



# Victor Valley College

## CHILD DEVELOPMENT LAB CLASSROOM

*established 1974*

# FAMILY HANDBOOK



**CCL License # 360906573**

**Board Approved  
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## **Program Mission, Goals, Philosophy and Curriculum Framework**

### **Our Mission**

To provide a high quality model lab site for the college students, as well as providing a safe, nurturing, and developmentally appropriate educational environment for the children and families in our diverse community.

### **Our Goals**

Our goals have been inspired to support our philosophy and curriculum framework while achieving our mission. Our goals are the core of what VVC wants for the students, families, children, and community that the CDLC serves.

The primary goal for the CDLC is to provide a Lab for the Child Development Program students. Additionally, we offer observation opportunities to all disciplines and students from any community college or university requiring a Lab experience. As a Lab for the Child Development Program, the CDLC provides ongoing and professional updated resources for students, both male and female, to receive professional training that is required for certification and to observe children in a quality program to further their understanding of child growth and development. As a model of child development professionalism, we are dedicated to children and open to growth and change. Providing an educational environment for students keeps our staff informed of the latest trends in the field of Child Development.

The goal for the children in the CDLC is to provide a safe and rich learning experience designed to meet both their individual and developmental needs. The teaching team plans developmentally appropriate experiences that represent and reflect a commitment to children's positive growth socially, emotionally, physically, cognitively and creatively.

The goal for the parents of our children is to partner with parents by supporting their role as the most important and influential person in the young child's life.

### **Our Philosophy and Curriculum Framework**

The framework for our educational approach is based on a firm foundation of theory and research. The major theorists that have influenced our framework are: Jean Piaget, Lev Vygotsky, Erik Erikson, Abraham Maslow, and Howard Gardner.

Influenced by theory and motivated by the National Association for the Education of Young Children's (NAEYC) "Best Practices," we implement a play-based, active learning environment that is child-centered and builds on their interests, strengths, and emerging abilities in social-emotional, cognitive, and physical growth. We support children's learning and guide the development of the whole child through experiences in the environment that are individually and culturally meaningful for all children in our diverse community.

Our curriculum goals are structured in accordance with California Department of Education's (CDE) Preschool Curriculum Foundations and Frameworks and the children's progress is documented through the application of CDE's Desired Results assessment system.

## Program Policies and Procedures

### **Program Background**

The Victor Valley College Child Development Lab Classroom (hereby referred to as the CDLC) was established in January 1974. The CDLC functions as a Lab for the Child Development Program.

The CDLC, state license # 360906573, is funded through a contract from the California State Department of Education (hereby referred to as the CDE), Early Education and Support Division. The CDLC is contracted to offer a State Preschool program during 180 school days in a year round calendar. The CDLC must adhere to the Contract funding terms and conditions for both Title 5 and Title 22 regulations.

The following policies and procedures are consistent with the regulations established by our funding source, CDE.

### **Days and Hours of Operation**

The CDLC, a California State Preschool Program, operates a part day preschool educational program for families from mid-August to mid-June. This program is offered Monday –Friday, from 8:00 a.m. to 11:00 a.m. *or* 12:00 p.m. to 3:00 p.m. Children must attend all five days. The Lab is designed to serve the income-eligible child during the year prior to kindergarten. Children are enrolled on a priority basis.

### **Open Door Policy**

We welcome all parents to observe from the observation window for one-way viewing; however, prior permission is required for visits inside the Lab or from a relative or family friend **NOT** on the emergency card.

### **Equal Access Policy**

At the CDLC all children are welcomed. We do not discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race ancestry, national origin, religion, color, mental or physical disability when determining which children are served.

The CDLC:

- Welcomes the enrollment of children with disabilities
- Understands the requirement of the American with Disabilities Act (ADA) to make reasonable accommodations for such children and implements appropriate accommodations

### **Religious Instruction**

The CDLC refrains from religious instruction or worship.

## Desired Results for Children and Families

### **The Desired Results System and Desired Results Developmental Profile (DRDP)**

One of our conditions for accepting CDE funding is the responsibility and accountability for us to document the progress made by children and families. We do this through an assessment tool called the Desired Results Developmental Profile (DRDP), which is a very comprehensive portfolio and an observation assessment instrument. The CDLC is aligned with the Preschool Learning Foundations and Curriculum Frameworks developed by the CDE which identify the knowledge, skills, and competencies that children typically attain as they complete their first or second year of preschool.

As partners, we are here to train you and help you become familiar with the DRDP instrument. Desired results for children encompass the following developmental domains:

- Self and Social Development
- Language and Literacy Development
- English Language Development
- Cognitive Development
- Mathematical Development
- Physical Development
- Health

### **Program Self Evaluation Process**

An evaluation of the CDLC is completed annually in accordance with state requirements. The evaluation report is submitted to the CDE along with an action plan which establishes program goals and objectives. This annual plan conforms to the State's "Desired Results for Children and Families" system and includes, but is not limited to, child assessment (DRDP tool) a self-evaluation, parent survey, and Environmental Rating Scale (ERS).

### **Environmental Rating Scale**

The Lab is assessed using the Environmental Rating Scale in the areas of: Space and Furnishings; Personal Care Routines; Language-Reasoning; Activities such as Science, Math, Art, Music, and such; Interaction; Program Structure; and Parents/Staff.

A Program Self Evaluation is written to address areas of needed improvement. This data is shared with the Family Advisory Committee for input on possible next steps and action plans. In addition to the survey data, all comments left by parents in the Suggestion Box is reviewed.

### **Staff Qualifications and Staff Development Program**

The CDLC's personnel are governed by written policies which provide job descriptions, qualification requirements, objective review of grievances and complaints, a sound compensation plan, and statements of employee benefits and responsibilities. All employees are cleared through the Department of Justice.

Teachers have a valid Child Development Permit issued through the California State Department of Education Commission on Teacher Credentialing and have a current CPR/Pediatric First Aid.

- New employees are given an orientation to guide them to understand how agency policies relate to their respective job descriptions.
- Continuous staff growth is supported by assessing their needs and providing professional development activities to enhance their growth.
- Our staff members are evaluated according to the negotiated contracts of their respective unions.

- We have internal communication systems which include email, phone, memos and meetings to provide staff with information necessary to carry out their respective duties.
- The demographics of the High Desert population are represented in our staff and the children who are enrolled.
- Parents or legal guardians cannot supervise their own children.

### **Family/Parent Involvement**

All parents attend:

- an orientation for families/parents/guardians
- at least two parent/guardian conferences per year
- Parent/guardian meetings with program staff
- Reports are given to parents/guardians, so they can read about their child's strengths, what we are working on, and what parents can do at home to help
- Parent/Guardian led Family Advisory Committee meetings are offered

### **Parent/Guardian Survey**

Parents/Guardians are encouraged to complete a Parent/Guardian Survey during the school year. Your views are important to the CDLC and used to help construct an improvement plan. Based on your comments, we determine our plan of action to improve our services which is definitely more valuable when all your input is included. This will help us to improve and/or continue to help support your children's learning and development and to meet your family's needs.

### **Teacher/Parent/Guardian Communications**

Parents/guardians should check daily for notices or communications outside classroom on the bulletin boards, white boards, the glass doors and/or top of the sign in/sign out sheets and in any other areas designed to place information. Teacher/parent/guardians communications may also be put in individual children's cubbies and should also be checked daily.

### **Newsletter**

In an effort to keep parents/guardians informed of policy changes, special events, and general information, newsletters are done on a monthly basis. If you have something you wish to share in the newsletter, please submit it to the Lab staff. We invite your participation.

### **Community Involvement**

The CDLC solicits support from the community including the solicitations for donated goods and services. The CDLC also provides information to the community regarding the services available. In addition, the CDLC utilizes media or other forms of communication in the community.

### **Family Advisory Committee (FAC)**

The CDLC has an active parent/guardian group. All parents/guardians of enrolled children are invited to attend meetings in order to provide feedback to the Family Advisory Committee, staff and Director regarding program, policy or procedure revision changes and CDLC events/activities/seminars. Parents/guardians are also encouraged to volunteer to serve as the Lab representative (one for the morning program and one for the afternoon program). Please look for meeting dates and times in the newsletter and posting on Lab bulletin board each month.

### **Parent/Guardian Conduct Expectations**

- Disciplining a child in front of the other children, either verbally or physically is not permitted at the

- Please refrain from talking negatively about children in their presence
- Smoking, firearms and other significant hazards that pose risk to children and adults are not allowed in the building or surrounding parking lot.
- Custody and visitation disputes are a private matter and may not be openly discussed at the CDLC.
- All children must be transported to and from the CDLC in the proper legal child restraints (car seats or booster seats). CDLC staff will report any violations of this law to Campus Police.
- Rude and/or malicious actions toward others will not be tolerated.
- Children will not be released to anyone who seems intoxicated or on drugs. Campus Police will be called.

### **Education, Health and Social Services**

If necessary, staff:

- identifies the needs of the child and the family for health and social services
- refers a child and/or family to appropriate agencies in the community as needed and
- conducts follow-up procedures with the family/parent/guardian to ensure that the needs have been met

### **Nutrition**

The CDLC ensures that children in the program have nutritious snacks according to State and Federal regulations. The snacks planned are family style, culturally and developmentally appropriate for the children being served and are no additional cost to families.

No outside food may be brought into the center without prior approval.

Due to public health requirements, no food may be taken out of the center.

If a child requires a special diet for medical reasons, parents/guardians may request to fill out the Medical Statement to Request Special Meals and/or Accommodations form. This form requires a doctor's signature. We reserve the right to require that parents/guardians provide any substitute or special foods required by the child.



## How To Qualify For The Child Development Lab Classroom

### **Eligibility**

The family's adjusted monthly income cannot exceed the income ceilings established by the California Department of Education at the time of enrollment except for Child Protective Services children. Eligibility is based on documentation and verification of at least one of the following:

- Income – total countable income means all income of the individuals counted in the family size, for example:
  - Copy of one months' worth of payroll check stubs
  - Copy of TANF Notice of Action stating yearly income/monthly income allotments
  - Financial Aid Award Letter
  - Copy of court order for child and/or spousal support (alimony)
  - Copy of Veteran's Benefits Award Letter
  - Copy of Worker's Compensation Benefits
  - Copy of Foster Care Income Notification
  - Copy of Social Security Administration Income Award Letter
  - Affidavit signed for housing or automobile allowance
  - Copy of disability or unemployment compensation award letter and/or copy of checks
  - Copy of bank statements for dividends, interest on saving or bonds, income from state or trust, net rental income or royalties
  - Copy of financial assistance received for the case of a child living with an adult other than the biological or adoptive parent/guardian notification
  - Copy of statements for pension or annuities
  - Inheritance
  - Income from other enterprise for gain
  - Adults who are part of the household and do not have any income will complete an Affidavit form signed under penalty of perjury stating that they do not have any income.

### **Family Size** (required documentation)

The parent/guardian must provide supporting documentation regarding the number of children/parents/guardians in the family. Documentation for children/parents/guardians must be at least one of the following:

- birth certificate; child custody court order; adoption documents; foster care placement records; school or medical records; county welfare department records; other reliable documentation indicating the relationship of the child to the parent/guardian.
- When only one parent/guardian has signed the Eligibility List form and information provided indicates the child in the family has another parent whose name does not appear on the application, then the presence or absence of that parent must be documented.

### **Enrollment Priorities**

- The CDLC maintains a current eligibility list in accordance with regulations from the CDE admission priorities. This requirement is maintained by completing the Eligibility List Form (often referred to as the Waiting List form).
- First priority for enrollment in the Lab shall be given to neglected or abused children who are recipients of child protective services (CPS) or who are at risk of being neglected, abused, or exploited, upon written referral from a legal, medical, or social service agency. If unable to enroll a child in this category, the staff shall refer the child's parent/guardian to local resource/referral services in an attempt to locate services for the child.
- The CDLC provides for the care and education of children ages 3 to 4 years old; giving priority to four year old children. "Four-year-old children" mean those children who have their fourth

birthday on or before September 1 of the school year in which they are enrolled. “Three-year-old children” mean those children who have their third birthday on or before September 1 of the school year in which they are enrolled.

## Enrollment Process

### **Notification Process**

Families/Parents/Guardians are notified about the enrollment process in a variety of forums such as:

- At the CDLC
- Public events
- Flyers distributed throughout the community
- District announcements on marquee

### **Documents to Bring/ Eligibility List Form**

Filling out an Eligibility List Form in the CDLC or online is the first step of the process. After the form is filled out, verification of eligibility for enrollment is completed by a staff member. Bring the following along with your completed application:

- Immunization and a physical examination record, prior to program entrance, including tuberculin clearance;
- A new physical is requested, but not required. If you decide not to provide an updated physical, you will be asked to sign an opt out form.
- Birth record for all children residing in the home under the age of 18;
- Proof of **all** recent income for the entire month for each parent/guardian;
- Documentation verifying the presence or absence of a parent/guardian at home if applicable.
- Students cannot be enrolled without a completed family file.
- If space is available, you will be given a pre-enrollment packet and an appointment will be made for you to complete the enrollment process. If space is not available, you will be contacted at a later time as spaces become available.
- On the day of your appointment, you will need to return the completed pre-enrollment packet and additional current check stubs. The appointment may take up to 2 hours.

### **Notice of Action (NOA)**

A NOA is issued to the parent/guardian for approval, denial, termination, delinquent fees and/or any changes to child care services.

### **Appeal Process**

If the parent/guardian does not agree with a decision as stated in the Notice of Action (CD-7617), the parent/guardian may appeal the intended action. To protect the right to appeal, the parent/guardian must follow the instructions on the back of the NOA.

### **School Calendar**

Your CDLC Calendar is an invaluable resource. A copy will be given to you at Family Orientation for your reference. Please place the calendar in a secure spot where you can refer to it often. The days with an **X** are the days that the children are scheduled to attend school.

## Supplementary Services

### **Victor Valley College Guidance and Counseling Center**

Provides a list of resources offered in the Victor Valley & San Bernardino County area.

## **Program Procedures**

### **Attendance Policy**

Parent's/Guardians are responsible for reporting all absences to the CDLC on a daily basis. If a child is going to be absent, immediately call the CDLC at 760-245-4271, ext. 2618. Any absence that is not called in on the day of absence is considered "unexcused" and subject to the Termination Policy.

If the child is absent for a week, a doctor's note or a written verification for absence is encouraged the day the child returns and is mandatory if it was a health related absence.

It is essential that the child is present on the days s/he is designated to attend (please refer to the Lab calendar). The Lab's Mission is built around VVC Child Development students who will have opportunities to lead during any portion of the daily routine, especially during large group gathering. It is important that your child attends class every day so that s/he may take full advantage of what the program has to offer. To provide delivery of services, the Absence Policy has been implemented.

### **Excused Absences**

- Excused absences include illness or quarantine of the child or of the parent/guardian (including doctor/dental appointments), family emergency, court-ordered visitations or a reason which is clearly in the best interest of the child.
- "A family emergency" is defined as an unforeseen circumstance that causes the need for immediate action, such as may occur in the event of a natural disaster, when a member of the child's immediate family dies, has an accident, is ill, or is required to appear in court, birth of a child, or transportation problems. Documentation is usually required for the above.
- Court ordered: If an excused absence is based on time spent with a parent/guardian or other relative as required by a court of law, the basic data file shall contain a copy of the court order.
- Best interest of the child: Time spent with a parent/guardian or other relative which is clearly in the best interest of the child. Best interest of the child is defined as vacations or religious holidays. Except for children who are recipients of Child Protective Services or who are "at risk" of abuse or neglect, excused absences in the best interest of the child shall be limited to 10 days per fiscal year.
- In addition, there may be medical conditions with shorter duration that require a physician's note in order for the child to return to the Lab.

### **Unexcused Absences**

- Any absence due to a reason other than the above, suspensions or absences without verification is defined as an unexcused absence. Examples of unexcused absences are: when a parent/guardian gives no reason for an absence or when best interest days exceed the 10 days that are allowed. In order to accommodate other families on the eligibility list for admission, services will be terminated if the best interest of the child absences exceed the 10 allowable days.
- Five unexcused absences annually will result in termination of services. Three consecutive unexcused absences are subject to termination.

### **Family Leave or Break in Services**

Recognizing that the CDLC is unable to claim any reimbursement during an extended family leave or break in services, each child will be allowed a maximum of 5 school days per fiscal year for extenuating circumstances that must be approved by the Director which may include but are not limited to the child's visit with the non-custodial parent that is not ordered by the court, or family vacation in excess of best interest days, birth and care of the newborn child of the parent, for placement with the parent of a child

for adoption or foster care, and to care for the parent's child, spouse, or parent who has health conditions. Otherwise, a NOA terminating the family will be issued.

### **Signing In and Out**

Sign-In/Sign Out sheets are legal forms between the parent/guardian and the CDLC and the parents/guardians.

For emergency and legal purposes, parents/guardians are required to sign their child in/out (using full legal signature) with the correct time of arrival and departure on the sign-in and out sheet each day the child attends preschool. Accurate sign in sheets are important as they are used for collecting State funds and are also used for roll call in the event of an emergency. Failure to comply with this requirement is cause of termination.

Parents/Guardians or adults listed on the emergency cards and the emergency information sheet in the file are the only parties legally able to pick up the child. Without prior approval by the Director or Site Supervisor, **no child shall be released to anyone not listed on a child's emergency information cards.**

The following are specific legal requirements for each authorized individual:

1. Must be at least 18 years of age.
2. Must be listed on the Emergency Card.
3. BE SURE TO SIGN IN/OUT ON THE SIGN-IN/OUT SHEET with a **full signature** before leaving.
4. Must provide a driver's license or other photo identification if not known to the staff. (The CDLC has the right to request a picture ID of anybody who is picking up your child.)
5. Must have mandated car seat to transport the children or Campus Police will be notified.

### **Who Will Be Allowed to Pick Up Your Child?**

A child will be released ONLY to authorized persons listed on the emergency card and emergency information sheet in the file regardless if the person delivered the child to the CDLC. EXCEPT, when the other parent who is not part of the household and/or is not on the emergency information and who is not part of the household and NO RESTRAINING ORDER against s/he is on file, but parent can prove that they are other parent. However, a courtesy call will be made to you right away, so you are aware of what is happening.

### **Parental Legal Orders/Custody Issues**

If you have legal requirements relating to custody suits or a restraining order, whether it has been settled or is in process, copies of the court orders must be on file with the CDLC. It is our obligation to maintain a safe and secure learning environment for our children, families, and college students. Any parent/legal guardian who requests that a child not be released to the child's other parent/legal guardian **must** have a court order on file at the CDLC.

### **Daily Arrival at CDLC**

It is important to us that your child is greeted each day and welcomed to the CDLC. Please walk your child to the classroom. **MAKE SURE THAT YOUR CHILD IS PRESENTED TO A TEACHER and that her/his presence is ACKNOWLEDGED by that teacher.**

Drop-offs are **NOT** allowed in the parking lot, lobby, office, hall or any area of the Center other than as specified above. This is a serious safety issue; violation of this policy can result in termination of your child care services.

**NO CHILD SHOULD EVER BE LEFT UNATTENDED ANYWHERE IN THE CENTER OR ON CENTER GROUNDS, ESPECIALLY NOT IN YOUR CAR WHILE YOU ARE DROPPING OFF OR PICKING UP OTHER CHILDREN. IT IS ILLEGAL TO DO SO!**

### **Field Trips**

We do walk the children onto the VVC campus as field trips from time to time. Please be sure we have a signed permission slip on file. Additional volunteers make for a successful field trip, and we encourage parent's/guardian's participation.

### **Birthdays and Special Occasions**

The CDLC celebrates birthdays, special occasions, and cultural holidays as part of the curriculum. We celebrate diversity, so we make sure to coordinate activities that portray the cultural background of those enrolled. If you have any special celebration request, please let the teacher know at least a week in advance, so they can put it in their Weekly Activity Plan. Birthday celebrations will be afforded a maximum of 10-15 minutes in the daily routine.

## **Health and Safety Regulations and Procedures**

### **Illness Policies**

We are not equipped to care for an ill child. Only children in good health will be allowed to attend school. A physical evaluation form completed by the child's physician and current immunizations must be presented prior to the child being enrolled. The CDLC may refuse admittance to a child who appears ill (i.e. drainage from eyes, green or yellow runny nose, lethargic, fever or other possible contagious/communicable condition). Children pass on illnesses easily, causing hardship for all. If your child is not well enough to play freely and participate in all aspects of the daily routine including outdoor time, please make other arrangements for care. **It is the parent's/guardian's responsibility to have a backup care plan for their child in case of illness.**

If a child becomes ill during the day, the parent parent/guardian will be notified and expected to immediately arrange for pick-up while child is comfortably isolated.

Do not bring your child to the CDLC if s/he is ill. If your child has any of the following, please make other arrangements for care: **green or yellow runny nose, drainage from eyes, excessive cough, fever of 100 degrees Fahrenheit or higher, swollen glands, diarrhea, sore throat or vomiting, head lice, impetigo, strep throat, chicken pox, measles, rubella, mumps, pertussis, shingles, rash, mouth sores with drooling, ringworm.**

Any child who has, or is suspected of having, a communicable disease is required to have a doctor's release before re-admission.

If a child has had a fever of 100 degrees or higher, diarrhea, or vomiting the day or night before, or if a child is sent home with any of these symptoms, the child must be symptom free at least 24 hours before returning to the CDLC.

If the child is sent home, you will sign and get a copy of an Illness Report which explains why we are sending the child home; it will give you the earliest date that your child may return providing s/he is feeling well and is symptom free for 24 hours, or with medication for 24 hours or with a Doctor's note stating that the child is not contagious.

### **When Your Child Is Ill**

You must make other arrangements for care when your child is ill. The CDLC has no provision for the care of sick children.

**It is the parent's/guardian's responsibility to keep emergency information current at all times**, so that we can reach you if your child becomes ill while at the CDLC. All children are visually screened for illnesses, and their temperature is checked upon arrival at the CDLC and **will not be admitted** if they appear to be ill or have a temperature of 100 degrees Fahrenheit or above. The teacher will make the final determination as to whether or not a child will stay.

If you are called to pick up your child during the day, **you are expected to pick up your child within 30 minutes**, or authorize an alternate emergency person to pick up your child immediately. A note will be issued and handed to you explaining the reason for sending the child home. If the CDLC sent your child home due to a rash, lice, possible pink eye, ringworm or any other communicable disease, you will be responsible to take your child to the doctor and request a form from the doctor showing that the child is not contagious and may return to school.

If the doctor diagnosed any communicable or contagious diseases, parent/guardian must report it to the CDLC as soon as the illness has been diagnosed, so that the other parents/guardians may be notified of the exposure. Certain diseases must be reported to the Health Department and to Community Care Licensing by the CDLC. Upon the notification of this type of diagnoses, the CDLC will post a notification in the classroom as well as providing handouts to the parents/guardians. VVC's Maintenance and Operations Department also is notified, so their staff can take the necessary precautions and perform a deeper cleaning. The child's name remains confidential.

#### **Special Health Concerns – Allergy Policy**

If a child has allergies, seizures, or other special health problems, be certain to specify these at time of enrollment so that the teacher and office personnel will be aware and can act quickly in case of need.

#### **Medication Policy**

Staff may administer medication to a child ONLY if such medication is prescribed by a doctor and ONLY if the parent/guardian and physician have completed and signed appropriate forms. These forms are available in the classroom. After completing the form, please be sure to check it over with the teacher to be sure that all information is complete and correct. Medication MUST be in the ORIGINAL containers with original printed directions, and have a current prescription date. All medication will be dispensed according to label instructions.

It is also your responsibility as a parent/guardian to let your child's teacher know when your child is taking any medication (prescribed or not) and tell them about any possible side effects. This will help us to keep your child safe and healthy.

#### **No Smoking Policy**

The CDLC is a smoke free environment. Smoking is prohibited on the premises of any Child Care Center. This includes the front of the building, sidewalks and parking lot as specified in the Health and Safety Code Section 159.795 (b).

#### **No Cell Phone Policy**

The CDLC requires that parents are focusing on children's needs and not distracted by phone conversations or texting. We are an educational and observation environment that requires an optimal learning environment for students and children. Please refrain from cell phone use.

#### **Late Pick Ups and Late Fees**

When children are not picked up at their scheduled time, parents/guardians will be issued a late notice and a late fee will be assessed. Three late notices in a fiscal year will result in termination of your State Preschool services. Your late fee is due one week from the day your late notice is issued. Please make sure to call if you are late so the staff knows that someone will come to pick up your child. Late notices and late fees will still apply even if the person was here on time and they did not have proper ID and must return home to get it. Violation of this policy can result in termination of your preschool services.

**A \$10.00 LATE FEE** is charged for every 15 MINUTES your child is picked up after the preschool scheduled class hours. However, we understand that sometimes there are circumstances that cannot be prevented, so we provide a five minute grace period. Make sure to contact us to let us know.

### **Classroom Management**

Our classroom environments, schedules and activities follow all State and Licensing requirements and are designed to capture the interest of young children. Positive attitudes towards school, self, and long term changes in behavior are educational goals for each child. The staff focuses on positive and effective approaches in building self-esteem and teaching children how to develop self-discipline. The CDLC staff maintains high expectations for student behavior. School rules, rights and responsibilities are clearly established as well as consequences for inappropriate behavior. Additionally, High Scope 6 Steps to Conflict Resolution are as implemented and also posted in the Lab.

Socialization (the ability to interact in a group setting) is an emerging ability for the preschool child. This is a dynamic period, characterized by many beginnings but few completely perfected skills. Staff welcomes discipline situations as an opportunity to support children's growth.

The goals of discipline situations are to help children:

1. **Internalize** socially acceptable behavior.
2. Become self-disciplined.
3. Experience **success** in relationships.
4. Develop **peaceful** and **non-violent** strategies for conflict resolution.
5. Preserve **dignity** and a sense of **self-worth**.

Discipline is designed to promote self-direction, self-control, choice, empathy, respect, and kindness to others. This is accomplished through sensitivity, consistency, firmness, fairness, and follow-through.

Our basic rules of conduct are:

1. Be safe
2. Be responsible
3. Be kind

Our staff will be pro-active in preventing problems and helping children resolve conflicts effectively by using the following strategies:

1. Providing an organized and ordered environment with enough space to play and a variety of materials that are of **value** and **interest** to children.
2. Establishing and maintain a predictable, consistent daily routine with a balance of child-initiated and adult-initiated activities.
3. Eliminating long waiting periods and making the short waiting periods as active as possible.
4. Allowing children to make choices throughout the daily routine.
5. Planning for and helping children anticipate transitions.
6. Listening to children's points of view, ideas, concerns, and feelings.
7. Giving children clear, consistent **reasons** for the expectations, rules and limits they establish.
8. Recording observations of children and planning for children's interests on a daily basis.
9. Using the steps in conflict resolution to mediate conflicts between and among children.
10. Redirecting them to appropriate activities.
11. Developing the classroom rules with children.
12. Positive reinforcement.
13. Teaching children how to calm themselves in frustrating situations.

### **Parent/Guardian Responsibilities**

#### **Clothing**

Dress your child appropriately for preschool. Please be sure the clothes are appropriate for both indoor and outdoor activities.

- Flip-Flops are not allowed. We suggest sturdy play shoes.
- Sandals may be worn if they have a strap around the heel and cover toes.

Dress your child in washable, sturdy, play clothes suitable for the weather. Messy art and creative activities are planned every day, and your child will want to participate. The staff makes every effort to prevent stains from markers, paint, stamps, etc. on children's clothing. In spite of our efforts, stains will surely occur. If there is certain clothing you do not want stained, please do not bring or send your child to the Lab wearing that clothing. Clothing that is easily manipulated for toileting is highly recommended. Children of this age are learning to be independent and need to be successful in their attempts at self-help in order to promote positive self-esteem.

#### **Extra Clothing**

For each child, parents/guardians should bring an extra set of clothing including underwear, to the CDLC. Clothing should be appropriate to the season and each piece of clothing should be marked with the child's name. These clothes are necessary in case clothing gets torn, soiled, wet, or an accident occurs. If it becomes necessary for your child to use borrowed clothing, please wash and return borrowed items immediately.

#### **Toys at School**

The CDLC has well stocked classrooms with developmentally appropriate items. Please do not send any personal toys with your child as this causes undue stress to staff and children. The CDLC will not be responsible for any unauthorized toys.

#### **Cubbies**

Each child at the CDLC has a cubby for her/his outer wear, art and class work. Make sure to check your child's cubby daily.

#### **Jewelry**



Necklaces, hoops and other dangling earrings are not allowed. Studs or other close fitting styles which cannot be removed by the child are acceptable.

### **Lost and Found**

The CDLC is not responsible for any lost items; however, found items will be placed in a bin marked Lost and Found. It is your responsibility to label everything sent to school (clothing or share items when requested by the teachers) with your child's name, to assist with finding lost items. It is also your responsibility to check the cubbies and bin daily. Items not picked up will be donated.

### **Car Seat Safety Law**

Children under the age of 8 must be secured in a car seat or booster seat in the back seat. Children who are 8 years of age **OR** have reached 4' 9" in height must be secured by a safety belt in the back seat. Passengers who are 16 years of age and over are subject to California's Mandatory Seat Belt law. Violation of the child passenger safety law is a standard offense.

Additionally, State law forbids leaving children unattended in a vehicle. If children are left unattended in a vehicle in the parking lot, Campus Police will be notified immediately.

### **Sun Protection**

Please make all efforts to apply product prior to coming to preschool, as CDLC staff are not authorized to apply any products. You will be the only responsible party for any adverse results or reactions from lotion application.

## **Center Forms**

### **Ouchy Report**

Children may get minor bumps, bruises, and scrapes during the course of the day. If so, the staff will complete an "Ouchy Report," which will be attached to the child's sign-in/sign-out sheet. The teacher will discuss the incident with the parent/guardian (if another child was involved, the name of the other child will remain confidential), and parent/guardian will sign the form which will confirm that the incident was explained. The original is handed to the parent/guardian, and a copy is placed in the child's permanent record.

### **Incident Report/Observational Report**

This form is used by the teaching staff when they feel the parent/guardian should be aware of behavior not typical for a particular child.

### **Illness Report**

The Illness Report defines why your child was sent home and states when s/he may return to the CDLC.

### **Medication Dispensing Form**

This form is available in your child's classroom. It is to be completed when a parent/guardian wishes the CDLC staff to give a child medication. This form and any medications are to be given to the teacher upon arrival.

We are only permitted to give medication to your child:

- a. If it is prescribed and signed by a physician.
- b. If it is in its original container.
- c. If label directions are original.
- d. Must have a current date.
- e. If a Medication Dispensing Form has been completed and given to the Teacher.

Additional information and forms are needed for Inhaled Medications such as:

- a. VVC CDLC Form for Inhaled Medication to be completed and signed by the Physician or Registered Nurse.
- b. Consent/Verification Form for Nebulizer Care-one for each staff member allowed to give the medication

### **The Emergency Card**

You are required to keep your emergency information up to date. If something happens to your child, we may need to reach you immediately. We need to know immediately if your phone number or address changes or if any of the names or numbers on your emergency cards need updating or are no longer useful. Failure to keep this information up to date may result in a termination of services. For permanent changes, fill out new emergency cards or correct the current ones.

## **Emergency Policies**

### **Accidents at School**

If the injury requires more than a minor first aid, the parent/guardian will be notified and a detailed observational report will be provided to the parent/guardian. Should the child sustain a serious head injury or any other injury which requires professional medical attention, CDLC staff will place an emergency call to 911 to get appropriate and fast medical attention. The parent/guardian will then attempt to be also notified immediately.

### **Emergencies**

Parents/Guardians grant permission for VVC staff to take whatever steps necessary to obtain emergency medical care if warranted.

Any emergency expenses incurred will be the responsibility of the child's family.

### **Emergency Disaster Plan**

There are General Emergency Procedures booklets posted all over the building that you can get familiar with. The list includes general information, campus closures, earthquake, evacuation checklist, fire, flood, gun shots-possible hostage, hazardous material, lockdown procedure, medical emergency, plane crash-explosion, and finally a college map. We also have posted the Emergency Disaster Plan for Child Care Center form (LIC 610) which also has been provided to Community Care Licensing for approval.

In the event of a disaster, the CDLC staff has been assigned to respective duties of direct evacuation and person count, administration of first aid if necessary, roster of emergency telephone numbers for emergency personnel and parent/guardian contacts, transportation, and extra assistance as needed.

- Parents/Guardians are responsible for keeping emergency information current at all times.
- Fire and disaster drills are scheduled to teach children procedures.
- Emergency plans will be posted in each classroom.
- The building has marked exits.
- Children will be taught safety rules and regulations.

### **Emergency Kit**

In order to be prepared in an event that an emergency evacuation is necessary, the CDLC requires having an Emergency Kit for each child enrolled in the program.

Here is the list of items that the CDLC requires:

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

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

### **Emergency School Closure**

In the event of extreme weather conditions, or other unforeseen emergencies, the Superintendent/President of VVC may make the decision to close the school. Children are expected to attend school unless an official announcement is made. The College closure will be announced on the radio, and it will also be posted on the college website.

### **Earthquake and Fire Drill Procedure**

Earthquake and fire drills are completed on a monthly basis. Teachers will announce when a fire drill is practiced. Everyone must immediately stop what they are doing and evacuate through the back doors or any doors assigned at the moment. Staff assist children in exiting the building. Children and staff will assemble in the Lab's playground area. Designated staff will administer first aid as needed. Parents/Guardians or other adults listed on the emergency cards will be contacted to pick up their child at the CDLC or other area, if possible. There will be no phone or radio contact through Maintenance or Campus Police. NOTE: Copies of our evacuation plan are posted in every building.

## **General Procedures**

### **Grievances**

The staff at the VVC CDLC are committed to maintaining a safe and productive atmosphere for children to grow and learn. Parents/Guardians are encouraged to speak with classroom teacher regarding minor issues and routine concerns. In the event the parent/guardian feels the issue is not being adequately addressed or has become a source of conflict, the following grievance procedure should be followed in order to achieve an appropriate resolution.

1. When a problem arises, parents/guardians should make an appointment to speak directly with the teacher (not during pick up or drop off). If you wish to speak in private, please let the teacher know you want a parent/teacher conference. Let the teacher know if it is urgent and the teacher will seek coverage and step out to speak with you, if possible. The teacher will make every effort to resolve the conflict.
2. If a parent/guardian feels the matter is not resolved, s/he may bring the concern to the Director. Parents/Guardians should be prepared to provide a full account of the situation and communication with their child's teacher. The Director will take reasonable steps to review and assess parent/guardian and teacher accounts of the issue. When necessary the Director may call a conference where the parent/guardian and teacher meet with the Director and discuss resolution. The Director will respond to the parent/guardian in ten working days from the date the grievance

was submitted to the Director. Parents/Guardians can speak directly to the Director without going to the teacher if the parent/guardian feels the complaint warrants this, recognizing that in most cases, the teacher should be addressed first.

3. In the event the matter is not resolved, then the parent/guardian may submit a written account to the Dean over the CDLC. The complaint will be submitted within 10 working days from the final decision of the Director. The Dean will make a reasonable effort to the parent/guardian and resolve the matter.

### **Uniform Complaint Procedure**

- The Uniform Complaint Procedure may be used by parents/guardians for complaints. The Procedure will be provided to parents/guardians at the time of enrollment and annually thereafter.

### **Reporting of Suspected Child Abuse**

- All personnel are mandated reporters and are required by law (section 11166 of the Penal Code) to report any suspected child abuse. Anyone who fails to make a required report is guilty of a misdemeanor punishable by jail, fine or both. VVC, CDE or the Licensing agency has the authority to interview children, or staff, and to inspect and audit child and child care center records, without prior consent. All parents/guardians need to be aware and report to staff any situation and or conditions that may affect the welfare of any child in the program.

### **Termination Procedures**

Parent/Guardian will be notified in writing, through a Notice of Action (NOA), of reasons for termination of services at least fourteen (14) calendar days before the effective date of the intended action. If NOA is mailed, the fourteen (14) calendar days period is extended by five (5) calendar days to nineteen (19) days, which establishes a presumption that you, the parent/guardian, received the NOA.

Parents/Guardians 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 children in the transition.

### **Reasons for Termination**

A child can be terminated from VVC CDLC for one or any combination of the following:

1. Failure to pay late fees within one week of the week that the late notice was given.
2. Unexcused absences in excess of Absence Policy.
3. Failure to provide documentation.
4. A false statement made on any document filed for child's admission or retention in the program.
5. Failure to communicate to the CDLC changes which may affect or relate to address, telephone number or emergency information which includes failure to keep Emergency Card up to date.
6. Unsafe conduct on CDLC grounds, including parking lot.
7. Failure to escort children to a teacher upon arrival at the CDLC, abandoning children in parking lot, lobby, office, hall, or other area of the Center.
8. Failure to sign in and/or out children.
9. A pattern of consistently failing to provide full signature for both daily sign-in and sign-out sheets.
10. Rude and/or malicious actions toward others (CDLC staff, other parents/guardians, children, etc.).
11. Causing injury to another child or staff member.
12. Child whose behavior poses a threat to the physical or emotional well-being of other children or staff.
13. When the program in its unfettered discretion determines the school is unable to meet the need of the child and/or parent(s)/guardians(s).
14. Violations of California Education Code regarding firearms, alcohol, drugs, physical altercations, theft, and destruction of property, immoral conduct, etc.

15. 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).
16. Failure to follow established procedures for processing concerns or complaints, or diminishing reputation of the school.
17. Failure to comply with Late Notice policy for picking child (ren) up late.
18. Family leave or break in services without prior permission from Director or extending beyond maximum days allowed.
19. If policies, procedures and/or requirements are not followed, child care services will be terminated.

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

### **Staffing Ratios and Supervision**

The CDLC maintains a maximum 1:8 adult-child ratio at all times. Children will be supervised (in the line of sight) at all times, including restroom visits, with adults who are:

- Aware of child's range of skills, interests, abilities, developmental stages
- Positioned to see as many children as possible and children are monitored by sight at all times
- Scanning and regularly glancing around the classroom and playground to see children's involvement and what is happening
- Redirecting as an aid in preventing undesirable and unsafe behavior
- Supervision for all children in areas that are near equipment where injury may occur or water is present requires the above methods and also being in close proximity to the children
- A Staff member is always standing by the restroom door for close supervision.

We have fully qualified permit teachers, work study students, teachers in training, and volunteers. The whole team makes sure that children are supervised at all times.

Parents/Guardians at the CDLC are responsible for supervising their children at all times. This includes before and after preschool, special events, and upon arrival and departure. Do not let your child run through the office, in the hallway, or in the parking lot. Teachers have responsibility of children during school hours only and when parents/guardians are not present.

When volunteering in the classroom, parents/guardians are never to be left alone with a child or children.

When completing course work at VVC, Child Development students are never to be left alone with a child or children.

The CDLC is dedicated to providing quality care and education for your children. The policies and procedures are established to ensure the CDLC is safe, comfortable, happy, and pleasant for your children.

**Memorandum of Understanding  
between the  
Victor Valley College Child Development Lab Classroom  
and the Parent or Guardian**

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

**This Memorandum of Understanding between the Victor Valley College Child  
Development Lab Classroom and \_\_\_\_\_,**  
Parent/Guardian

of \_\_\_\_\_ is for the purpose of ensuring  
child's name  
clear communication and understanding of the Family Handbook. The undersigned parent or  
guardian agrees to and understands the procedures and regulations of the Victor Valley College  
Child Development Lab Classroom that will be in effect and adhered to. A copy of the Family  
Handbook is available upon request or available on our website.

\_\_\_\_\_  
Name of Parent/Guardian

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date