individual needs and is capable of assessing their skills in social, cognitive, language, physical and emotional development, to determine the best form of practice.

Caterpillar 

Butterfly 

Ladybug 

Sunflower 

| | | | |
|--|---|---|---|
| 7:00-8:00 Arrivals 8:00-9:00 Outside play 9:00-9:15 Diapers/Restroom 9:15-9:45 AM Snack 9:45-10:00 Free Play 10:00-10:30 Circle Time 10:30-10:50 Art, Activities 10:50-11:00 Diapers/Wash Up 11:00-11:30 Lunch 11:30-11:50 Outdoor Play 11:50-12:15 Diapers 12:15-2:30 Napping 3:00-3:15 Diaper Changes 3:15-3:30 PM Snack 3:30-4:00 Child Directed Play 4:00-6:00 Outdoor Play | 7:00-8:00 Arrivals 8:00-9:00 Outside play 9:00-9:15 Diapers/Restroom Break 9:15-9:30 AM Snack 9:30-10:40 Circle, Table Toys, Music, Art Time 10:40-11:15 Child Directed Play 11:15-11:30 Wash Up/Bathrooms 11:30-12:00 Lunch 12:00-12:30 Outdoor Play 12:30-12:45 Bathrooms/Wash Up 12:45-3:00 Quiet/Nap Time 3:00-3:30 Restrooms 3:30-4:00 Teacher Directed Centers 4:00-6:00 Combined Outdoor Play/ Pick Ups | 7:00-8:00 Arrivals 8:45-9:00 Restroom Break 9:00-9:30 Child Directed Play 9:30-9:50 AM Snack 9:50-10:20 Circle Time 10:20-10:40 Teacher Directed Activity 10:40-11:30 Table Time 11:30- 11:50 Free Play 11:50-12:00 Restrooms/ Wash Up 12:00—12:30 Lunch 12:30-1:00 Outdoor Play 1:00 -3:00 Nap/ Rest Time 3:00-3:30 Rest Room/ AM Snack 3:30-4:00 Child Directed Play 4:00-6:00 Combined Play/Pick Ups | 7:00-8:50 Arrivals and Combined Outdoor Play 9:00-9:15 Wash Up/Restroom 9:15-9:30 Journal 9:30-9:45 Snack 9:45-10:15 Circle Time 10:15-11:15 Teacher Directed Activity 11:15- 11:40 Art/Music/Student Directed Activity 11:40-12 Free Play/Wash up 12:00-12:30 Lunch 12:30-1:00 Free Play/Restroom 1:00-3:00 Rest Period 3:00-3:30 One on One/ Workbooks/Student Directed Activity 3:30-4:00 PM Snack 4:00-4:10 Recap of Day/ Motivational Chat 4:10-6:00 Combined Play/Pick up |
|--|---|---|---|

English Language Acquisition

Many children speak another language other than English. CC's Learning Center recognizes this advantage and will support the child in acquiring a fluency in English and their native language. CC's Learning Center will provide the child the opportunity to become part of a group without verbal expectations while at the same time building on what the child already knows. Gradually, the child will begin to use two or more word utterances, then even short phrases. Through repetition, gestures accompanying words, and extending mastered phrases, CC's Learning Center will support the acquisition of English. Parents can also help by giving the teachers words and phrases in their home language.

Extending Learning at Home

You, as a parent, can benefit the child by extending the concepts learned at school while at home. This extended learning can be accomplished through routine, simple activities and discussions at home. Our teachers will help you

explore ways to extend your child's learning. Teachers will include suggestions in the Daily Notes and through general communication as to help the child by both extending and encouraging learning outside of CC's Learning Center.

Guiding Behavior/ Discipline

CC's Learning Center is child-centered and flexible in teaching, although limits to certain behaviors need to be set. There are times when a child's behavior may threaten their own safety or the safety of others or is potentially harmful to materials or interferes with the teaching/ learning environment in the classroom. It is important the inappropriate behavior be stopped while at the keeping the child's self-esteem intact and learning continuous. Some people call it discipline. CC's Learning Center prefers the word guidance. Children will be treated with courtesy, respect, and patience. Guidance will be used according to age and understanding level of the individual child. CC's Learning Center practices Active Listening with all children. Active Listening, coined by Thomas Gordon, is a way to first listen to the child and then give the adult time to assist the child in reflection. By reflecting back, we let the child know we understand their feelings and now we can help them communicate or act in a way that has better choices. By acknowledging the child's feelings and with helping them become aware of the feelings of others, we are educating children who feel valued for the very special individual they are. Most of the time, children will accept the verbal reminders of what is acceptable behavior. Although, sometimes this message needs to be clarified by a temporary restriction of the child's activities until they are able to "calm down". This may mean that the child will spend time away from the group with adult supervision. If a child becomes a persistent behavior situation, staff will address it with you and we will try to resolve it together. One way that a teacher may communicate this to a parent will be through CC's Behavioral Reports which document the context and situation of the behavior, as well as the steps taken by the teacher. After three or more serious incidents of the inappropriate behavior, Teachers and Administration may recommend a Parent Teacher Conference . This will give both the parent and teacher the opportunity to come together and discuss positive methods to help change the child's inappropriate behavior. AT NO TIME WILL A CHILD BE SUBJECTED TO PHYSICAL PUNISHMENT OR SHAMING, FRIGHTENING OR HUMILIATING METHODS BE USED, OR ANY TYPE OF VERBAL ABUSE, THREATS, DEROGATORY REMARKS, OR DEPRIVATION OF A MEAL OR ANY PART OF A MEAL BE USED. NO CHILD WILL EVER BE PUNISHED.

101223.2 DISCIPLINE 101223.2

- (a) Any form of discipline or punishment that violates a child's personal rights as specified in Section
- (b) 101223 shall not be permitted regardless of authorized representative consent or authorization.

Rest Time

All children under the age of 5, will have a rest period. No child is forced to sleep; however, they must remain quiet for a minimum of thirty minutes. Older children, and those who wake early, will participate in a quiet activity or outside supervised play until Rest Time is over. Please try not to schedule pickups or visits during this time to lessen disturbances to the other resting children. All children will rest on their mats with individual linens. All linens are provided by the parents and it's their responsibility to clean them as needed. All linens are sent home at the end of each child's week and must be returned the following week. Infants are given private cribs and older children sleep on individual mats. Toddlers and Preschoolers are given an opportunity to sleep after lunch, with private mats, cots and individual bedding. If a child falls asleep, we will not awaken them; regulations do not allow "interfering with natural bodily functions."

- (b) All children shall be given an opportunity to nap or rest without distraction or disturbance from other activities at the center.
 - (1) A napping space and a cot or mat shall be available for each child under the age of five.
 - (2) Centers that serve children in half-day programs are not required to schedule napping periods or have napping equipment for such children.
 - (3) No child shall be forced to stay awake or to stay in the napping area longer than the normal napping period.

Diapering and Toilet Learning

CC's Learning Center asks the parents to provide the diapers, diaper wipes, changing pads and any other items needed such as cream or medicine. If you do want your child to use a "pull-up", we ask that you address this with the teacher before doing so because the changing of this diaper can be extremely difficult. If you feel that your child is ready to learn toileting, we want to partner with you. Please talk with the child's teacher to develop a cooperative and successful plan. All children's toilets are in plain view for safety reasons to allow for full supervision. Please remember, regardless of your child's toileting needs send them ONLY in easy on/easy off clothing. This type of clothing makes it easier to change diaper and easier for the child to learn how to dress and undress. CC's Learning

Center does not launder soiled items and will send them home in a labeled plastic bag. Please replace any clothing sent home by the next day of care.

The diapering surface is waterproof and free of cracks. Disposable paper cover and latex gloves are used when changing diapers. After use, the changing table is cleaned and sprayed with a solution for disinfecting and cleaning. Soiled diapers, wipes and gloves are immediately thrown away. Diapers are changed as needed and are checked often. On occasion, when creams are needed, it will be discussed with parents to supply a Medication Administration form.

Topical Ointments

If any topical ointments such as diaper creams, lotions, sunscreens, or Neosporin are required for your child, the parent must provide the ointment along with a signed medical administration form. This gives the teacher consent to use the ointment as needed or required.

Holidays and Cultural Celebrations

We honor major holidays as mentioned on page 7 and all children's birthdays. Every holiday, in every culture, celebrates human values. In choosing how we will recognize and celebrate each holiday, we look for universal values and for the fun ways in which they can be enjoyed. Thus, we will plan activities that are child-orientated. In doing so, we hope that all children can gain an appreciation for the richness of their culture as well as other cultures. Parents are highly encouraged to offer insight and information regarding cultural practices and/or holidays. Religious instruction and worship are not provided or allowed in this program. Religious holidays are recognized through the significant human values that are emphasized without presenting the religious aspect of the holiday.

Vacations

CC's Learning Center has a flat tuition rate policy. Tuition will be the same regardless of closures or absences. Parents are required to give CC's Learning Center at least a two (2) week notice when child will be gone for vacations. Full Tuition Fee is required and must be paid in advance to hold your child's spot when gone for vacation.

Birthdays

Birthdays are special times traditionally celebrated in American culture. At CC's Learning Center, we recognize birthdays with a crown and a song. Parents are invited to participate and/or provide special foods to be eaten after the lunch meal. It is not necessary to provide party hats, candles, favors, and ice cream; a simple celebration is usually easier for the child to handle. In providing treats for birthdays, parents are asked to keep in mind our efforts to provide nutritious as well as delicious foods, and to AVOID ALL PEANUT PRODUCTS. Please help us plan ahead by notifying the teacher several days in advance if you plan to bring any kind of treat for your child's birthday. If "goodie" bags are made to take home as a party favor, they will be set aside until the child is picked up. Remember NO PEANUTS or PEANUT PRODUCTS.

Nutrition and Meals

CC's Learning Center wants all children to derive pleasure as well as social and nutritional benefits from mealtimes. All snacks/meals are planned to include the nutritional elements that young children need. Menus are varied and new foods are introduced occasionally to give children an opportunity to expand their appreciation for different tastes. Many parents find that group eating experience helps their child to enjoy foods that formerly went untried or at least were underrated by their children. We provide a variety of attractive foods and serve them in a manner that encourages positive attitudes about food. Salt content is reduced, an abundance of whole grains offered, sugar used sparingly and most foods with preservatives are avoided. We make every effort to provide a large variety of healthy and nutritious foods. No child is forced to eat anything, although "try it, you might like it" is encouraged. All cups, milk, juice and food containers must be labeled with the child's full name. If your child is bringing a lunch make sure to send the lunch box every day, marked with your child's name. A microwave is available if lunches need to be heated. Please leave a note in the lunch bag/box informing the teacher. We encourage reusable containers in all lunches. Please label all of these containers so they can be returned. Please make sure your child's lunch is Health! DO NOT send fast food, candy, sugary drink boxes, ect. We provide water throughout the day with snacks and lunches. If you would like your child to have milk at lunch please send it in their lunch box and

ask the lunch box to be refrigerated or provide an icepack in their lunch box. The milk will be poured into an open cup for your child to drink. At the end of the day, any perishable food shall be returned to the parent or discarded. Please remember we DO NOT serve breakfast. Children can either come with their breakfast in hand or have already had breakfast before entering the classroom. We provide an AM and PM snack. **At no time are peanuts, or peanut products served.** Peanut Butter Alternatives: Almond Butter, Pea Butter, Sun Butter, Soy Nut Butter, ect. Parent's ideas, questions and suggestions regarding nutrition in the program is welcomed. CC's Learning Center practices family style eating during snack times. Children are encouraged to use meal time to share their experiences with each other and to socialize in an appropriate manner. Manners are taught and practiced during this time as well as throughout the day. Please list, on the medical report, any food allergies or special diets your child may have. If your child does need a special diet, please inform the director and staff of these foods as soon as possible. Also, keep in mind CC's Learning Center is a PEANUT FREE ZONE! For all meals brought from home we ask that these meals be nutritious and have a variety of the major food groups. Protein, Fruit, Vegetable, ect.

Food Allergies

Allergy lists are posted in every classroom, the main office and the kitchen. It is the parent's responsibility to review the posted list in their child's room to ensure that all up-to-date known allergies are listed, and to inform the Office any time there is a change in their child's allergies. Please note that you are welcome to discuss mealtime needs with the director of the center. Be sure to give the office all information regarding your child's allergies and health needs.

Dress Code

Please dress your child appropriately. The activities during the day may be messy. Do not send your child in clothing that you do not want stained or dirtied. Weather permitting, we will spend a lot of time both indoors and outdoors. Please, provide your child with the correct layers and jackets to adjust to the frequent changes in temperature. Clearly label your child's sweater, jacket and shoes, or anything that would come off during the day. Also, bring a complete change of clothes for your child in a clearly marked bag; the zip-lock style works best. If your child uses the extra set of clothing, please remember to replace it immediately. All children at the center must have their feet protected by closed-toe shoes. It is extremely difficult for them to climb in sandals, kick a ball and run. If the child has no spare clothing, the parent will be called to bring some. It is okay to bring a blanket or "blankie" as security but please remember to LABEL IT. We will do our best to keep track of these transitional items and it will be easier if they are labeled. Please do NOT send any toys from home with your child to school. If your child needs a special item for sleeping, it will be allowed, but it will remain put away until Rest Time. CC's Learning Center assumes NO responsibility for lost, stolen, or broken toys from home.

Please DO NOT BRING:

- Food, candy or gum; only lunches are allowed
- Special toys not well suited to group use. We will NOT take responsibility for these items
- Or anything that may and will be lost

First day...

Parents usually want to remain with their child as long as the child needs them on the first day. It is helpful to arrive early on your child's first day. Age is not the best predictor for readiness of separation. Some children are fine to separate from a parent while others take longer. It helps to remember; this is a child's way of becoming more independent and confident. Sometimes parting is easy the first week; then later your child starts to cling when you are preparing to leave. Your child has realized that you are going to be gone for a considerable amount of time and has to figure out what this schedule is all about. This turn in events is not a reason for worry. It's another of the many milestones a child will make in their lifelong learning process. To help with separation anxiety, prepare your child in the weeks before starting. You can do this by talking about the program, what you will be doing during the day, as well as your child, and always mention how you will return to take them home. You can also bring a photo of you and your child so the child has something to remind them of home. Whatever your child's feeling the first day, or any day, it is always best to accept and respect their honest expressions of their emotions. Our teachers will help and support you when you are ready to leave. Once you do make the decision to leave, it is highly recommended you say "good bye" and then follow through. If you start to leave and then return, it tends to increase anxiety and

does little to improve the success of parting. Once you have left, you are welcome to ask our office staff to check on your child. We would love to let you know how things are going.

Arrival and Departure

We are lucky to have a large drop-off area for all parents. Please make sure you walk your child through the Flower Avenue entrance. When out of the car, head directly for the side walk. Do not walk across the parking lot. If the parking on the Flower Avenue side is full then you are welcome to use the parking located in the church parking lot. When using the church parking lot keep in mind there are no crosswalks and thus it can be dangerous while walking to the center. At all times, we ask that you model a good pedestrian. Upon arrival in the morning, we ask that you please take your child directly into their assigned classroom and be sure that the teacher or assistant sees your child and is able to greet him/her. After you have delivered your child to class, you must sign your child in on their classroom binder. While in the classroom make sure to check the parent board for upcoming information and events.

A friendly reminder....

-All of CC's Learning Center Staff must say "Hello" to your child upon arrival. This it to be certain your child has been noticed... PLEASE...DO NOT let your child slip in without a greeting.

- Always remember to say "goodbye" to your child, NEVER leave your child without clearly saying "good-bye". If separation causes tears, we can accept tears... But don't make the mistake of causing confusion by disappearing without the good-bye hug or kiss or your traditional routine. Do not underestimate the importance of departure rituals. Children sometimes fret a whole day because they missed that good-bye kiss.

- Don't drag it out! It is more helpful to your child if the parent shows confidence in the child's ability to adjust by making a comfortable, brief departure. Sometimes a child feels the need to prolong the parting and can work up quite a lot of sad feelings in the process; however, they are quick to adjust.

- If your child is upset when you leave and you may be worried, please Phone Us! Parents are more than welcome to call the Center at any time to ask how a child is feeling; we will gladly give you a report on your child's adjustment and present situation. We'll let you know if your child has worked through the upsetting moment.

At Pick Up Time, we ask that all parents **sign their child out in the classroom first**. It just makes it easier! If you are picking up your child while they are in the middle of an activity, please allow the child to finish what they are doing, and do not forget to say "goodbye" to a few friends and your teacher. Some children like to drag out the goodbye time; so allow a short time to adjust to leaving and be sure to follow through. Teachers always need to know of departures; so allow for your teacher to give your child a good-bye hug or at least a wave across the yard. As for late pick ups, notify the office as soon as possible with a phone call in order to alert the staff. If you are picking up your child close to closing time, we ask that this is prompt rather than prolonged, our staff have other commitments after we close at 6:00 PM. ALL LATE PICK-UPS INCURS LATE FEES of \$15.00 per 15 minute increments. Closing time is Monday-Friday 6 PM. When registering your child(ren) you noted times of care needed. It is your duty to abide by these times. If you scheduled care from 6:30 to 5:30, it is mandatory the child is picked up before 5:30. If the parent is late, fees will be added.

Section 3

Parent-Teacher Communication

Communication is an essential part of CC's Learning Center's program. Parent-Teacher communication will take place naturally and casually. Never think that what you may want to say or ask about your child is insignificant, we value all parents opinions and values. Teachers can also arrange to meet with you on a scheduled phone call or a personal meeting. We hope that all parents will avoid talking about their child in front of him/her or any child. Please save important messages, questions or concerns when you can speak privately with the teacher. If a phone call would work better for you, please schedule time and we will be happy to accommodate. All teachers need to know of any special circumstances in a child's life that influence the child's moods and needs of the day. A written note to the teacher indicating that a pet has died, a grandmother has arrived or even change in the family structure is greatly appreciated. Other things are helpful to staff as well, such as moving, new babies on the way or that have

arrived, ect... Children's moods can be affected by thousands of situations and teachers at CC's Learning Center want to understand in order to provide the best support when needed.

Parent-Teacher Conferences are also a major part of our program. We find that scheduling private individual conferences with parents can significantly enhance our work with your child. At the conference, we will share information about your child which will enhance the teacher's ability to work effectively with your child. Parents will be notified each year when teachers are available and then the parents can schedule their meeting. It is highly recommended that parent's sign up at their earliest convenience when these conferences are offered. If you make an appointment, please remember to keep your appointment. Both parents are more than welcome to attend a Parent-Teacher conference in the best interest of their child. All conferences are optional.

Cell Phones

Cell phones can pose a barrier to effective face-to-face communication which we value at CC's Learning Center. Cell phone conversations can often be loud and disturbing to others. We ask the ALL staff to not use their cell phones at ALL times when on campus. As for parents, we ask that all calls are finished before entering the classrooms or play yards in order to be free to greet their child and to converse with the teaching staff. All staff and parents, when not with children, may use cell phones quietly in the outside area or in the lounge/ office.

Parent Concernes/ Grevances

All concerns should be addressed as soon as possible. Often, a parent's concern can be an opportunity for program improvement. It is usually best to discuss a concern directly with the person who can address the situation. In some cases, the Teacher or director would be the person who can help find a resolution. Health and Safety concerns should be brought to the attention of the Director as soon as possible. Parents are encouraged to make an appointment with the appropriate person and openly discuss the matter of concern so that we may work together toward a resolution. Our program has grown over the years through the efforts of parents and people trying to make it better and better. Sometimes we can make small changes that make big differences. No idea is too small or unimportant to mention. Feedback from parents will also be solicited each year through parent survey's, questionnaires and other forms. The center welcomes written feedback at any time; for your convenience you can place a note into the fee payment box located in the lobby.

Confidentiality

All information regarding children or families of CC's Learning Center is regarded as confidential. Only the teaching staff, administrators and Social Services have the right to view the files or assessments of each child enrolled at CC's Learning Center. Upon termination of enrollment, children's files are archived for four years as required by law in storage and then shredded.

Rights Of The Licensing Agency (Section 101200 b & c)

The Department or Licensing Agency shall have the authority to interview children or staff and to inspect and audit child or facility records without prior consent. The licensee shall make provisions for private interviews with any children or staff member; and for the examination of all records relating to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect, or inappropriate placement.

SECTION 4

Enrollment Policies Easy as 1-5

Before enrolling your child in CC's Learning Center there are several things you must do:

1. Read through and become familiar with the Policies in the Parent Handbook.
2. An acquaintance visit must be made. CC's Learning Center asks that parents have one, and preferably two, visits to CC's Learning Center to become familiar with the director, teachers and the service's provided.
3. All appropriate forms must be filled out, signed, and on file **PRIOR** to admission. All necessary forms/consents will be given to you in your admission package.
4. All required supplies must be brought within a week of your child's first day.

5. All fees must be paid in full prior to attending.

Admissions

CC's Learning Center is operated on a non-discriminatory basis, according equal treatment and access to services without regard for race, color, religion, sex, national origin, ancestry, sexual orientation, or mental or physical disability. Children with disabilities are welcomed if this program is appropriate for the needs and services of the child. New children are admitted each year. Siblings of current students enrolled at CC's Learning Center have priority. All children are admitted based on a first-come-first serve basis. A waiting list of interested families is maintained for the purposed of determining new enrollment and are kept on file. If the individual cannot be contacted within the week of an open spot, they will be removed and the next individual on the waiting list will be contacted.

Contract and Fees

Prior to the first day of school, parents must return **all** admission forms as well as **all** fees to the center's office. No child may attend before submitting all requested forms, a record of immunizations and a signed physician statement of health. All fees are due in advance. Parents have the option to pay weekly or monthly depending on what is preferred. Late fees apply to accounts that are not paid within the payment period.

Child Schedules

Any changes in a child's schedule or payment plan must be requested and accepted by the director. We will try to make changes effective as soon as possible. If a schedule change can be granted, two weeks' notice is necessary to terminate a contract and register a new contract associated with different fees. NO contracted fees will be grandfathered. Families pay for a position and should follow the contract as accepted by the director.

Sign-In/Out

CC's Learning Center assumes all responsibility for your child only while he/she is on CC's Learning Center's property. No child will be allowed to leave with anyone except the parent, unless indicated on the Identification and Emergency Form (LIC 700). Telephoned permission will not do! Anyone unfamiliar to the director and/or teacher will be required to show proof of Identification. Please make the alternate pick up person is aware of the requirements. Please be in control of your child during drop off and pick up times. If the person picking up the child appears to be under the influence of alcohol or drugs, staff is required to call 9-1-1. If there is a court order keeping one parent or guardian away from the child, CC's Learning Center must have a letter from the court on file to that effect. **Please sign your child in and out each day with a full and legal signature**, failure to do so will constitute penalties.

101229.1 SIGN IN AND SIGN OUT 101229.1

- (1) The person who signs the child in/out shall use his/her full legal signature and shall record the time of day.
- (b) The person who brings the child to, and removes the child from, the center shall sign the child in/out.
- (c) A person who removes the child from the center during the day, and returns the child to the center the same day, shall sign the child in/out.
- (d) The sign-in and sign-out sheets with the signatures required by this section and by Section 101226.1 shall be kept for one month and shall be available at the center for review by the Department.

Absences and Overtime

IF YOUR CHILD WILL BE ABSENT, CALL THE OFFICE NO LATER THAN 8 AM. If you are not sure by 8 am. Please call the center as soon as possible. Your call is an important courtesy to all who are planning such as snacks, meals, and the activities for the day. There will be no refunds or changes in scheduled time due to absenteeism.

Late Pick Ups

If a parent is unable to come for the child on time, it is essential to call the center and let us know when you are able to return for your child. Closing time is very important to our staff and we have duties that must be completed before the final minutes of the day to prepare for the next day's arrivals. Constant late pick-ups pose a severe problem for us, that is why there are late fees. Parents who are late receive an automatic **\$30 applied to every fifteen minute**

increments. If the parent decides to send another adult, this adult must be on the child's Identification form (LIC 700) and Emergency Form with a valid ID.

Driver Safety

CC's Learning Center will not release a child at any time to a parent or designated individual who is VISIBLY impaired due to alcohol consumption, substance abuse, prescription drugs or other substances. In the event that a parent or a designated individual is impaired, the Office staff will telephone 9-1-1.

SECTION 5

Parent Support

All teachers at CC's Learning Center would love to have the support of the parents both inside and outside of the classroom. Please make sure to ask your child's teacher if there is any type of lesson assignments that can be completed with the help of a parent volunteer. Throughout the year there are many times a teacher would love the assistance of a parent to help cut, color, laminate, bind, decorate and much, much more!

Volunteering

Children will feel most comfortable at CC's Learning Center when they know that their parent is invested in them and the Center some way. In addition to enhancing the quality of the program, parent involvement increases your child's sense of security. Parents are encouraged to spend time in their child's classroom to share unique talents, gifts, and a part of their culture. Please join in our activities whenever time permits.

The program is greatly improved through the help of parent's time, energy, thought and creativity. Parents are asked to select a "Parent Job" from among the jobs posted in the classroom. Other ways of supporting the program will be offered throughout the year, such as attending work parties, working in fundraising, and helping with a variety of planned activities both on campus and off. Here at CC's Learning Center we are very grateful for the many ways that parents help make the center better for everyone involved. Parents are a vital part to the success of CC's Learning Center and the students involved. No matter the type of volunteer, we are required to have the volunteer complete a criminal background check and have a cleared TB test.

Interns

CC's Learning Center is also a learning environment for students working towards a career in Child Development and Teaching. We work closely with both Cal State Fullerton and Fullerton College students who are interested in interning and earning credits towards their degree. All interns are interviewed prior to their involvement with CC's as well as TB tested and screened. Interns are never allowed to be alone with students and may only be assisting the lead teacher in supervision and care. Many of our current teachers were once interns with CC's prior to them being hired. We are always grateful and thankful for our interns and appreciate their help.

SECTION 6

Health/ Illness

Under no circumstance will a sick child be able to attend CC's Learning Center. All children should be allowed to recover fully from an illness in the comfort of their own home. If you are unable to remain home with your child, it is your responsibility to make substitute childcare arrangements. Obviously, it is not possible to prevent the spread of all illness. However, minimizing exposure and providing good hygienic practices at CC's Learning Center and at home are a means by which we can limit the spread of illnesses. For the benefit of all involved, the following policies will be strictly enforced:

Children who have exhibited ANY symptoms of illness within the preceding 24-hour period are likely to be contagious and should remain at home. Examples of associated symptoms include, but are not limited to, fever of 100F measured orally, nausea or vomiting, diarrhea, sore throat, loss of voice, hacking or continuous coughing, yellow or green runny nose, draining eyes or ears, rash, or head lice. Parents of children who become ill during the day will be promptly notified and are expected to arrange their pick up immediately. The sick child will be isolated

from the other children to minimize exposure. If the parent cannot be reached, the person designated as the emergency contact will be notified. Children who are ill must not be brought to the center and the parent must call the Center as soon as possible to report their absenteeism. **All children prior to enrollment MUST have the following forms fully completed in regards to health:**

- A Child's Physician Report Form (LIC 701) – THIS FORM MUST BE COMPLETED BY A DOCTOR & UPDATED ANNUALLY
- A Child's Preadmission Health History (LIC 702)

There are no refunds for absences

Immunizations

Required Immunizations for Children in Child Care Centers

| Immunizations Required | Dose |
|---------------------------------|--|
| Hepatitis B- (HBV)..... | (3) At Birth, 1 to 2 months, and the third at 6 to 18 months |
| Pneumococcal Vaccine (PCV)..... | (4) 2 months, 4 months, 6 months and 12 to 15 months |
| DTaP..... | (5) 2 months, 4 months, 6 months, 15 to 18 months and 4 to 6 yrs |
| Hib..... | (3) 2 months, 4 months and 6 months |
| IPV..... | (4) 2 months, 4 months, 6 to 18 months, and 4 to 6 years |
| Influenza..... | < 9 years and is given in 2 separate shots a month apart |
| MMR..... | (2) 12 to 15 months and 4 to 6 years |
| Varicella (chickenpox)..... | (2) 12 to 15 months and booster 4 to 6 years |
| Hepatitis A..... | (2) 12 to 23 months and next one 6 months later |
| Rotavirus..... | (3) 2 months, 4 months and 6 months |

The law allows parents exceptions from immunization requirements based on their personal beliefs.
Documentation of all immunizations is required and must be submitted to Center.

101220.1 IMMUNIZATIONS 101220.1

(a) Prior to admission to a child care center, children shall be immunized against diseases as required by the California Code of Regulations, Title 17, commencing with Section 6000.

When Am I Too Sick?

Generally speaking, your child should stay home if s/he is not feeling well enough to participate fully in the day's activities including outdoor play. Your child needs to be home when s/he is too tender to handle the day without you, due to an illness. To be more specific, if your child has had the following symptoms in a 24 hour period the child should not attend.

| | | | |
|------------------------|----------------------------|---------------------|-------------------------------|
| Fever | Nausea /Vomiting | Impetigo | Earache |
| Severe Coughing | Strep Throat | Diarrhea | Rash of Unknown Origin |
| Constant Mucous | Discharge from Nose | Listlessness | |

Your child is able to return when they have been prescribed antibiotics for 24-48 hours. For a runny nose, it is safe to return to care when it is not thick, yellow and green or does not require frequent wiping. No matter the illness it is required they see a health care provider and return with a note. Please discuss any conditions with the teacher and or director when the child returns to the center.

Guidelines for Excluding Ill Children

In the event that your child is ill and needs to miss a day, please call as soon as possible. This notice helps the teacher with the preparation of the day's activities and the meal count for snacks and meals served that day. The parent agrees to pay childcare fees to hold child's position during any vacation time or extended leave due to illness etc. THERE ARE NO REUNDS WHEN A CHILD IS ABSENT. Full payments must be received whether or not child attends. If no payment is received then late fees and accountability will proceed.

Below is a small list to notify parents when a child will be sent home for the day:

1. Respiratory illnesses and colds: Children with colds will be excluded from the Center. Children with runny noses will not necessary be excluded from the Center. However, if the mucous has color, such as green or yellow, or it is profuse and cannot be controlled by normal wiping, then the child can be excluded at the

teacher's discretion. A child will also be excluded from the Center if the runny nose is associated with a fever, an infected throat, congestion, persistent cough or general irritability.

2. Diarrhea: A child with a loose or watery stool will be observed, if it is repeated, the child must be excluded. Children must be free of diarrhea for 24 hours AND have had at least one normal bowel movement before returning. Children should be carefully bathed before being brought back to the Center.
3. Vomiting: Children need to stay home for 24 hours after vomiting.
4. Other Symptoms: Earaches and/or ear drainage, unusual listlessness, red or watery eyes, unexplained rashes or sores, difficulty in breathing, vomiting, headaches, croupy coughs, ect.. If your child is not well enough to participate in all normal activities, including outdoor play, s/he may be excluded.
5. If your child develops a childhood illness or other contagious illness, the staff should be notified at once. For example, notify the staff if your child has measles, rubella, chicken pox, impetigo, conjunctivitis, ect. We will alert the other teachers and parents to watch for possible symptoms in other children.
6. Children with a temperature above 100F and no other symptoms may be sent home. The child must be free of fever for 24 hours before returning to the Center.
7. Children with conjunctivitis (i.e., "pink eye") must see a doctor and have been taking medication for at least 24 hours before returning the Center.

It is the Director's duty to send any child home immediately if any illness is suspected. When a child develops a possible contagious disease, the parent should notify the Director and the Director will notify other parents as to the day of exposure, incubation period and isolation period of the reported illness. An ill child should not return to school until the period of contagion has passed and health screenings and precautions met. The director must contact the Orange County Community Care Licensing to report an outbreak of any contagious illness.

Preventing the Spread of Illness

Germs are everywhere! That is why CC's Learning Center is BIG ON WASHING HANDS. Even healthy children carry germs, to which they are personally immune, but others may not be immune, or they may be in the highly contagious stage just before the symptoms of a virus appear. As a parent, it is important to prepare for situations when your child may be ill. As for staff at the Center, we ask that hands are washed continuously throughout the day. Children are also encouraged to wash their hands before and after they eat, after restroom use and whenever needed. We encourage parents to practice these types of hygienic care at home.

Daily Health Screening

Upon arrival each day, parents must be aware of the list of health symptoms before signing in. The purpose of the health screening is to increase communication about minor health problems, medications, and other notable needs for the child. A Health Screening by both, parents and teachers, are to ensure that all children are healthy and well for the day's activities. If a child is found to be ill by the teacher, they will be sent home.

Medications

A child will not be given any medication, prescription or over the counter, unless the parent gives written permission LIC 9221. All medications shall have the child's name, name of medication, doctor's name, name of pharmacy, prescription number, date of prescription, and directions for administering. The medication must be in the original container. Permission to Administer Medication forms need to be filled out each time your child will need medicine to be administered. All Medication is encouraged to be given at home. All medications are valid for only a week and then a new Medication Administration Form must be completed, unless stated otherwise by the child's doctor. The same permission is required to use diapering products, sunscreen lotion, insect repellents and teething ointments.

*EXCEPTION: CC's Learning Center will administer medication or treatments if instructed to do so by poison control or emergency medical services.

Allergies

All allergies, food and other, must be reported upon enrollment. Environmental allergies, such as dust, pollen, and others should be brought to our attention. The Center will inform our teaching and kitchen staff of the foods to which a child is allergic.

We can provide substitute foods for allergic children. Arrangements should be made with the office staff in writing. The Office staff can then notify the appropriate adults. All allergies are kept confidential but are posted where needed.

- Allergies to milk require a physician's statement for substitute foods.
- It is vital that we know of allergy to bee stings, peanuts, any substance that could be life-threatening to your child.
- Due to the seriousness of peanut allergies in some individuals, NO PEANUT PRODUCTS may be brought to the Center.

Sunscreen

Sunburns on childhood are the leading cause of skin cancer. With written permission from parents, staff at the Center will apply sunscreen as needed. It is the responsibility of the parent to apply sunscreen **before** their child arrives at the Center. Hats and sunglasses are recommended for sun protection and our teachers will remind children to wear them, if provided. Please label and be sure teachers know your child has brought these items.

Accidents

Accidents that constitute minor injuries will be brought to your attention at the end of the day. Minor accidents, such as a scratch from a fall, our staff will provide routine hygienic measures, such as washing the wound, applying bandages and a Accident/ Incident Report sent home summarizing the situation. At all times, we have teachers on site that are certified in Pediatric First Aid and CPR. A copy of the report will go home and another copy will go into the child's file. All accident reports **MUST** be signed by the Center Staff and the Child's Parent/ Guardian. By signing the report, the parent/guardian acknowledges a written detailed report stating the following: Child's Name, Date/ Time of the injury, Location of the injury, treatment of incident and details of how it happened.

As for serious accidents or illnesses, we abide by the following:

- In the event of a serious accident that requires medical observation, extensive first aid treatment, or treatment by a health care provider, we will **FIRST** contact 9-1-1 and then the parent will be notified.
- If you, the parent, cannot be located, we will call the people on the emergency list.
- Upon recommendation of the paramedics, children may be taken to the nearest emergency hospital for treatment. For this reason, parents are asked to sign an authorization for treatment in the event that their child arrives at the hospital before the parent can get there LIC 627.
- An ambulance will be called to take your child to the nearest medical facility.
- Parents of the child will be responsible for ALL medical service costs.

SECTION 7

Dental and Medical Emergencies

In the event that may require emergency Dental/ Medical care parents give consent to medical /dental procedures through the form LIC 627. This form covers the case in the event that their physician or dentist is unavailable, a licensed, qualified physician or dentist may be secured. The parent/authorized representative agrees to pay all costs and fees contingent on any emergency medical/surgical/dental treatment for their child as secured and/or authorized under this consent form.

Fire / Earthquake/ Safety

Fire and Earthquake drills are held once monthly in developmentally appropriate ways. If you are at the Center during a drill, you are requested to participate in the procedures until the "all clear" is indicated. Parents may not pick up their children during a drill; we need to work together to support the importance and seriousness of a fire/earthquake drill.

We have an evacuation plan posted in each room on every door and a large quantity of emergency supplies stored in the storage shed located on the backside of the Center. In the event of an emergency requiring evacuation, please come to the Center as soon as you are able. Our staff will stay with the children as needed and will provide food, water, shelter, and first aid.

In the event of a threatening person, we will “shelter in place”. This means we will lock the Center gates and doors, close windows and blinds, and protect the children. The whole Center will receive warning information and no parents will be able to enter the Center until the threat has been removed.

Emergency Evacuation

In the event of a FIRE or GAS LEAK, we will evacuate the Center and gather in our safe dispersal area when cleared. There is one fire extinguisher located in each room. If there is a fire, the children will be evacuated while another teacher immediately calls 911. We practice drills monthly so the children will be prepared in the event of an emergency. The evacuation plans are located on each door of each classroom and you are free to view the evacuation plan.

In the event of a POWER OUTAGE AFTER DARK, all of the children will be taken to play in the main room directly next to the Office. There are flashlights located in each room. A sign will also be posted on the Office Door as well as the room to inform all parents where we are located. You, as a parent, are not personally notified of the emergency until it is possible to do so. Our first priorities are safety and care of the children and staff. Signs will be posted at the Center Gates and, if needed, directing you to our evacuation site.

In the event of a strong EARTHQUAKE, you will obviously be aware that it has occurred and it is at your discretion to come directly to the Center to get your child. Children inside of the buildings will take cover away from the windows until the shaking has stopped. If there is building damage, we will evacuate to an open area away from trees, power lines and power poles.

If there is a MAJOR DISASTER, parents will be expected to come to the Center as soon as possible. If we must leave the Center, we will leave a notice posted prominently on all doors and fences. In the event of evacuation from the area, families should contact the American Red Cross to learn the whereabouts of their relatives. The Center will do its best to leave messages to families via phone, text messages and/or email.

If there is ever a LOCKDOWN in the center you are to remain distant from the school until further notice. The whole school will be locked and all lights and rooms blacked out. Although this event is unlikely there is a possibility it could happen and being prepared may render safety. It is important to know that you will not be able to pick up your child until CC’s releases them by confirming areal safety with the local police department.

Supplies

All supplies must be labeled with your child’s name. You will need to provide the following items to be left here:

1. Two complete changes of clothing (more if we are toilet training). This includes shirts, pants, socks, shoes, underwear and a jacket.
2. Bedding; one fitted sheet and no more than two loose sheets. All Bedding must be labeled and placed in a zip lock bag.
3. Any over the counter medication that you may wish to be used. This must have your child’s name on it followed with Permission to Administer Medication. ie: destine, sunscreen, ect...
4. Some type of back-pack or cloth bag that can be easily transported from the center to home, labeled.
5. Lunch and drink for the day. Each must be labeled and dated.
6. Diapers, wipes, changing pads

SECTION 8

Field Trips

At CC’s Learning Center, we do not go on field trips, or leave the Center unless it is an emergency that hinders or endangers the health and safety of the children and staff here at CC’s Learning Center.

Transportation Arrangements

At CC's Learning Center, we do not transport any children. If it is a medical emergency 9-1-1 is called. At no time will a child be transported to or from this center by any staff members.

Photographs

Here at CC's Learning Center we love to document all the exciting things we do on a monthly basis. We ask that all parents are aware and accept still photos of the children participating in preschool activities. Any photos taken will not be published for advertising unless with the permission from the parent. All still photos are placed with NO names in each classroom documenting their learning experiences.

Parking

There are few things we need to do to make drop-off and pick-up for children safe in this busy little area. Some of the vehicles entering the area are not aware children are here, so we must practice safety at all times. Please remember to use the parking located on Flower Avenue and always park on the same side of the Center and remember to use the sidewalk. If you do choose to use the parking lot located on the Church side, we ask that you remember to be cautious as this parking lot can become busy and at times. Model a safe pedestrian at all times.

Visitors

Parents are most welcome to visit their child at any time. The door is **always** OPEN FOR PARENTS. However, we have found that most children prefer not to say "goodbye" to their parents more than once a day unless they have become accustomed to it. Parents who wish to visit their children during the day should inform the teacher of their plans so we can work together to make the visit and the departure successful. When there is a court order defining or limiting a parent time with their child, it is the responsibility of the enrolling parent to provide the Center with a copy. This might be a restraining order or documents of separation or divorce. The Center will strictly adhere to the requirements of the court documents and will verify the identity of any person who is not previously known to our staff. In the event that the Center has no written record of a parent's name on registration, then that person will not be allowed to access the child. Others, such as friends and relatives, are not allowed to visit the children 700 unless accompanied by the parent(s) on the enrollment forms. Only those listed on the Identification card LIC are authorized. If you the parent are doing volunteer work for the day, we ask that upon signing your child in you stay until the volunteer work has been completed. It is harder on the child to have you return later only to leave them again for a later pick up.

Religious Instructions Information

This program does not include any religious instruction or information. We feel this is the parent's choice and should be made according to their individual religious views.

Parent's Rights and Personal Rights

Our Center follows the regulations from Title 22, California Administrative Code, detailing parent's and child's rights in child day care facilities. Please read them; you will be asked to sign a statement verifying that you have reviewed them. LIC 613 & LIC 995.

PARENT'S RIGHTS: As a parent/authorized representative, upon presentation of a valid picture ID, you have the right to:

1. Enter and inspect the child care facility without advance notice whenever your child is in care.
2. File a complaint against the facility with the licensing office and review the facility's public file kept by the licensing office.
3. Review, at the facility, reports of licensing visits and sustained complaints made against the facility during the last 3 years.
4. Complain to the licensing office and inspect the facility without discrimination or retaliation against yourself or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the facility provided you have shown a certified copy of court order.

6. Receive from the licensee the name, address and telephone number of the licensing office.
7. Be informed if anyone associated or working in the child care center has been convicted of a criminal offense, but after a review of the nature of the offense has been permitted to work or be associated with the center.
8. Receive from the licensee the Caregiver Background Check Process Form.

NOTE: California State Law authorizes the person in charge of the child day care facility to deny access to a parent/authorized representative if the behavior of the parent/authorized representative poses a risk to the children in care.

FOR THE DEPARTMENT OF JUSTICE "REGISTERED SEX OFFENDER" DATABASE, GO TO www.meganslaw.gov

PERSONAL RIGHTS: Each child receiving services from a child day care facility shall have rights, which include but are not limited to, the following:

1. To be accorded dignity in his/her personal relationship 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 the daily living functions, including eating, sleeping, or toileting, or withholding of shelter, clothing, medication or aids of physical functioning.
4. To be informed and to have the authorized representative informed by the licensee of the provisions of law regarding complaints including, but not limited to: the address and telephone number of the licensing agency's complaint receiving unit 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 day care facilities, 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. To leave or depart the facility at any time except for house rules for the protection of clients or to minors and others from whom legal authority has been established (pertains to Child Day Care Facilities/School Age with licensee and parental consent only).
7. Not to be locked in any room, building, or facility premises by day or night.
8. Not to be placed in restraining devices, except a supportive restraint approved in advance by the licensing agency.

Licensing Office:

Community Care Licensing, California Department of Social Services
750 City Drive South, Suite 250, Orange CA 92668 (714) 703-2800

Disruptive Adults

If a parent or other adult displays disruptive behavior which affects the integrity of CC's Learning Center's program, such as verbal abuse/harassment of staff or children, the Center Director will ask them to leave the premises. It will be up to the discretion of the Director to determine the length of this suspension. No form of sexual harassment will be tolerated at the Center. If disruption continues the director will call 9-1-1. If disruption becomes continuous the director may terminate the contract.

Termination

Care can only be terminated with 2 weeks written notice by the parent. If care is terminated without the appropriate amount of time, CC's Learning Center will continue to bill parent/guardian and fees will incur. CC's Learning Center reserves the right to immediately end care for following but not limited to; non-payment, failure to respect the center, the staff, other parents, the neighborhood, severe behavior of the child, which is harmful to the physical or emotional well-being of the other children, staff or themselves, failure to abide by CC's Learning Center Policies and

Procedures, or complete incompatibility between the parties of CC's Learning Center and the parent/ guardian. If you terminate care without giving appropriate notice, you will be responsible for tuition payment of the final 2 weeks of care whether or not your child attends and all fees incurred.

*CC's Learning Center has the right to terminate a contract without notice in the case of harm to other children or a dangerous situation that child or parent has caused intentionally or otherwise.

Other reasons for termination of care, but not limited to:

- Failure to provide the necessary paperwork or falsification of paperwork - (phone numbers, addresses, physician's statement of health, immunization records, family information, ect.) may be cause for termination of the program. We cannot serve children safely if we don't have accurate information.
- Failure to make fee payments in a timely manner will be cause for termination. Parents must take the initiative to make special arrangements with director/manager if experiencing temporary financial difficulties.
- If a child has a prolonged difficult time adjusting to the program, the parents will be notified and asked to meet with staff to develop a plan of action, which may include assessment by an outside behavioral or medical professional. Staff and parents will be expected to follow the plan of action and to communicate about the results in a timely manner. In the event that child's adjustment to the program is not satisfactory for his/her benefit or for the safety of others, the Director may give 2 weeks notification of termination, unless safety concerns require immediate termination. The Center's staff will make an effort to help the parent seek a different type of care for the child if the parent requests our help.
- When children approach kindergarten, enroll for after-school care, parents and teachers must be watchful of the extent to which this program adequately serves their development. Some kindergarteners outgrow the Center's social, cognitive, and physical environment; if the Director determines that this program cannot provide an appropriate environment for the child, two weeks notice will be given to terminate enrollment. Some children with Special Needs may need to request a developmental assessment to determine what type of care is needed. If the Center cannot meet the needs of the child, the parents can make arrangements with other care that best suits the health and safety of the child.

Contract and Entire Agreement

Trial Period: The first two weeks of your child's enrollment are on a trial basis. During those first two weeks, either parent or CC's Learning Center may terminate this agreement at a moment's notice. The important topic here is that both parties feel this is the best situation for the children involved. After the initial two weeks, a two-week written notice by either party is required to terminate this agreement.

Modification of Amendment: CC's Learning Center reserves the right to modify and/or amend this agreement upon thirty days (30) written notice of any changes. Changes may be in but not limited to basic rates or services, provided; however, any changes in government-subsidized reimbursement rates shall be effective immediately and do not require any prior notice to Guardian. No amendment or modification hereof shall be valid unless it is in writing and signed by both parties.

Entire Agreement: This agreement, together with those documents specifically incorporated herein by reference, contains the entire agreement and understanding between the parties as to the subject matter hereof.

Invalid Provisions: The invalidity or unenforceability of any particular provision shall not affect the other provisions, and this agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted.

Changes to Policies: Changes may be made to these policies as needed with a 2 week notice. The policies, contracts, consents, and forms will be reviewed and updated as needed. It is your responsibility to give written notice of any changes that may occur throughout the year, especially of name, address, phone number or updated immunizations.

Wavier: No right under this contract shall be waived (lost) merely by delaying or failing to exercise it. Consent to one act shall not be considered consent to any other or subsequent acts. Any wavier of a default under this agreement must be in writing and shall not be waved of any other default concerning the same or any other provision of this agreement.

Governing Law: This agreement shall be governed by and interpreted in accordance with the laws of the State Of California.

(Detach Here-Give lower Portion to Director)

Acknowledgment of CC's Learning Center Parent Handbook
(Parent/Authorized Representative Signature Required)

I fully understand CC's Learning Centers' Parent Handbook. This agreement with CC's Learning Center. I understand that the contents of this Parent Handbook may be changed at anytime by CC's Learning Center providing 30 days written notice to me.