

Termination of Services

A child can be terminated from Victor Valley College CDC for one or any combination of the following:

1. Abuse of contract hours, including, but not limited to, exceeding contract hours, or under use of contracted hours causing a breach in the contract.
2. Unexcused absences in excess of three (3) per semester.
3. Failure to provide documentation.
4. Failure to recertify.
5. A false statement made on any document filed for child's admission or retention in the program.
6. Failure to communicate to the Center changes which may affect or relate to enrollment, including, but not limited to, address, telephone number, emergency information, change in schedules and study areas, etc. This includes failure to keep Emergency Card up to date.
7. Failure to notify IMMEDIATELY if there is any change which may effect eligibility status, including, but not limited to, income, change in college enrollment status, change in college CalWORKs status, change in employment status, marital status, family size, residence, reason for needing child development services, etc.
8. Failure to keep recertification appointments without notice to the center and/or to reschedule same in a timely manner.
9. Failure to pay or delinquency of tuition fees as contracted.
10. Unsafe conduct on Center grounds, including parking lot.
11. Failure to escort children to a teacher upon arrival at the Center, abandoning children in parking lot, lobby, office, hall, or other area of the Center.
12. Failure to provide full signature for both daily sign-in and sign-out sheets.
13. Rude and/or malicious actions toward Center staff, other parents, or children.
14. Failure to comply with Center policy with regard to discipline and/or procedures established to correct discipline problems.
15. Failure to keep the Center informed of your whereabouts when your child is at the Center.
16. Causing injury to another child or staff member.
17. Child whose behavior poses a threat to the physical or emotional well-being of other children or staff.
18. When the program in its unfettered discretion determines the school is unable to meet the need of the child and/or parent(s).
19. Violations of California Education Code regarding firearms, alcohol, drugs, physical altercations, theft, and destruction of property, immoral conduct, etc.
20. Violations of California Penal Code Section 71 regarding the threatening of public officers, employees and school officials (this constitutes a felony and would also be cause for criminal arrest).
21. Failure to keep GPA 2.0 or above
22. Failure to follow established procedures for processing concerns or complaints, or diminishing reputation of the school.

When services are terminated, the parent will be notified by telephone, in person, and/or by a Notice of Action mailed to the parent, stating the reason or reasons for termination of child care services (a Notice of Action is provided to the parents in all instances).

Termination Procedure

Parents will be notified in writing of reasons for termination of services. However, violation of #16 and #19 is cause for immediate suspension and termination from the program per Board or designee direction. Parents have the right to drop their child from the program at any time. We do ask, however, that you make every effort to give us advanced notice, so that we can enroll a new child, and assist both you and your child in the transition to another program.

Appeal Procedure

The following procedures and information are also included on the reverse of the Notice of Action form which is sent to parents upon initial certification, denial of, change of, or termination of services.

To appeal an action proposed on the Notice of Action Form, the parent must file a written request for a hearing, including a request for an interpreter if necessary, during said hearing, within fourteen (14) calendar days of receipt of the Notice of Action. The first appeal is to be filed with the agency from which the parent receives childcare services. That appeal request is to be delivered to the address on the front of this handbook or in the back of the Notice of Action. Hearing on this appeal will be conducted by persons who are least one level above the person who made the contested decision.

During the above noted hearing, the parent may speak for her/himself or may be represented by a friend, attorney, or other spokesperson. As noted in the preceding paragraph, an interpreter will be made available, if needed. A representative of the local agency will be present to explain the agency's reason for the action indicated on the Notice of Action. Following the hearing, the parent will receive a written decision from the local agency, together with an explanation of the following process for the next level of appeal.

If dissatisfied with the decision reached by the local agency, the parent may then file a written appeal to the State Department of Education's Child Development Division. This appeal must be made within fourteen (14) calendar days of the receipt of the decision reached by the agency. To ensure that the local agency will not take the intended action on the date specified, the parent should advise the agency of the intent to appeal to the State. With the written appeal to the Child Development Division, send a copy of the agency's Notice of Action and a copy of the decision rendered by the local child care agency.

Upon receipt of the appeal, the Child Development Division will review the information submitted and render a final decision within thirty (30) calendar days. This decision will be mailed directly to the parent and a copy will be sent to the local agency.

Mail this second appeal to: California State Department of Education
Child Development Division
1430 N Street, Suite 3410
Sacramento, CA 95814
Attention: Appeals Coordinator

The appeals procedures set forth above are also set forth on the reverse of the Notice of Action Form.

Certified families will be maintained in the program as long as they meet the need and eligibility requirements. If a family is moved between subsidized programs, the administration will take every effort to make a smooth transition. A Notice of Action will accompany any changes.

I have received a copy, have read and I understand Victor Valley College Child Development Center's termination of services policy and appeal procedures.

Child's Name: _____

Parent/Guardian Signature

Date