Sacramento City Unified School District

Early Learning and Care

INFANT/TODDLER

EARLY HEAD START AND STATE CHILD CARE

PARENT POLICY HANDBOOK

2024-2025

Dear Parents and Caregivers:

SCUSD Student Support and Health Services Department vision is to serve all students with compassion and care, ensuring that families have equitable access to systems of support that promote hope, resilience, empowerment, physical and mental wellness and educational success. We are happy to expand our services to our pregnant and parenting students and offer an array of services and supports now including continuous, intensive and comprehensive center-based childcare educational support for our expectant students.

Our philosophical approach encompasses the very nature of children and captures the essence of developmentally appropriate learning experiences for all children. We utilize a whole child approach, a compilation of curricula, screeners and assessment tools to enhance and determine children's physical, social-emotional and cognitive development, with particular focus on children's growth in the areas of literacy and numeracy.

We are pleased to have you and your child enrolled in our program. We will seek to provide your child the most optimal support and educational experiences that will lead to success as they ultimately transition to kindergarten and life.

Sincerely,

Melissa Sigars
Director, Early Learning & Care
Sacramento City Unified School District

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DISTRICT POLICIES

Non-Discrimination Policy

The Sacramento City Unified School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, race or ethnicity, religion, gender, gender expression, gender identity, immigration status, national origin, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. For questions or complaints, contact Equity Compliance Officer and Title IX Coordinator: David Van Natten — 5735 47th Avenue, Sacramento CA, 95824, david-vannatten@scusd.edu.

Sexual Harassment Policy (BP 5145.7)

The Governing Board is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful sexual harassment of any student by an employee, student, or other persons at school or at any school-related activity. The Superintendent or designee shall ensure that students receive age-appropriate information related to sexual harassment. Students shall be assured that they need not endure any form of sexual behavior or communication, including harassment because of sexual orientation.

*They shall further be assured that they need not endure, for any reason, any harassment, which impairs the educational environment or a student's emotional well-being at school. Sexual harassment violates federal and state law as well as the Sacramento City Unified School District's Board Policies and Administrative Regulations – 4119.11(a) and 5145.7(a). By definition, "*sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature made by someone from or in the work or educational setting*."*

Open Door Policy

Parents are invited to visit their child's classroom at any time–unannounced. If staying more than 15 minutes, background checks must be cleared and must also have a current TB clearance.

Uniform Complaint Procedures (Sections 4600-4687 Code of Regulations, Title 5)

The SCUSD Governing Board encourages the early, informal resolution of complaints at the site level whenever possible (see Child Development Department Complaint /Grievance Procedure). The program or site administrator should serve as an intermediary to resolve concerns whenever possible. A copy of the district's Uniform Complaint Procedure is distributed to all offices and included in the Parent's Rights Packets. *(See Appendix A, pg. 32)* It is also available at the district's web site https://www.scusd.edu/general-information/uniform-complaint-procedures.

Religious Instruction

State law prohibits any form of religious instruction or worship within the classroom.

Non-Smoking Policy

As of July 1, 1990, the Sacramento City Unified School District is "tobacco free." No tobacco will be permitted on any of the district sites regardless of the school schedule. Please refrain from using tobacco while participating in school functions (including field trips) in order to safeguard the health of all program participants.

District Standards of Conduct

All staff, parents, visitors and volunteers in the classroom will:

- Be conscientious and concerned for the health and safety of children.
- Respect the unique identity of each child and family.
- Dress appropriately.
- Follow program confidentiality policies concerning children, families and staff.
- Model appropriate language, health and nutrition practices.

Code of Conduct

All staff in the classroom will:

- Never leave a child alone or unsupervised.
- Use positive methods of child guidance and *not* engage in corporal punishment, emotional or physical abuse.
- NOT use humiliation or food as a punishment or reward.
- Never use a cell phone when in ratio or supervising children.

Staff Fingerprinting and Screening

The law under many of the state codes, such as the Penal Code, Vehicle Code, Business and Professions Code, and Education Code, require that when hiring employees and volunteers, that each person passes a fingerprint background check. In the case of school districts, all persons having direct contact with school children must be fingerprinted for the protection of the children.

Sacramento City Unified School District provides Live Scan fingerprinting services to school district employees and requires all employees and volunteers are properly screened and fingerprints ran through Department of Justice, Federal Bureau of Investigation (FBI), Child Abuse Index, and Firearms background checks.

All parents and family members must refrain from loud abusive conduct around staff and children. Any verbal or physical misconduct is a violation of the State Education Code 13560, which protects teachers and children in these situations. Such a violation may result in exclusion of the parent from the site and/or termination of childcare services. A Safe School Officer may be requested to respond when adult behavior jeopardizes the safety of the children or other adults on the school campus.

Philosophy & Mission Statement

Sacramento City Unified School District – Mission Statement

Vision and Mission:

SCUSD believes that all children can succeed and deserve access to high quality instruction. Our philosophical approach encompasses the very nature of children and captures the essence of developmentally appropriate learning experiences for all children. We utilize a whole child approach, a compilation of curricula, screeners and assessment tools to enhance and determine children's physical, social-emotional and cognitive development, with particular focus on children's growth in the areas of literacy and numeracy.

SCUSD CORE Value

We recognize that our system is inequitable by design and we vigilantly work to confront and interrupt inequities that exist to level the playing field and provide opportunities for everyone to learn, grow, and reach their greatness.

Equity, Access, and Social Justice Guiding Principle

All students are given an equal opportunity to graduate with the greatest number of postsecondary choices from the widest array of options.

Confidentiality

All forms filled out by parents are confidential and are only viewed by authorized school personnel. Parents may review their child's records at any time. Requests for copies must be made in writing to the coordinator and will be processed within a reasonable time.

Fraud

While the percentage of families that attempt to intentionally deceive our program is small, it is important for all families to be aware of the District's policies in regard to fraud. The intentional use of fraudulent information on an application or supporting documentation will result in termination from the program.

INFANT / TODDLER PROGRAMS

Our Infant/Toddler programs prioritize the children, ages 0-3, of parenting students, foster, homeless and children with special needs. Income qualified parents attending school; training or working, seeking housing etc. may enroll their infants/toddlers for center-based care located at the following school sites:

American Legion Continuation High School - Hours: M-F 7:45 -3:45
Elder Creek Elementary School (coming soon).

For information on any of these programs, please call (916) 395-5500.

Traditional Calendar All Program Options are closed on:

- ✓ New Year's Day
- ✓ Martin Luther King, Jr. Day
- ✓ Lincoln's Birthday
- ✓ Washington's Birthday
- ✓ Memorial Day
- ✓ Juneteenth
- ✓ Independence Day
- ✓ Labor Day
- ✓ Veterans Day
- ✓ The days before, on, and/or after Thanksgiving Day
- ✓ SCUSD School Board granted holidays

Eligibility Requirements

All families must qualify based on specific income, need and child age criteria.

Enrollment is prioritized by one of the following:

1. Children at risk
2. Homelessness, and
3. Income

Your family's adjusted gross monthly income must be at or below the current state median income adjusted for family size. A monthly fee, if applicable, is determined based on rates that are set by the State of California and are subject to change.
You must provide documentation of all eligibility requirements and most current income.

Enrollment and Eligibility Requirements for Infant/Toddler Programs

All families will be required to complete an enrollment packet to determine eligibility and proper placement of the child.

- Income must fall within current state guidelines.
- During the intake process the staff will ensure the child's individual health and nutrition needs will be met. The needs assessment form will be completed prior to enrollment
- For center-based care, babies must be 6 weeks of age or per doctor's orders with current immunizations and a physical from the doctor. ***Our program will also need a current copy of all well-baby checks, immunizations and dental exams completed.***
- All children must have a current TB Risk Assessment. Your doctor may order a current TB clearance if the Risk Assessment indicates the need.
- Priority is given to families who reside within the boundaries of the Sacramento City Unified School District.
- ***For center based care, parents must provide verification of school attendance or***

employment. Need for childcare must be established.

- SCUSD parenting students are given priority enrollment

Intake

- All applicants must submit a complete application packet
- The Enrollment Staff will meet with the guardian to conduct the intake and gather all necessary information and review the application to determine eligibility and proper placement of the child
- If there are any health needs or the child requires a Individual Health Care Plan then a separate interview might be required with a Nurse or appropriate staff member
- A meeting will be scheduled with the Teacher to complete orientation and determine if any special nutrition or health requirements are necessary
- The Enrollment Staff or Teacher will go over the parent handbook and review attendance policies, rules and regulations.

Policy Fees (if applicable) are determined using the State Department Fee Schedules and are determined at time of enrollment.

- Parent fees are assessed for Full-Day and School-age services only.
- Fees are always based on current income and family size.
- Change in status may result in a reduction in fees (i.e., change in employment, family size, and hours of service). Any change in fees will be effective the first day of the month following the mail date listed on the Notice of Action.
- Monthly fees are based on the current contract. No refunds are made for absences; the parent/guardian is required to pay for all contracted days – including "Best Interest Days."
- Fees are based on the child who is enrolled for the longest time period.
- 130 hours or more of care is considered a full time rate and less than 130 hours is considered part time.
- Fees for unpredictable or variable schedules will be based on the average number of hours the parent is expected to work over the next four months. Credits cannot be given for days not used.
- There will be no charge for the days the center is not in operation or for non-contract days, providing your application and Notice of Action reflect the non contracted days. Fees are due on the first of the month. If the first occurs on a weekend or holiday, the fee will be due on the following Monday.
- Parents/guardians are responsible for fees incurred during the appeal process (14 calendar days from the date the Notice of Action is given or 19 calendar days if it is mailed).

Collection of Fees

The following general rules apply to the collection of fees:

- All fees are collected monthly.
- All fees must be paid in advance of services.
- Payments are to be made by check or money order.
- Payments will not be accepted in the classroom or at individual Full-Day Option Preschools; payments must either be mailed to, or dropped off at: Enrollment Center

with the Infant/Toddler Enrollment Staff at 5601 47th Avenue, Sacramento, CA 95824

- If a check is returned, all future payments must be made by cashier's check or moneyorder. A $35 returned check processing fee will be charged to your account.
- All fees must be paid in full prior to transferring between centers.
- If an overpayment occurs, a refund will be mailed to the family in 8 – 10 weeks or credited toward the next month's fee.
- Any outstanding fees after a family leaves a center, either by choice or through termination, are due and payable immediately. If fees are not paid they will be sent to collections.
  - Late Fee Policy SCUSD – Enrollment Center 5601 47th Avenue Sacramento, CA 95824 Revised August 2021.
  - Fees are considered late when they have not been paid by 4:00 p.m. on the 7th of the month.
- A Notice of Action for termination due to non-payment of fees will be issued to all families still owing monies as early as the 8th of each month.
- If left unpaid, terminations will be issued and will require an appeal hearing to reinstate the contract.
- If a family has already received two terminations within a 12-month period for delinquent fees, their third occurrence of non-payment will result in a termination for non-compliance of fee policy. Whether or not this termination is cleared by the payment of late fees, it will necessitate an appeal and reinstatement of the child through the program coordinator.

RULES, REGULATIONS AND REQUIREMENTS

Termination Policies

Families will be notified of any termination by a Notice of Action (NOA) form.

Reasons include, but are not limited to:

- Fees not paid in advance of services
- Continued unauthorized use of the center in excess of contracted hours
- Child's or parent's inability to follow the rules of the center and/or behavior that is perceived as abusive, threatening, or infringing on the rights of others (see "Code of Conduct")
- Non-attendance
- Parent/guardian request (Notice must be given in writing 19 calendar days in advance.)
- Family exceeds the 85% family income threshold.
- Failure to provide initial physical exam and/or updated immunizations

Right to Appeal

If you disagree with a termination, or any other Notice of Action (NOA):

- You have the right to appeal within 14 calendar days (19 days if delivered by mail). Complete appeal instructions are on the back of each NOA. Filing an appeal does not guarantee that your services will be reinstated.
- Parents/guardians are responsible for fees incurred during the appeal process (14 calendar days from the date the Notice of Action is given or 19 calendar days if it is mailed). Unless parents waive their rights to due process in writing*.
- If due process is waived, parents will be responsible for fees up to the date the request was made

Age Requirement

Infants: must be 6 weeks to 18 months of age

Toddlers: 18 months - 36 months. The toddler must have parent authorization/permission to enroll in a toddler class.

Ready for School

Your child must be fully dressed in clothing appropriate for play, including shoes if he/she is walking.

- All sandals must have a back strap.
- Jewelry must not be removable by your child or another child.
- We are not responsible for lost jewelry or any other lost items. Please do not bring toys from home.
- Also please bring:
  - At least one change of clothing (including shoes, socks & underwear - labeled).
  - 3 to 4 clean empty bottles (labeled)
  - A pacifier if used (labeled)

Let your teacher know if you need help obtaining *any* of the items listed above or with labeling them.

Health and Safety guidelines

The following rules, regulations, and general requirements are designed to protect and promote the general well-being and health of all children enrolled in our programs.

Daily Health Check

In order to help everyone stay healthy, your teacher will conduct a daily health check on each child *before* he or she is signed in. If the child shows signs of illness or infection, you will be required to take him or her home. If your child becomes ill while at school, you will be called to pick-up him or her up immediately. If your child becomes ill at home, please inform your teacher and health staff of any health issue that may be contagious to other children. In addition, if your child has had an injury away from the classroom, please explain to the teacher what has happened.

IS YOUR CHILD WELL ENOUGH TO BE IN SCHOOL TODAY?

For the welfare of your child and other children, your classroom teacher will conduct a daily health check prior to accepting your child into the classroom each day. You, or the adult you have designated to bring your child to school, cannot leave your child until your child's health check is completed.

- ever over 100 degrees within the last 24 hours
- Vomiting
- Diarrhea
- Earache
- Red eyes with discharge
- Exposed skin areas that are draining, open, or appear infected
- Sores/wounds that cannot be easily covered with a band aid/dressing and kept dry
- Not feeling well enough to participate in school activities

NEEDS TO STAY HOME

- Runny Nose
- Cough
- Rash
- Is not acting like himself or herself
- Been to the doctor, hospital, or emergency room recently
- Family member that is ill
- Casts or splints
- Stitches

NEEDS TO STAY HOME

- Feeling well today
- Has been fever-free for the last 24 hours, without the use of fever reducing medication, e.g., Tylenol, Motrin

COME TO SCHOOL

Children may return only when they have been symptom free for 24 hours.

Parents *may* be asked to obtain written clearance from the doctor before the child can return to school after an illness.

Please remember to call the center each day your child is absent for illness.

Administration of Medication

Staff may administer medication to your child *only* when the following requirements are met:

- A completed **"Authorization for Administration of Medication by School Personnel"** form is provided (this form can be obtained from your child's caregiver.) This form must be completed by your child's doctor and must include a written statement indicating that the medication is necessary during class-time, the method of administration, the frequency of administration and the amount to be given. A new form must be completed each school year.
- Medication must be in its original container and clearly labeled by the pharmacy. It is requested that all inhalers be a new prescription.
- School Personnel **cannot administer over-the-counter medication** without a physician's consent and the completed "Authorization for Administration of Medication by School Personnel" form (including diaper ointment

California Education Code allows designated school personnel to administer medication to pupils as allowed by law. "Notwithstanding the provision of Section 49422, any pupil who is required to take, during the regular school day, medication prescribed for him by a physician, may be assisted by the school nurse, or other designated school personnel if the school district receives (1) a written statement from such physician detailing the name of the medication, method of administration, amount and time schedules by which such medication is to be taken and (2) a written statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the physician's statement."

"Designated school personnel may administer medication to pupils upon written request of the pupil's parent/guardian and physician only when the medication is in the original container."

MEDICATION POLICY - CHILD Guidance: Title 22, Community Care Licensing Section 101238(h)

- No medication is to be given to a child without the completion of the Authorization for Administration of Medication by School Personnel form. This form must be signed by the parent/guardian signature and the child's doctor.
- Only authorized staff trained annually in medication administration shall administer medication.
- Administration of medication must be recorded on the child's Medication Record form
- Each container shall have an unaltered label and include the child's name and date.
- The medication must be administered in accordance with the label directions as prescribed by the child's physician.
- Rescue medications, such as an Epi-pen, antihistamine or inhaler, should be kept in an UNLOCKED medication box that is inaccessible to children.
- All other medication shall be stored in a LOCKED box that is inaccessible to children.
- Emergency medications (e.g. Epi-pens, antihistamines, inhalers) must be taken along when the children leave the classroom for field trips, fire drills and disaster drills.
- Bee Sting / Insect Allergy student medication - Students with this type of allergy will be provided a special Medication Bag which must be brought out to the playground and kept by the teacher in case of accidental exposure.
- A refrigerator shall be used to store any medication that requires refrigeration and shall be kept in its own medication box.
- When no longer needed by the child, or when the child withdraws from the center, all

medications shall be returned to the child's parent/guardian. If the medication is not picked up, the teacher must call the nurse and follow disposal directions.

- At the end of the school year, when the medication is no longer needed by the child, or when the child withdraws from the center, all medication(s) shall be returned to the child's parent/guardian. Do NOT return any paperwork within the medication box to the parent. If the medication is not picked up, the teacher will bring the medication and medication paperwork to the nurse at their Registration Center. The nurse will follow district policy for medication disposal

Emergency - Rescue Medication

All life saving medications as Epi-Pen or inhalers will be available in the classroom. Only trained staff will administer Rescue Medications. An Emergency Care plan will be created by the nurse to ensure proper dosage is provided.

The nurse will provide training to all caregivers on how to administer and store medications.

The administration of other medications such as glucose monitoring, insulin pumps, feeding tubes etc. will be screened by the Nurse to determine appropriate staff are able to administer. This will be on an individual basis and consultation with a child's Pediatrician.

Reporting Incidences or medical emergencies

In the event there is a medical emergency a trained staff member may administer CPR/First aid if needed and a staff member will call 911. A child may be transported to the nearest Hospital. **Parents will be notified immediately of the incident.**

To report incidences or medical emergencies please follow the steps below:

1. At least one staff member should ride with the child to the hospital if the parent is not present.
2. An unusual incident report must be filed with Child Care Licensing (CCL) within 24 hours of the incident and written documentation faxed to licensing within 48 hours of the incident.
3. An incident report must be filed with risk management on the day of the event. If a child was injured, medical attention was given or 911 called please follow district protocol.
4. Contact your Coordinator to inform of the incident.

If there is a non emergency or minor incident that requires first aid as scrapes, bumps or bruises please follow the steps below:

1. Complete the bumps and bruises report and provide a copy to the parent on the day of the incident.
2. If the child sustained a minor injury to the head, call the parents to notify them.
3. Document the incident and phone call if applicable in the contact log in the student's file.

Incidental Medical Services

The center will provide the following Incidental Medical Services (IMS):

- EpiPen Jr. and EpiPen emergency medications
- Administer inhaled medications
- Prescribed medications

- Blood-Glucose Monitoring for Diabetic Children
- Glucagon Administration
- Medication Administration

Staff Training

All classroom staff will be trained to administer medications by the student's parent or school Nurse. All staff are Pediatric CPR and Pediatric First Aid certified. Verification and documentation of staff training will be on file with the students records and the medication binder.

Parent/Guardian Consent

Parents or authorized guardians will be notified immediately by telephone if emergency services are provided. Medication administration will be recorded in the Medication Record.

Administering Inhaled Medications

The licensee or staff person has been provided with written authorization from the student's parent or authorized guardian to administer inhaled medication and authorization to contact the child's health care provider. The authorization shall include the telephone number and address of the student's parent or authorized guardian.

The center staff person complies with specific written instructions from the student's physician to which all of the following shall apply:

The instructions should contain all of the following information: Specific indications for administering the medication pursuant to the physician's prescription. Potential side effects and expected response.

Dose-form and amount to be administered pursuant to the physician's prescription. Actions to be taken in the event of side effects or incomplete treatment response pursuant to the physician's prescription. Instructions for proper storage of medication. The telephone number and address of the child's physician.

The licensee or staff person that administers the inhaled medication to the student shall record each instance and provide a record to the student's parent or authorized guardian. Epipen Jr. and Epipen The following applies to the use of the EpiPen Jr. or the Epipen: Use in accordance with the direction and as prescribed by a physician.

Storing and Handling of Medication

All medication will be stored in a secure cabinet located in the student's classroom. Medication will include a copy of the student's Individual Healthcare Plan, Medication Record and other pertinent medical information. All medication must be in the original containers and clearly labeled with the student's name, medication name, dose, route, and time for administration. All medication labels must match the physician's prescription and instructions. All medications must be checked in prior to the student entering the classroom. The Medication Checklist will be completed and if any answer is "no" on the checklist, the medication will not be accepted.

EpiPens are kept in each classroom in a secured cabinet that is out of reach of children, but accessible to adult staff. Teachers take student's medication bags with them to any event, outside activity or field trip and keep them under their immediate supervision and availability.

Blood-Glucose Monitoring for Diabetic Children

A student identified with the need for Blood-Glucose monitoring will be assigned an RN or LVN to perform the test and will be available any time the student is in class, field trips and other events. The RN or LVN performing the test must be entrusted with the student's care by the student's parent or authorized guardian. The student's parent or authorized guardian must provide a Diabetes Medical Management Plan with written instructions from the student's physician (or designee, such as nurse practitioner) at the beginning of each school year or when changes in the medical management plan are made. The written instructions must include the telephone numbers of the student's physician and parent or authorized guardian.

An Individualized School Healthcare Plan will be created at the beginning of each school year or when changes in the medical management plan are made. The parent must authorize the use of the Diabetes Medical Management Plan and to administer the test to the student. The RN or LVN must be able to identify symptoms of hypoglycemia or hyperglycemia, and know what actions to take when results are not within the normal or therapeutic range for the student and any restrictions on activities or diet that may be necessary. The RN or LVN performing the test must comply with written instructions from the student's physician (or designee, such as nurse practitioner.) The RN or LVN performing the test must record the results and provide them to the student's parent or authorized guardian. The RN or LVN must comply with universal precautions.

Glucagon Administration/Diabetic Student Support

Written permission must be obtained from the student's parent or authorized guardian. Written instruction on the administration of glucagon must be provided by the student's physician (or designee, such as nurse practitioner.) in the Diabetes Medical Management Plan. Students will be assigned an RN or LVN to administer glucagon during an emergency situation and will be available any time the student is in class, field trips and other events.

The RN or LVN administering the glucagon must comply with written instructions from the student's physician (or designee, such as nurse practitioner) regarding how to:

- Recognize symptoms of hypoglycemia and take appropriate action.
- Properly administer the glucagon.
- Call 911 and the student's parent or authorized guardian immediately after administering glucagon.
    - Recognize potential side effects of glucagon such as nausea and vomiting and the need to place a child in his or her side to prevent choking.
- Review the glucagon for expiration.
- Document in the student's file each time glucagon is administered.

There may be other medical services or supports needed to accommodate your child. However if identified at enrollment then further medical documentation will be needed and an assessment by a school Nurse to determine if the placement is appropriate. Supports as: Gastrostomy Tube Care, Emptying an Ileostomy Bag will need additional review by the medical team.

Documents Required Prior to Medication Administration

School personnel may administer medication to pupils only when the district/department has received the following:

1. A written statement from the student's licensed physician indicating that the medication is necessary during the regular school day. The written statement must state the method, amount, and the time schedule by which such medication is to be taken.
2. A written statement from the parent/guardian of the pupil indicating the desire that the school district assists the student in the matters set forth in the physician's statement. This request is valid for the current school year and must be updated whenever changes are made in the physician's orders.

The form, *"Authorization for Administration of Medication by School Personnel"* must be completed by the student's parent/guardian and the student's physician.

All medication to be administered by school personnel must be in the original prescription or over-the counter container. The pharmacy filling the prescription can provide a second "school prescription container". Each medication received must be delivered to the school in a separate container. The container should be clearly labeled with the following information:

1. Students Name
2. Name of Prescribing Physician
3. Name of Dispensing Pharmacy and Telephone Number'
4. Name of Medication (generic or brand)
5. Dosage
6. Route of Administration
7. Frequency of Administration
8. Duration of Administration
9. Expiration Date (if any)

No medication shall be allowed on a school site or administered to students without the proper authorization as described above.
Receipt of any medication must be recorded on the Medication Received Log in the Enrollment Center by the Nurse.

Late Arrival

If you are going to be late, you must **call your teacher by 8:15 AM** to let her know you will be coming in that day in order to be included in the meal count for the day.

Notice of Actions

A Notice of Action (NOA) is sent to all full-day program option families upon approval of services, when a change is made (i.e., contact hours, fee change) and for a termination of services. It states the family eligibility, need for services, contracted hours, fees (if applicable) and reason for action.

Parent Responsibilities to Report Changes and Documentation

Any change in your family information must be reported to your Enrollment Staff within five calendar days. Failure to do so may result in termination. Types of changes/documentation include, but are not limited to:

- Training
- Employment
- Income
- Need for childcare
- Family size
- Marital status
- Address
- Phone numbers
- Intention to withdraw from the center (request must be in writing)
- Accurate and current information on your child's **Emergency Card**
- Any change in address, phone numbers or adults authorized to pick up your child
- School progress reports/grades
- Seeking Employment Log

Changes that affect the contract days, hours, fees, etc., will be processed when appropriate documentation is provided.

Termination and Appeal Procedures

Families will be notified of any termination by a *Notice of Action* form. Reasons include, but are not limited to:

- Continued unauthorized use of the center in excess of contracted hours
- Fraud on the application
- Child's or parent's inability to follow the rules of the center and/or behavior that is perceived as abusive, threatening, or infringing on the rights of others (see "Code of Conduct")
- Non-attendance
- Parent/guardian request (Notice must be given in writing 19 calendar days in advance.)
- Seeking employment days has expired and no further need has been verified
- Failure to provide yearly health updates
- Failure to maintain need/eligibility documentation
- Parents/guardians are responsible for fees incurred during the appeal process (14 calendar days from the date the *Notice of Action* is given or 19 calendar days if it is mailed).

Right to Appeal

If you disagree with a termination, or any other Notice of Action (NOA), you have the right to appeal within 14 calendar days (19 days if delivered by mail). Complete appeal instructions are on the back of each NOA. Filing an appeal does not guarantee that your services will be reinstated.

Exclusion Timeline

After a family has been terminated for program contract violations, the family will be allowed re-entry into our full-day option program only upon Coordinator approval.

Fee Policy

Fees (if applicable) are determined using the State Department Fee Schedules and are determined at time of enrollment. The program will provide notification in writing 30 days in advance if fees were to resume for families.

- Fees are always based on current income and family size. (if applicable)
- Monthly fees are based on the current contract. No refunds are made for absences; the parent/guardian is required to pay for all contracted days – including "Best Interest Days."
- Fees are based on the child who is enrolled for the longest time period.
- Fees are calculated by either a half time or full time rate.
  - Credits cannot be given for days not used.
- There will be no charge for the days the center is not in operation or for non-contract days, providing your application and *Notice of Action* reflect the non-contracted days.
- Fees are due on the first of the month. If the first occurs on a weekend or holiday, the fee will be due on the following Monday.
- Parents/guardians are responsible for fees incurred during the appeal process (14 calendar days from the date the *Notice of Action* is given or 19 calendar days if it is mailed).
- The program will provide 30 days notice if fees change or will be implemented

The following general rules apply to the collection of fees:

- All fees are collected monthly.
- All fees must be paid in advance of services.
- Payments are to be made by check or money order.
- Payments must either be mailed to or dropped off a your child' school
- If a check is returned, all future payments must be made by cashier's check or moneyorder.
- All fees must be paid in full prior to transferring between centers.
- If an overpayment occurs, a refund will be mailed to the family in 8 – 10 weeks – or credited toward the next month's fee.
- Any outstanding fees after a family leaves a center, either by choice or through termination, are due and payable immediately.

Late Fee Policy

Fees are considered late when they have not been paid by 5:00 p.m. on the 7th of the month.

- A *Notice of Action* for termination due to *non-payment of fees* will be issued to all families still owing monies as early as the 8th of each month.
- If left unpaid, terminations will be issued and will require an appeal hearing to reinstate the contract.
- If a family has already received two terminations within a 12-month period for *delinquent fees*, their third occurrence of non-payment will result in a termination for *non-compliance of fee policy*. Whether or not this termination is cleared by the payment of late fees, it will necessitate an appeal and reinstatement of the child through the program coordinator.

Other Child Care Receipts (OCC)

When our program's hours of operation cannot meet the documented preschool care needs of any child in the family, the payments made to another childcare provider may be credited to your account. A department form is provided, which contains all the required information, and must be submitted with a receipt or a copy of a canceled check. The documentation must include:

- Provider's name/center & address
- Name of child receiving child care
- Name of child attending our program

- Month care was provided
- Receipt or copy of check for amount paid

Receipts submitted showing payments during the month will be credited for the following month. *For example*, a receipt submitted for October will be credited for November's fees. No credit will be given that exceeds that month's fees; there is no rollover credit.

Other childcare credit is accepted for the current month only. It will not be accepted for previous months or outstanding fees that have been turned over to a collection agency.

Recertification

Every family must be recertified at least once within 24 months of the initial certification date.

Emergency Cards

Every child enrolled in our program must have a current emergency card on file. In case of an accident, emergency numbers must be up-to-date and accessible to the teachers. Your signature on the emergency card authorizes school personnel to make arrangements to receive medical/hospital care, including necessary transportation, in accordance with their best judgment. Continued efforts will be made to reach the parent/guardian and additional emergency contacts listed on the card.

It is imperative to keep all names and phone numbers on your child's Emergency Card current at all times!

Drop off signing-In Procedures – Arrival

Upon arrival, you or a responsible adult, must accompany the child to the classroom and sign him or her in on the Attendance Sheet and the Nutrition Sign-In Log. This procedure includes:

- Signing your child in, using your full-signature
- Enter actual time of arrival
- Remaining with your child until the daily health check is complete with a classroom staff member and initialing the daily care sheet.
- Planning time to make your child's transition into the classroom as smoothly as possible

Please note all children enrolled will have a morning health check at drop off. The caregiver will examine the child for any signs of illness or injury before drop off. You may be asked to take your child home if they have a fever or symptoms of illness.

Children are expected to arrive at the beginning of their scheduled day in order to receive the maximum benefit of the academic preschool program option. If you are going to be late, you must notify the center no later than 30 minutes after the start of your class in order for your child to be counted in the daily lunch count.

IMPORTANT: Always make sure the teacher is aware of your child's arrival. If someone else should bring your child to school, please inform them of the sign-in and follow health check procedures.

YOU MUST KEEP EMERGENCY INFORMATION CURRENT!

When it is time to pick up your child,

- Leave time to talk with staff about your child's day.
- Your child should be clean (diaper changed) and ready for you to take home.
- Your child must be picked up from the classroom and signed out by the parent or a "Designated Adult". When your child is enrolled, you will be provided with an **Emergency Card** where you must include the names (minimum of 2) and phone numbers of all responsible adults whom you may want to pick up your child. ***We will not release your child to any person who does not appear on your emergency card or anyone under 16***.

*If individual, one time only, authorization to pick up is needed on an emergency basis, you must notify the teacher, preferably in writing, whom you have selected as the "Designated Adult." **Remember to tell this person that they will need to show their photo I.D.**

Late Pick-up Policy

Children must be picked up at the end of class (Part Day) or at their designated contracted time (Full Day). The following procedure is followed:

1st late pick-up:	You will receive a verbal warning from the teacher. Please notify the teacher if you need any assistance in order to pick up your child on time.
2nd late pick-up:	You will meet with the teacher and a support staff person regarding the late pick up.
3rd late pick-up:	You will receive a warning letter from the coordinator or supervisor notifying you that any further incidences of late pick up will require a meeting to provide supports and create an action plan

We realize that emergencies and unusual circumstances occur which may prevent you from picking up your child at the appropriate time. For these reasons, it is required that you have at least one alternative, reliable person that you can call to pick up your child on time. If your child has not been picked up by the end of class and no parent contact has been received, the following steps will be taken:

1. Persons on the emergency card will be contacted in order to locate someone to pick up your child immediately. Please make sure that the information on your emergency card is kept current.
2. If the teacher is unable to locate someone, he/she will contact the Coordinator to advise and assist the classroom staff in making arrangements to have your child picked up by the Sacramento City Police Department. If all efforts to arrange pick-up are unsuccessful, the Police Department will assume responsibility for your child and he/she will then be taken to:

Children's Receiving Home of Sacramento
2555 Auburn Boulevard, Sacramento, CA
(916) 482-2370

Attendance Policy

Babies need consistency in order to develop trust and security. Regular attendance is critical in establishing and keeping a positive relationship between you, your child and your child's teacher.

Whenever your child is absent, it is your responsibility to **contact the center and provide the reason for your child's absence.** When you return, you must also provide a written reason for the absence on the sign in sheet.

- If your child is absent for 3 or more consecutive days (or sooner) without contact from you, a staff member will contact you by phone and possibly conduct a home visit to follow up.
- If we are unable to contact you, a home visit will be conducted by a SCUSD staff member to offer assistance.

Excused Absences fall into two categories: General and *Best Interest Days

General

- Illness of the child or parent/guardian
- Doctor or dentist appointment
- Quarantine (explanation is requested)
- Court ordered visitation (court documentation is required)
- Mandated social worker's meeting
- Family Emergency – including, but not limitedto:
  - Death in thefamily
  - Court appearances (documentation is required)
  - Sudden move
  - Emergency counseling
  - Lack of transportation

Other family situations will be addressed on a case-by-case basis by the program Coordinator.

Best Interest (including, but not limited to)

- Religious holidays
- Vacation
- Travel opportunities
- Visiting with parent/grandparents

Child Protective Services children have unlimited Best Interest Days. If Best Interest Days are not all used during the current school year, they do not rollover into the next year.

*****Each child is granted ten (10) best interest days. Best Interest Days only apply to state-funded programs.

Unexcused Absences

Absences for reasons not listed above are considered Unexcused. If your child has consistent unexcused absences, an ***Irregular Attendance Letter***, requiring improved attendance, will be sent. A conference with the teacher and possibly other support staff will take place in order to determine if a referral for family assistance is needed. **Excessive unexcused absences–more than ten (10) days–may be grounds for discontinuation of services.**

Leave of Absence

A request for a Leave of Absence must be submitted to your Enrollment Staff and approved by the Coordinator prior to the requested time off. It must be in writing, include the reason for the request, and clearly state the beginning and end dates of the leave. The Registration Supervisor will evaluate each request, considering length of the requested leave, and the existence of a waiting list for the site. Leaves of Absence will not be considered for less than two (2) weeks or more than 12 consecutive weeks (with exception of medical/maternity leaves). *Note: See above for a description of Best Interest Days.*

Custody

If parents share joint custody, a contract must be established with each parent/guardian who has custody during the time the child attends the daycare. All program information is provided to both parents. Should one of the parents become ineligible, the contract will be adjusted. For example, if a parent has custody on weekends only, no contract will be needed for that parent. But, if two parents alternate custody every other week, both parents must have contracts on file if the child is to attend during both weeks. If a child is absent due to court-ordered visitation, documentation must be on file to consider the absence as

Excused without using the child's Best Interest Days.

Restraining Order

If a parent has a Restraining Order against another parent or any other adult, a copy of that order must be on file in the child's classroom. If an unauthorized parent tries to remove the child from the site, the staff will call 911. However, we cannot ensure that the unauthorized parent will not remove the child.

IN THE CLASSROOM

Screenings

Our program requires that all infants and toddlers are screened in the areas of vision, hearing, height/weight, social/emotional, language and general development (using the Ages and Stages Questionnaire and the ASQ Social Emotional) within the first 45 days of entry. Results will be shared with you and, if needed, recommendations will be made (with your knowledge and consent) for additional services or assessments. Upon a child's enrollment, you were asked to sign a **"Parent Notification and Consent"** form which indicates whether or not permission is granted to screen and assess your child in the areas listed above.

Assessments

Our programs use a variety of methods to obtain a picture of your child's developmental progress. Throughout the year, your child's teacher observes and records many of your child's accomplishments and asks you for your observations of your child. Additionally, samples of your child's "work" are saved and often pictures are taken to document notable achievements. We complete a formal assessment 3 times per year. Our programs participate in the California State Department of Education's **Desired Results Developmental Profile – *2015*** (DRDP-2015) assessment. A summary of this assessment called an **"Individual Development Plan"** will be written with input from you during family conferences and home visits.

Curriculum

Our program utilizes the **"Creative Curriculum for Infants, Toddlers and Twos"** in addition to supplemental curriculum in all of our classrooms. This curriculum is research based and includes best practices and accepted theories of child development. Caregivers will "individualize" the curriculum for each child within the group to support each child's development as well as individual interests, temperaments, languages, cultural backgrounds, learning styles, and prior knowledge. The development of a positive relationship between you, the parent, your child and your child's caregiver is the core of our program. We also utilize the social/emotional curriculum which focuses on developing children's social interaction skills as they develop. Our staff are trained in the CA Infant/Toddler Learning Foundations Framework and Program for Infant/Toddler Care (PITC) and CSEFEL Teaching Pyramid for Infants & Toddlers.

Along with meeting all health and safety standards, our policies support three critical principles of quality infant and toddler care that recognize the basic principle that baby's optimal development occurs within strong, secure relationships:

- **Small Groups** – No more than 8 children are in a group (room). This promotes a calm, positive atmosphere where children can explore, interact and learn at their own pace.
- **Continuity of Care** - As your child grows older; every attempt will be made to keep you with your primary caregiver, again emphasizing maintaining the quality relationship between you, your child and the teacher.
- Remember – during appropriate weather, children will play in water, mud, sand, paint, play-dough, etc.

Please dress your child for fun, educational, messy play!

It is expected that children well enough to attend the program are well enough to participate!

Need and Services Plan

At intake you will be asked to complete a questionnaire regarding your child's development, napping, toileting schedule, health and nutrition needs. This will help us to support your child in their transition into the program and understand how to properly care for your child. We will create a schedule for your child based on your feedback. We will keep the plan on file and available for staff. The plan can be updated as needed.

Toileting

Toddlers entering the program may be at varying states of toileting. When children show signs of readiness, teachers work together with parents to develop a plan that will maximize each child's success with this very important self-help skill.

Diapering

Diapering procedures are posted at each changing table. These procedures are followed every time a diaper change takes place. Our staff never leave a child unattended on a changing table. The program will provide diapers and wipes for your child while they are in our care.

Napping

- All children will have their own crib or cot
- Infants will not be placed on their stomach to sleep
- All safety precautions will be taken to ensure safe sleep for infants. For example, soft items such as blankets or stuffed animals will not be placed in the crib with an infant.
- All cribs will have a firm mattress with a fitted sheet

In response, the AAP's (American Academy of Pediatrics) "Safe Sleep" campaign recommended that **all healthy infants younger than 1 year old be placed on their backs to sleep**. Babies should be placed on their backs until 12 months of age. For more information on safe sleep practices go to https://safetosleep.nichd.nih.gov/safesleepbasics/risk/reduce.

Nutrition

Good nutrition is essential to maintaining quality health and supporting the learning capabilities of young children. For this reason, we follow the USDA guidelines for feeding infants and toddlers. We will also provide formula. Remember to encourage and model eating healthy foods (avoid soda, sweets and processed foods). ***Outside foods are not allowed in our classrooms***. Menus are planned by SCUSD Nutrition Services and are posted for viewing. Children are offered what is posted on the menu.

Important: Notify the staff if your child has a special diet, formula, or food allergies.
In order to accommodate your request we will need to have a completed "Diet Prescription for Special Meals**"** form which is to be signed by your child's doctor.

A school nurse and/or registered dietitian are available to answer questions you may have regarding food served, your child's diet or health needs.

The program will provide all meals and snacks for children enrolled in the program free of charge. Meals provided: Breakfast, morning snack, Lunch, Afternoon Snack and formula as needed.

Lactation - Nursing your baby and pumping of Breast Milk

School Lactation Protections: Cal. Ed. Code Sec 222

All lactating moms will have opportunities to nurse their baby on site as needed. Students will be given a "reasonable amount" of excused time for pumping/nursing, and make-up work/instruction. Time outside of class time is allowed to feed your baby or pump. A private space will be provided to meet the nutritional needs of your baby. The private room will have an outlet and refrigerator to store any breast milk. Please label any breast milk left at the center.

Storing and handling of Breast Milk and Formula

Parents will provide breast milk

- Transported in an insulated cooler bag at 5°F to 39°F
- In ready to feed amounts (plastic bottles should be BPA free with screw caps and tight fitting lids)
- Labeled with child's full name, and date and time the milk was expressed
- Expressed breast milk that that is in an unsanitary bottle, is curdled, smells rotten, and/or has not been properly stored will be returned to the parent.
- Caregivers/teachers will store breast milk:
  - Immediately upon arrival
  - In a refrigerator at 39°F or 4°C (for up to 5 days)
  - In a freezer 0°F or -18°C (for up to 3-6 months) or a stand -alone freezer at -4°F or -20°C (for up to 6-12 months)
- Caregivers/teachers will prepare bottle with breast milk as follows:
  - Wash hands
  - Put on clean gloves
  - Check that bottle has the name of the child you will feed
  - Breast milk will be defrosted in a refrigerator if frozen or defrosted in a container of running cool tap water, very gently swirling the bottle periodically to evenly distribute the temperature in the milk. Check dates to make sure oldest milk is used first
  - If child prefers milk warm under warm running water (DO NOT USE A MICROWAVE)
  - After warming bottle, test temperature of the milk before feeding (not to exceed 98.6°F)

Caregivers/teachers will feed breast milk according to pre-established feeding plan

- Wash hands
- Put on gloves
- Verify and check the bottle has the name of child you will feed
- Bottle feed only one infant at a time
- Always hold infant for feeding (bottle feeding techniques should mimic breastfeeding by alternating sides of caregiver's lap, making eye contact, talking to infant, allowing breaks for

burping, and allowing infant to stop feeding)
- ✓ Pay attention to cues the infant is full and do not overfeed
- ✓ Bottles should never be propped
- ✓ Do not permit child to carry a bottle while standing, walking, or running around
- ✓ When developmentally ready (6-12 months), small amounts of breast milk can be offered from a cup.
- ✓ Do not use milk from a used bottle or cup for another feeding
- ✓ Do not feed and discard milk that has been out at room temperature for more than 1 hour
- ✓ Document feeding amounts, wet diapers and bowel movements

Staff will be trained in handling human milk. All childcare staff will be trained annually in the proper storage and handling of human milk, as well as ways to support breastfeeding mothers.

School Lactation Protections: *Cal. Ed. Code Sec 222 and title IX:*

Each school site with at least one lactating student will provide reasonable accommodations on a campus, including:

1) A lactation space that:
   - Isn't a bathroom
   - Has electricity
   - Is private
   - Is secure
2) Access to a space to store milk safely
3) Permission to bring onto a school campus a breast pump or equipment
4) A "reasonable amount" of excused time for pumping/nursing, and make-up work/instruction

Formula: SCUSD nutrition services department will provide Formula for all babies enrolled in the program. Bottles and infant foods can be served cold from the refrigerator and do not have to be warmed. If a caregiver/teacher chooses to warm them, or a parent requests they be warmed, bottles should be warmed under running, warm tap water; using a commercial bottle warmer, stove top warming methods, or slow-cooking device; or by placing them in a container of warm water. **Bottles should never be warmed in microwaves**. Warming devices should not be accessible to children. *https://eclkc.ohs.acf.hhs.gov/browse/keyword/food-safety*

Parties

Classroom parties are allowed, but are to be celebrated without food. Parents can make a "reservation" with their child's teacher for a special acknowledgement of their child. Please contact your child's teacher for suggestions to make classroom celebrations special.

Non-Enrolled Children in the Classroom

Only enrolled children are allowed in the classrooms. Non-enrolled children may accompany an adult during the sign-in and sign-out procedure, but must stay next to the adult at all times.

Child Abuse

All program staff are **mandated by law** to report any suspected child abuse to Child Protective Services.

STANDARDS OF CONDUCT

Adult Conduct

All staff, parents, visitors and volunteers in the classroom will:

- Be aware and concerned for the health and safety of children.
- Respect the unique identity of each child and family.
- Dress appropriately
- Follow program confidentiality policies concerning children, families and staff.
- Model appropriate language, health and nutrition practices
- Never leave a child alone or unsupervised
- Use positive methods of child guidance and *not* engage in corporal punishment, emotional or physical abuse.
- NOT use humiliation or food as a punishment or reward.
- Use cell phones **outside** the classrooms only.

All parents and family members must refrain from loud abusive conduct around staff and children.

Any verbal or physical misconduct is a violation of the State Education Code 13560, which protects teachers and children in these situations. Such a violation may result in exclusion of the parent from the site and/or termination of child care services. A safe school officer may be requested to respond when adult behavior jeopardizes the safety of the children or other adults on the school campus.

*Anyone not signing a child in or out must wait outside of the center.

Behavior Standards for Children

All children have the right to attend school in a safe environment. We will always work with parents to support their child's positive growth and development including, but not limited to interventions such as:

- Parent and teacher conferences
- Parent conference with program support staff
- Adjustment of child's hours or days of attendance
- Recommendation and guidance for parent and/or child counseling

We reserve the right to discontinue a child's enrollment if all appropriate interventions prove to be ineffective.

Suspension in Infant and Toddler

Except in specific circumstances listed below in the "Directives for Implementation" section, per *Education Code* (*EC*) Section 8489.1(a) and (b), a program must not:

1. Suspend a child due to a child's behavior.
2. Encourage or persuade a child's parents or legal guardians to prematurely pick up a child due to a child's behavior before the program day ends.
3. Expel or unenroll a child because of a child's behavior.
4. Persuade or encourage a child's parents or legal guardians to voluntarily unenroll from the program due to a child's behavior.

If You Have a Concern

Sometimes miscommunication or incomplete information causes concern. Immediately clarifying the situation with the people involved is efficient and creates opportunities to develop successful solutions. If you feel your concern has not been addressed adequately, you can contact the program Coordinator *(see Classroom and Contact Information sheet, page 30)*. If your concern is still unresolved after speaking with the Coordinator you may also file a Informal Complaint at the District Office *(see Appendix A, pg. 32)* or you can get a Universal Complaint Form from the classroom teacher or go to https://www.scusd.edu/document/uniform-complaint-procedures.

SUPPORT FOR CHILDREN AND FAMILIES

All staff members are experienced early childhood educators who participate in a continuous program of in-service education which may require the center to close for full or portions of certain days. This continuous education allows them to remain alert to the ever-changing needs of today's families as well as stay up-to-date with current educational research.

Services for Children with Special Needs

Children with special needs can often learn successfully with other children in a regular educational setting with support services. When appropriate, children with special needs are included in our classrooms. These children and their families are eligible to receive the full range of program services. The Coordinator is available to assist families with identifying and accessing appropriate services and programs.

We will support all students in their IFSP goals and services may be provided in the classroom if agreed upon by the teacher and Coordinator. Program staff will also assist in the transition or referral to SCUSD Special Education Department if further services or assessments are needed.

Mental Health and Social Services

The program has access to a School Social Worker who supports children and families in issues related to mental health and social services. This staff member is often called upon to speak at classroom parent meetings and is available to meet with you regarding child behavioral issues and family counseling. The School Social Worker is the first level of social services support for families. Additional up-to-date resources are provided in a classroom display that includes brochures and information sheets regarding available community services.

Transitions

When your child turns 2 ½ or as soon as possible prior to any transition – to a new classroom or teacher, from one program option to another or leaving our program – we will begin a process of helping you and your child make a smooth transition. You will be asked to fill out a **Transition Form** with your teacher that will help everyone take a look at and plan for the differences in the current situation and the new placement. Strategies will be agreed upon to help you and your child prepare for the change with as little stress as possible – and hopefully develop some skills for handling transitions you face in the future.

Transportation

Transportation services are not provided. Caregivers are responsible for the drop off and pick up of their children.

Children and Parents Rights:

PERSONAL RIGHTS Child Care Centers Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers. (a) Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:

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

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

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

Parent Involvement

You are your child's first and most important teacher. Enrolling your child shows how much you value your child's education! We know through research that when parents are involved in their child's education, the child does better in school. It's never too early to begin!

We strive to enrich our programs by maintaining a ratio of one adult to four children. This ratio supports best practices in child care and promotes more creative and challenging experiences for all of the children in the classroom. We invite you to help keep all of our programs strong and vital.

***Please make a commitment to volunteer your time*.**

Please ask your teacher or Parent Advisor about the volunteer process and required forms. We would like you to participate in the classroom regularly, but even one or two hours each week would be helpful. By volunteering your services, you are benefiting your child, as well as all the other children in the class!

Please note if you are going to volunteer you must provide your immunizations records: MMR, Tdap, and Flu. You must also provide a Tb test and a statement of good health.

Requirements to volunteer

All parent volunteers must complete the SCUSD volunteer process. Adult Volunteers must complete a Volunteer Sex Offender Check Authorization form and a SCUSD Volunteer Registration form. They are also required to have fingerprints taken and cleared, have a current TB clearance and proof of immunizations in accordance with Early Learning and Care Department adult TB policy and CA Community Care Licensing. For more information on how to become a volunteer ask your teacher or Parent Advisor.

Can't volunteer in the classroom? Here are some additional ways to volunteer:

- *Ask the teacher for projects to do at home.*
- *Attend walking excursions or field trips.*
- *Help the teacher with curriculum planning and preparation.*
- *Get involved at the legislative level.*
- *Attend classroom parent meetings.*
- *Become a parent Policy Committee representative.*
- *Attend district and community meetings, forums and workshops.*

Remember – family members can also volunteer!
We especially encourage fathers and father figures to volunteer.
All volunteers, including parents, must complete the SCUSD Volunteer Process form and have a TB Clearance.
Ask your teacher or support staff for more information.

Parent Meetings

Planning and educational parent meetings are held at least once a month throughout the school year. During these meetings, parents and teachers plan curriculum, field trips, special activities, and hear a policy committee report. We use a museum-style parent meeting board. The topics of the meetings vary according to the needs and interests of each class. Parent meeting topics may include:

- Child development/Special Needs & Disabilities
- Positive discipline
- Health and Nutrition information
- Accessing community resources
- Employment Searching and Training Opportunities

- Education/GED
- Money Management
- Stress Management

Be sure to check with your teacher regarding the time and place of your classroom meetings. This is a wonderful way to meet other parents, learn helpful information, and have fun!

Parent Resource Area

Each center has a parent board that contains information on a variety of subjects. Be sure to check this area for information on up-coming special events, continuing education, job announcements, social services, food closets, health services, and much more! Ask your teacher to show you how to access brochures, flyers, magazines and books. Also, if you cannot find information you need, your teacher or Parent Advisor is there to help.

Field Trips and Short Excursions

Occasionally your child's class may also take short walking excursions on or off the school site to visit people or places of interest, to become familiar with the school and neighborhood, or to make observations as part of the curriculum. Your teacher will notify you ahead of time when field trips and/or walking excursions are planned and will ask you to fill out a permission slip. *These trips are always a lot of fun—you'll probably want to go along – but* ***remember a parent TB Screen is required to participate in field trips.***

Parent Conferences

An important part of our program is Parent-Teacher conferences, held at least twice during the school year. During this conference you and your teacher discuss your child's progress in the areas of social/emotional, cognitive, self-regulation/approaches to learning, language literacy, and motor development. Based on these discussions, changes are made to keep the curriculum responsive and supportive as your child grows and learns, interests expand, and skills and knowledge change. At this time, you and the teacher will set goals for your child using the **"Individual Development Plan"** and discuss strategies for both at home and at school.

Home Visits

Your child's teacher or Nurse will arrange to visit your home twice during the school year Home visits help your child keep the connection between home classroom and provide an opportunity for you to:

- Maintain and build on the trusting and respectful relationship center staff.
- Ask questions about the program and discuss your expectations and concerns.
- Share information about your child, discuss and plan for his/her progress on assessments and update the Individual Development Plan.
- Discuss and plan for any transitions you and your child may be experiencing or are about to experience.

Classroom and Contact Information

Welcome to: American Legion, Room _____

Your child's teacher's name is: _____

Your classroom telephone # is: _____

Your Enrollment Staff is: Mahelet Barrera at (916) 395-5500 ext. 705007

Your Nurse is: _____

Your Infant/Toddler Coordinator is: Lorena Poon at (916) 643-7881

Your Parent Advisor is: Marissa Floyd at (916) 643-7878

Daily Schedule - Infant and Toddler

7:45-8:30 ----------Arrival, check-in in, diapering

8:30-9:00 ----------Breakfast (as needed)

9:00-9:30 ----------Free Play, meals and diapering as needed

9:30-10:15---------Outside Time- toddlers, music and movement

10:15-10:45 -------Outside Time- Infants, art and free choice- Snack

10:45-11:30 -------Small group activities, diapering, wash hands

11:30-12:30 -------Lunch

12:30-2:00---------Nap

2:00-2:30 ----------Diapering and washing hands

2:30- 3:00----------Snack and circle time, read books

3:00-3:45 ----------Get ready for dismissal and check out

Note: Infants are on an individualized schedule and meals and snacks depend on the child's individual needs. This is just a guide and can be flexible to meet children's needs.

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APPENDIX A

INFORMAL COMPLAINT PROCEDURE

The purpose of this procedure is to establish a process whereby members of the community, including parents, who have concerns in the Sacramento City Unified School District, can have these concerns and/or complaints resolved at the lowest level.

The goal of this procedure is the informal resolution of complaints. It is recognized that complaints and concerns frequently arise out of a lack of communication among parties involved. Thus, many complaints or concerns can be resolved when the interested parties meet informally to discuss the concerns. To that end, a complainant must demonstrate that he/she has attempted to solve his/her concern prior to filing a complaint under this procedure.

Complaint Resolution Procedure

1. Talk to the employee about the concern. See if a resolution can be found that meets your approval.
2. Discuss the problem/concern with the Parent Advisor or another resource staff person (e.g., Social Worker, etc.) and work together with site personnel to find a resolution. If no resolution is found, staff personnel will assist in completing the complaint form and immediately send to the Child Development Department.
3. The Site Coordinator or assigned designee will investigate the complaint by interviewing witnesses, documenting facts and other evidence.
4. A conclusion will be reached and the complaint is sustained (found to be true) or not sustained.
5. A follow-up meeting with all parties involved will be held with the complainant to discuss the findings.
6. If the complainant is dissatisfied with the conclusion, an appeal can be made to the Administrator of the program or the parent can file a Uniform Complaint at the District Office.

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Acknowledgement of Receipt of
Infant/Toddler Parent Policy Handbook

_____ I have received and reviewed a copy of the Infant/Toddler Programs Parent Handbook.
Initials

_____ I agree to follow all policies and procedures outlined in the Handbook.
Initials

_____ I will report any and all changes to my personal information to my assigned teacher or CD
Initials Specialist immediately.

_____ I am aware of the "Late Pick-up Policy" and will ensure that my child is picked up on time.
I will call
Initials the center each day that I keep my child home with illness and return only after he/she is symptom free for 24 hours.

_____
PRINT Child(ren)'s Name(s)

_____ _____
Center Date

_____ _____
PRINT Parent/Guardian Name Parent/Guardian Signature

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SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

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