

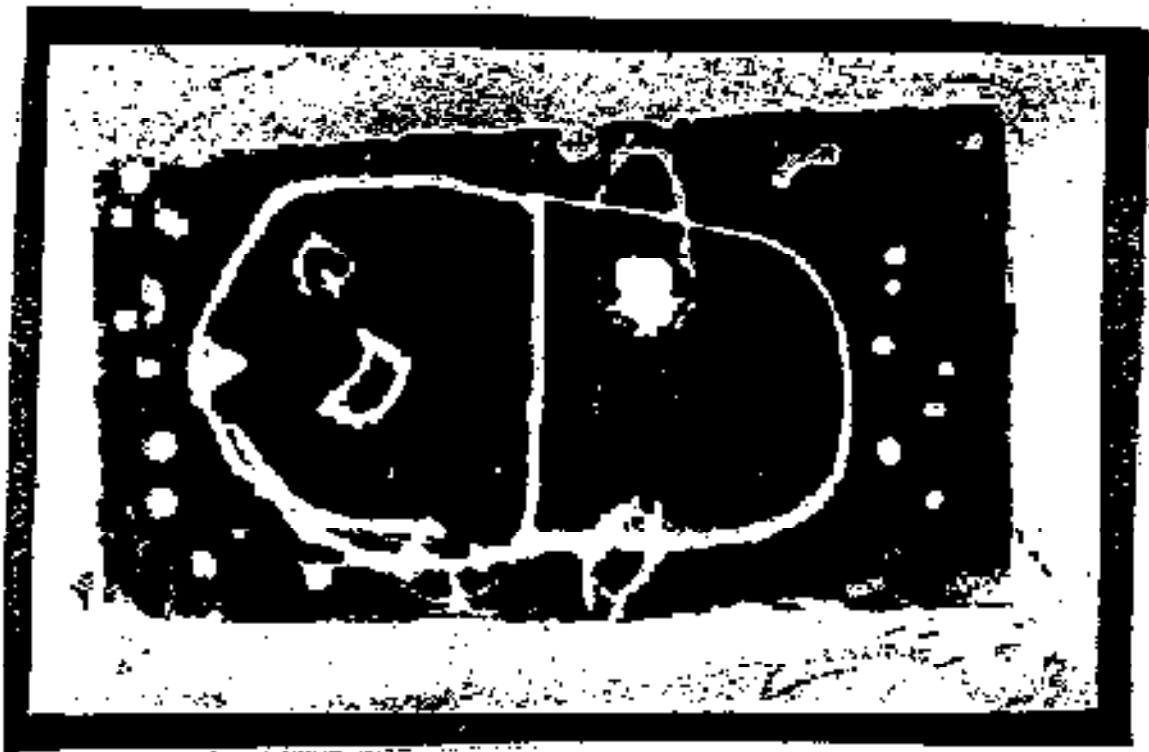
De Anza College Child Development Center Parent Handbook

2009 - 2010



*21250 Stevens Creek Boulevard
Cupertino, CA 95014
408.864-8822
www.deanza.edu/child/*

Welcome
To the
De Anza College
Child Development Center



Program Description








De Anza College Child Development Center

Mission Statement

The De Anza College Child Development Center (CDC) is dedicated to providing a quality learning environment that is respectful and supportive of all children, families, students and the community.

The Child Development Center's Core Values

The De Anza College Child Development Center values...

-  Inclusion of all children
-  Developmentally appropriate standards and practices
-  Diversity
-  High standards
-  Support for children, families and students
-  Honesty, integrity and ethical behavior
-  Creating a sense of community

We are very pleased that you have chosen to participate in our program of care and education for children and their families at De Anza College. We feel that each child, parent and staff member is both a teacher and a learner. Each makes a contribution and each deserves respect and individualized attention. Our program emphasizes opportunities for learners to explore, discover, initiate, and progress at their own pace; there are many opportunities for both success and challenge. We welcome your participation.

This handbook is intended to be a guide to what you, as a parent, need to know about the basic services offered at the De Anza College Child Development Center (referenced throughout this handbook as “the Center” or “the CDC”). This has been written with input from parents and staff in hopes that many of your questions will be addressed in this booklet. Please take the time to read through this handbook. If you have further questions or need clarification on any topic, please don’t hesitate to ask. We look forward to sharing the learning experience with you and your family.

CDC Inclusion Statement

Our program provides an inclusive environment that recognizes children's varied abilities, unique interests, special needs and learning styles. We believe children learn from each other and that each child has unique strengths and challenges as members of a learning community.

CDC Early Education Philosophy

We believe children grow and learn best:

- In a caring and non-competitive environment.
- When they are both physically and mentally involved.
- When they are given opportunities to discover concepts themselves through experimentation, inquiry, and exploratory play.
- When their fears and emotions are respected and when they are encouraged to identify and verbalize their feelings.
- When they have opportunities for relationships with adults who show affection and respect for them and who are themselves creative, happy, self-reliant, and responsible.
- Where there is a shared responsibility of the parent and educator. Cooperation and communication between home and school is essential to the creation of an environment that fosters physical, cognitive, emotional and social development.
- When their bodies are well rested and well nourished.

Therefore, we:

- Respect the developmental level of each child and offer a wide variety of activities to challenge individuals as opposed to a fixed curriculum directed at groups of children.
- Carefully structure each classroom environment to encourage exploration, choice-making, large and small group activity, and the development of self-help skills.
- Provide an outdoor environment that invites active, vigorous exercise in a natural setting. Trees, grass, flowers, sand, water and open space are emphasized in our outdoor space.
- Create a climate of adult-child interaction which encourages conversation, shared involvement in activities, joint problem-solving and genuine expression of feelings in constructive ways.
- Encourage the development of social skills through modeling, facilitating new friendships, and assisting with conflict resolution.
- Allow children to create and master their own challenges.
- Provide opportunities for singing and movement to music.
- Present daily activities building upon literacy, language, and math skills that are incorporated naturally into our developmentally appropriate and play-based curriculum.

Functions of the Child Development Center




The De Anza College Child Development Center has three major functions:

1. Educational programs and child care site for young children
2. Laboratory for teacher training within the Early Childhood Education Department
3. Parent education

The program is managed by the Director, Assistant Director and the Administrative Assistant. The administrative responsibility of the CDC is held by the Vice-President of Finance and College Services for De Anza College. Parent and student participation on the Parent Advisory Committee assists the program in maintaining its high standards. A yearly evaluation process is conducted to ensure that these standards are retained. The Center is licensed by the State Department of Social Services and the agents of Community Care Licensing which have the right to inspect our facility and interview children unannounced.

Opportunity and Equal Educational Access

Our program does not discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability in determining which children and families are served. In addition, this program:

-  Welcomes the enrollment of children with disabilities
-  Understands and implements the requirements of the Americans with Disabilities Act (ADA) to make reasonable accommodations for children with disabilities
-  Refrains from religious instruction or worship

De Anza College Anti-Discrimination Statement

De Anza College is committed to equal opportunity regardless of age, gender marital status, disability, race, color, sexual orientation, religion, national origin, or other similar factors for admission to the college, enrollment in classes, student services, financial aid, and employment with the provision of Title VI of the 1964 Civil Rights Act, Title IX of the Educational Amendments of 1972 (45CRF 86), Section 504, Rehabilitation Act of 19732 (P.L. 93-112) and the Americans with Disabilities Act of 1990.



De Anza College Child Development Center Hours and Holidays

Program Hours

Monday through Friday

7:15 a.m. To 5:30 p.m.

Holidays (Center Closed)

Veteran's Day
Thanksgiving
Martin Luther King, Jr. Day
Lincoln's Day
Washington's Day
Memorial Day
Fourth of July
Cesar Chavez Day
Labor Day

In addition, the CDC will be closed for a Winter Break, Teacher In-Service Training Days and/or Staff Retreat Days. This in-service training supports the time to conduct state mandated training, teaching, planning, and preparation and opportunities to learn about current early education research and practices.

**Please consult the current year calendar for all closure dates
(See Appendix)**

Guide to Personnel

The Child Development Center is staffed by well-trained, experienced childcare professionals employed by the college. The following is a brief description of roles and responsibilities of our staff.

Director

The Director is responsible for the overall administration of the Child Development Center. Questions concerning the Center philosophy, enrollment policy, tuition policy, program regulations, and the Parent Advisory Committee can be answered by the Director.

Assistant Director

The Assistant Director is responsible for the daily operations of the Child Development Center. Questions about Center activities, program plans, and involvement in the Parent Advisory Committee can be answered by the Assistant Director.

Administrative Assistant

The Administrative Assistant is responsible for enrollment, tuition, and billing. Questions about the waiting list, enrollment, tuition, daily attendance and the classroom sign-in/out computer can be directed to the Administrative Assistant.

Classroom Teacher

The Classroom Teachers are responsible for planning and implementing classroom curriculum and caring for the children in a group setting. In addition to these responsibilities, Faculty Teachers also supervise the Student Teachers assigned to the classroom each academic quarter. If you have questions about your child's activities, behavior or development, and/or illnesses and absences talk with your child's Classroom Teacher. These credentialed professionals are the most valuable resource we offer to you and your child. Teachers are encouraged to continue their professional development by participating in workshops, seminars, and conferences on an on-going basis.

Associate Teacher

The children's classrooms are also staffed with Associate Teachers. They are responsible for implementing specific daily activities as requested by a Classroom Teacher. Associate Teachers are qualified De Anza College students who have taken 18 ECE units and are often Child Development majors. Questions regarding Associates Teachers should be directed to a Classroom Teacher or the Assistant Director.

Instructors in Early Childhood Education

The CDC staff also has access to the expertise of the De Anza College Child Development and Education Instructors who are located on site with the CDC. The Instructors are Early Childhood Education faculty members responsible for the adult classes. The Child Development Department is part of the Social Sciences Division of the College. Questions about the student teaching program or child development courses can be answered by an Instructor.

Student Teacher

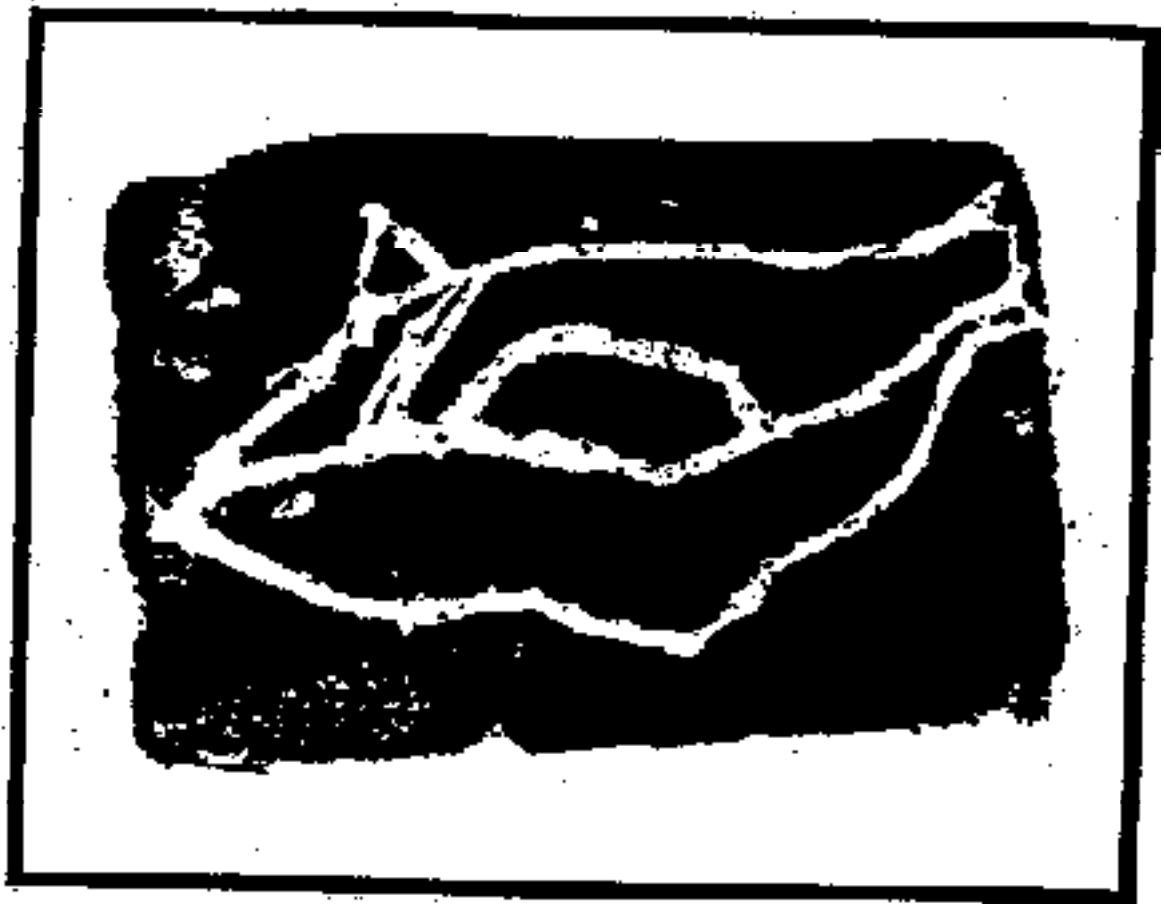
Student Teachers are enrolled in a practicum course or lab in the Early Childhood Education Program. The student teachers participate in the classroom two days a week for one or more quarter(s) and are supervised by an Instructor and the classroom Faculty Teacher. Questions regarding Student Teachers should be directed to a Faculty Teacher, Instructor, or the Director.



Phone Numbers

Naoko Harada	Director haradanaoko@deanza.edu	864-8881
Karen Villalba	Assistant Director villalbakaren@deanza.edu	864-8846
Linda Koyama	Administrative Assistant koyamalinda@deanza.edu	864-8891
Letha Jeanpierre	Vice-President Finance & College Services jeanpierreletha@deanza.edu	864-8976
Front Desk Receptionist		864-5795
Fax Machine		864-5627
Toddler Program Classrooms: (Facility number 434404302)		
Room 14		864-8915
Room 15		864-8893
Room 16		864-8914
Preschool Program Classrooms: (Facility Number 430710174)		
Room 26		864-5552
Room 27		864-8858
Room 31		864-5839
Room 35		864-8385

Enrollment and Tuition Policies and Procedures (Community Families)



Eligibility

The program is licensed to serve all families with children between the ages of 18 months to 5 years. We offer spaces to children of students, staff and faculty of both De Anza and Foothill Colleges, as well as, to children in our community without affiliation to our College District. Your child's continued enrollment is contingent upon families abiding by all of the policies and procedures set forth in the Parent Handbook.

Registration Requirements

1. Place your child's name on the waiting list by completing a waiting list application. Applications are kept on file for one year.
2. Upon notification of an opening, receive and return Admissions Packet of required information plus a \$150.00 non-refundable registration fee and your first month's tuition.
3. Arrange to visit the CDC with your child.
4. Attend the CDC orientation prior to admission. **Orientation Meeting is mandatory.**
5. Read the financial agreement.
6. Read the Parent Handbook.

Required Documentation

Every family will be asked to provide the following for their child prior to the first day of attendance:

- Completed Admissions Packet
- Emergency Release Form – It is a requirement to have one other person listed on your child's Emergency Form along with the parents/caregivers. It is recommended that you list two or three people who can pick up your child from the CDC in the event of an emergency.
- Registration fee and the first month's tuition deposit
- Birth Certificate
- Immunization Record – The State of California requires that children must have immunizations to attend childcare. No child will be admitted without an up-to-date immunization record. (See Appendix)

Tuition and Financial Agreements

Tuition fees are based as follows:

1. Enrollment or employment at De Anza or Foothill Colleges
2. Community Membership (See Appendix)

Tuition is based on the Financial Agreement that is completed for each child and returned to the Administrative Assistant prior to your child's first day. Your tuition will be based upon your student status and program. Your tuition **will not** be pro-rated when your child does not attend scheduled sessions due to illness, vacation, etc. **You will not be able to leave your child at the CDC until a completed Agreement is on file in the office.**

Tuition Amendments

You are responsible for the tuition specified in the Financial Agreement unless you have completed a Tuition Amendment form. **A one-month written notice is required for changes in your child's schedule or for withdrawals from the Center.**

Billing and Payments

Tuition must be paid **in advance prior to the service provided** and is due on the 15th of the prior month. For example, January's tuition is due on the 15th of December, with a 5 day grace period. The monthly tuition amount is listed on your financial agreement. You will receive a copy of your current Financial Agreement with a payment schedule attached. You may pay by check or money order directly at the CDC by depositing it in the box located next to the Assistant Director's office. Please make sure your child's name is written on the front of the check or money order.

In addition to the regular monthly tuition, a deposit may be asked of each family during the Spring Quarter as a way to ensure and secure your child's enrollment space at the CDC for the new academic year beginning in September. This deposit will be applied to your September tuition.

Late Tuition Fee

All fees must be paid in full and on time. A \$30.00 late fee applies to all overdue tuition after the five (5) day grace period. Holds are placed on the registration of any student with an unpaid tuition balance. If a hold is placed on your registration, De Anza College, not the CDC, becomes the collection agency, and you will need to clear your account through the Cashier's Office. For all other families your unpaid or overdue balance will be sent to collections and notices are sent out to any family who is in arrears. If your account is not made current by the date indicated, childcare will be immediately suspended and your account turned over to collections. Your child's enrollment at the CDC will be in jeopardy if you fail to pay fees in a timely manner.

Refund Policy

The Center does not refund tuition except where tuition has been paid in advance and exceeds the **30-day notice** requirement.

Returned Check Fee

A \$30.00 fee will apply to all checks returned due to insufficient funds.

Late Pickup Fee

If you arrive after the CDC closes (or after your scheduled pick-up time), the late fee is \$1.00 for every minute, or fraction thereof, per child. Payment is due by check at time of pickup. Being late more than twice in a three month period may be grounds for termination. Please remember that families should be off the school premises by 5:30 pm.

Sibling Discount

Full-time Foothill-De Anza College district employees and students and community members with more than one child attending the CDC are eligible to receive a 10% discount on the oldest child's tuition.

Vacation Credit

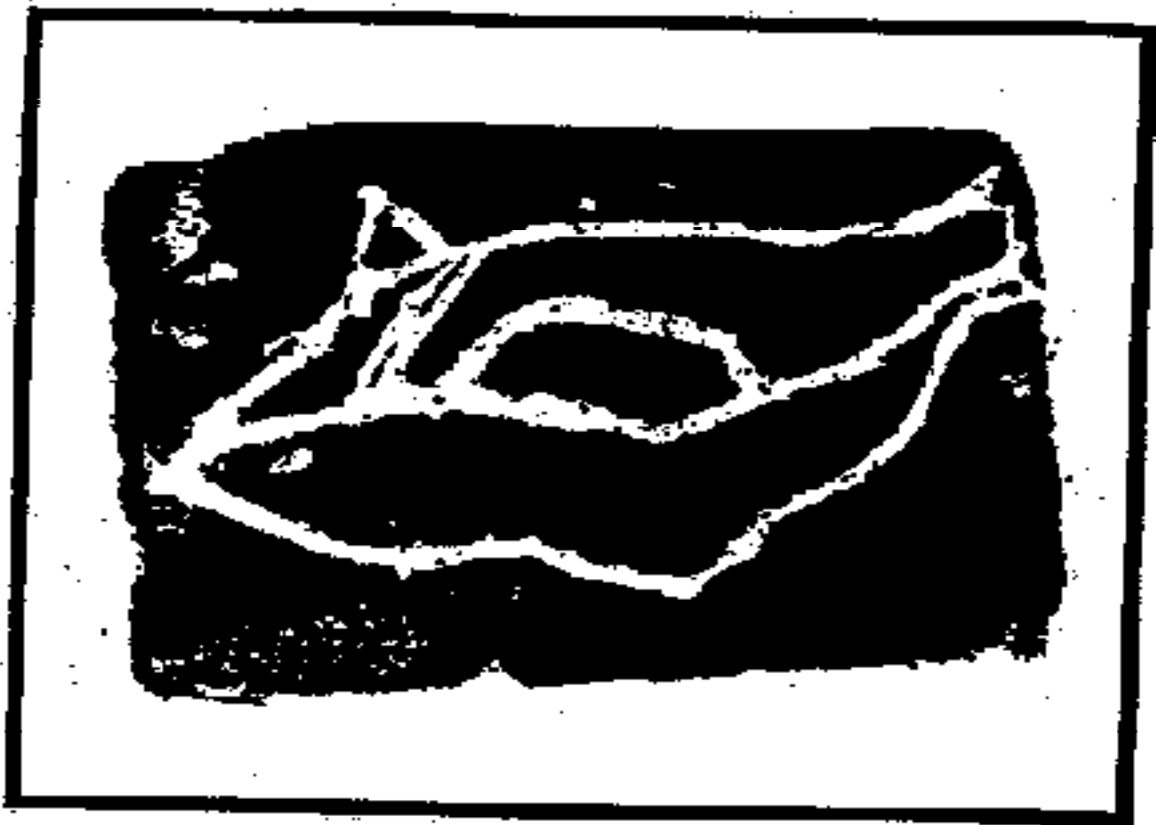
The CDC does not offer vacation credit. The full monthly tuition is due and payable whether or not your child attends. If you plan to take an extended vacation, you may dis-enroll your child from the program. Your child's name will be placed at the top of the waitlist; however, we will actively seek new enrollment to fill the space vacated by your child. If the space is not filled and you would like to return to our program, you will have to pay the non-refundable registration fee and you may be required to submit new documentation.

Withdrawal of Services

CDC reserves the right to withdraw services for the following, but not limited to, reasons:

- Failure to adhere to all CDC policies and procedures or comply with community care licensing requirements.
- Failure to submit required documents.
- Failure to pay required tuition and/or other fees.
- Two (2) late pickups of the child within a three (3) month period.
- Inappropriate or threatening conducts towards the staff and/or the children on the part of the parent.
- In the event the CDC should decide that our program is not appropriate for the child or fit the needs of the family.
- The parent or child constitutes a safety or legal hazard to the child, other children, staff or the program in general.

California State
Department of Education
Eligibility and Enrollment
Policies and Procedures
(Grant Recipients)



Initial Enrollment

The initial enrollment for the state-subsidized child development program at the De Anza College CDC is open to full-time students at De Anza College and /or Foothill College. After one full year of successful completion of required units, the parents may continue to receive subsidized care at the CDC after transferring to 4-year college or obtaining a job as long as the family continues to qualify for the state subsidy. Funding for these spaces comes from the California State Department of Education. Families applying for these spaces must meet and maintain state requirements, as well as, abide by the general policies and procedures outlined in the CDC Parent Handbook.

Eligibility and Need

To qualify for enrollment at the CDC and to retain your child's space at the Center, you must meet one requirement from each column listed below.

Family Eligibility for Services	Family Need for Services
<ol style="list-style-type: none">1. Public assistance recipient2. 'Income Eligible' per State guidelines3. Homeless4. Recipient of Child Protective Services through the county welfare department.5. Child(ren) identified as At Risk of being Abused, Neglected or Exploited by the qualified professional.	<ol style="list-style-type: none">1. Recipient of the Child Protective Services through the county welfare department.2. Child(ren) identified as At Risk of being Abused, Neglected or Exploited by the qualified professional.3. Seeking Permanent Housing, official verification required.4. Engaged in Vocational Training / Education, enrolled full-time in school, documentation required.5. Employed, verification and paystub required.6. Seeking Employment, documentation required; limited to 60 days per year, less than 30 hours per week.7. Incapacitated – physician's statement, required; child care service not to exceed 50 hours per week

Eligibility for the subsidized spaces is not based on 'first-come, first served' but determined by the priorities established by the State of California. Siblings of currently enrolled families have a priority when the child is age-eligible and space is available at the CDC.

Certification Interview

After submitting the State Department of Education's application form (CD9600), families are interviewed by the CDC Representative to validate their eligibility based on the criteria mentioned above. Upon determination of eligibility, the initial certification interview continues to complete required forms and documentation, to answer any questions you may have about the program, and to discuss the policies and procedure of the CDC. You will be asked to bring the following forms to the initial certification meeting:

1. **Current Financial Verification:** Pay stubs for a one-month period, or proof of TANF, and/or child support payments, and/or any other Financial Aid Grants or public assistance.
2. **Training Verification Form:** Stamped by the Register's Office with current class schedule. You must be a full-time student with 12 units or more (excluding PE classes).
3. Other documents requested by the agency Representative.

**All Parents must come to the interview.
Missing the second appointment will result in losing your potential childcare space.**

Admission to the CDC Program

After all the required documents are verified at the certification interview, you will receive a CDC admissions packet for your child. The packet must be completed and submitted to the CDC along with the required documents such as birth certificate, immunization record, emergency forms, etc. before your child starts the program. Upon the submission of all the required documents, you will receive a Notice of Action as a contract for your child's enrollment.

Contract Hours

The contract hours of attendance on the Notice of Action for each child are determined according to the family's need, which is verified by the CDC representative. You are only eligible to receive childcare during the period that you meet the need criteria.

Family Fees

Some families may be subject to a family fee. Family fees are determined by the family size and the income and are based on the State's sliding scale. Family fees must be paid in advance of service provided. In other words, the monthly payment must be made by the end of the previous month. These fees are usually much lower than the tuition charged to community families. Family fees are not prorated or reduced for sick or "best interest" days.

Late Payment Fees

Fees shall be considered delinquent when they are seven (7) calendar days late. A notice to terminate services shall be given to the parent in the event that the family fee is not paid by the due date. Termination shall be effective fourteen (14) calendar days from the date that the Notice of Action is given to families unless all delinquent fees are paid before such date.

Re-Certification

You must meet with the CDC representative and submit documents to prove your continuing eligibility and need criteria at least once every school quarter/semester (student-parents) or, at least, once a year for non-students. The State requires Progress Reports and transcripts for every academic session to show progress towards the attainment of the educational/vocational goal. Students must maintain a 2.0 grade point average.

Reporting Changes

You are required to report any changes in status that may affect your eligibility at the CDC. This includes: change of marital status, family size, income, class schedule, employment status, name, or address. The CDC reserves the right to request additional documentation from parents to verify your eligibility for the childcare. Documentation may be requested for a variety of reasons, including, but not limited to, verifying family size or income.

Confidentiality of Child/Family Files

The use of all, and the disclosure of any, information pertaining to the child and the family shall be restricted to the purposes directly connected with the administration of the CDC and the promotion or welfare of the child.

Absences / Unexcused Absences

You must notify one of the classroom teachers by phone or in writing of any absence and the reason for the absence. All absences must be documented in the computerized attendance program in order to successfully sign in your child the next day. Family fees remain the same regardless of child's absences.

Excused absence is defined as:

Child Illness (requires a doctor's note if more than 5 days)

Parent Illness (requires a doctor's note if more than 5 days)

Quarantine

Dental, Doctor or therapy appointment (child/parent)

Family emergency (death, car accident, court appearance, sibling illness)

Court ordered visitation with absent parent

Extremely severe weather condition upon the approval of CDC Director

*Best Interest Day (10 days per year) See page 17

Unexcused absences are days when the child does not attend the program without a legitimate reason. If your child has more than **10 unexcused absences** per school year, it may be necessary to terminate your childcare service.

Unexcused Absences defined as:

"the days when the child does not attend the program and is not sick nor has a family emergency"

Examples:

Car problem

Stayed with friend/stayed at friend's house

Parent/child overslept or does not feel like getting up

Personal business; not emergency

Out of town (without family emergency)

Best Interest Days

Families are allowed ten (10) non-attendance days per school year in the 'best interest of the child'. Ten (10) days per year may be taken as vacation days from July 1st through June 30th. Family fees still must be paid for the best interest days.

Appeal Process

Any parent or concerned adult who is dissatisfied with any action taken by CDC regarding eligibility for the state subsidies may request a hearing. Any complaint or concern regarding change of services, termination, or denial must be brought to the CDC Director. If the Director is unable to resolve the grievance, it will be brought to the Vice President of Finance and College Services. Grievances regarding the State subsidy program are resolved at the State level after initially trying to resolve the dispute with the CDC Director and College Vice President. Appeal rights are explained on the back of the Notice of Action. Information on how to file a school hearing claim or complaint can be obtained from the CDE enrollment coordinator.

Withdrawal of Service

The CDC reserves the right to withdraw services for the following, but not limited to, reasons:

- Failure to provide required documentation as mandated by the California State Department of Education or by the De Anza College CDC in a timely manner.
- Fraud, including falsifying any documentation presented to the program regarding eligibility.
- Failure to pay fees in a timely manner.
- Two (2) late pick-ups of the child within a three (3) month period.
- Parents no longer meet the State "eligibility and need criteria."
- More than ten (10) unexcused absences in one year.
- Five (5) days of absences without notification is considered a voluntary withdrawal from the program by the parent.
- Failure to earn a 2.0 grade point average in a graded program.
- Failure to adhere to all CDC policies and procedures or to comply with Community Care licensing requirements.
- Inappropriate or threatening conduct towards the staff and/or the children on the part of the parent.
- In the event that CDC should decide that our program is not appropriate for the child or fit the needs of the family.
- The parent or child constitutes a safety or legal hazard to the child, other children, staff or the program in general.

California State Department of Education 2009-2010 CDC Calendar

September 15	Mandatory Parent Meeting 5-7 p.m.
September TBA	Certification Appointments for 2009-2010
September 19	September Family Fee due
September 21	First Day of School
September 30	October Family Fee due
October 31	November Family Fee due
November 3	Fall Quarter Progress Reports due
November 26	December Family Fee due
December 1 – 10	Winter Quarter Re-certification
December 19	January 2010 Family Fee due
January 12, 2010	Fall Quarter Grades due
January 30	February Family Fee due
February 9	Winter Quarter Progress Reports due
February 27	March Family Fee due
March 16 – 26	Spring Quarter Re-certification
March 27	April Family Fee due
April 13	Winter Quarter Grades due
April 30	May Family Fee due
May 11	Spring Quarter Progress Reports due
May 29	June Family Fee due
June 15 – 25	Summer Re-certification
June 30	July Family Fee due
July 6	Spring Quarter Grades due
July 31	August Family Fee due
August 31	September Family Fee due

This calendar serves as an official notification of due-dates for required documents and fees in order to retain childcare services. A Notice of Action for Termination will be issued if the required documents are not submitted in a timely manner.

Parent Participation

Open Door Philosophy

The Child Development Center maintains an open-door policy. We welcome our parents to visit the school unannounced to observe their child at anytime during the school day. Our programs are based upon a partnership with the parents of the children enrolled. Our mutual goal is the provision of early childhood education and care of the highest possible quality. Parents are an essential part of the team in fostering a child's healthy emotional, social, cognitive, and physical development. Therefore, parents at the CDC are encouraged to participate in Center operations in some form.

T. B. Clearance

Parents/caregivers who are volunteering in the classroom must have current proof of a negative Tuberculosis Test (T. B.) clearance completed within the past year on file with the Administration before they may begin to volunteer. Chest x-rays, after written verification from your doctor, do not require such frequent renewal. The Health Office on campus can administer a TB tine test if you are a student, staff or faculty member of De Anza or Foothill Colleges.

Types of Participation:

1. The CDC annually holds a mandatory Parent Orientation in September. Parents first learn about any changes in Center policies then meet the teachers of their child's classroom. On a different day, parents and children visit their new classrooms.
2. With prior consent from the classroom teachers, parents may assist in the classroom. Volunteering can help give parents/caregivers the opportunity to understand what the children and teachers experience during the day. We encourage parents with special interests and talents (i.e. music, cooking, reading stories, cultural traditions) to make advance arrangements with the classroom teacher to schedule participation time.
3. Parent/Teacher conferences provide the opportunity for the staff and parents to share their concerns to support the child's optimal growth and development.
4. The CDC may schedule weekend "Work Days" during the school year. This is an opportunity for parents to help with general school clean-up and maintenance.
5. The Parent Advisory Committee

Parent Advisory Committee

The Parent Advisory Committee consists of a President, a Secretary, and Classroom Representatives. Committee members work closely with the Director and Assistant Director to provide input as needed on issues concerning program policies and procedures, as well as, to plan activities such as Parent Education Nights and various social activities for the families during the school year.

Parking

Because the CDC is located on the college campus, parking spaces are limited. The CDC will issue to each family an automobile identification decal. **This is for drop off purposes only and is NOT a De Anza College parking permit.** If you are taking classes on campus or plan to spend time in your child's classroom on a regular basis, please purchase a De Anza College student parking permit each academic quarter or yearly at www.deanza.edu.

Arrival, Departure and Absence Policies

Arrival / Departure Times

We encourage children enrolled in the program to be present no later than 9:00 AM. It is important for your child's adjustment to and participation in the group setting to come to school at approximately the same time on a daily basis.

All children are to be picked up by their parent/caregiver, or authorized adult (18 years or older) listed on the emergency form, in time to gather belongings and talk with the classroom teacher **before** the scheduled departure time. If you have authorized, in writing, another person (who must be at least 18 years of age) to pickup your child, please anticipate that we will request photo identification from that person. Late fees (\$1.00 per minute per child) will be applied for any late pickups.

The staff appreciates that all families leave the classrooms and school yards by 5:30.

Sign-In / Sign-Out

It is a State of California Licensing requirement that your child be signed in and out by you, or by your written, authorized representative, every day he or she is in attendance. We have two steps to accomplish this process. Manual sign-in with your full signature of first and last names is mandatory. Then you must also sign in/out on our computer system. Your child will be assigned a number which is used to identify them in the computer program. You will be assigned a password which allows you access. Share this information only with adults on your emergency form. If your child is assigned to one of the toddler rooms or to Room 27, you will also be assigned a code to enter these areas. Again, only share this information with adults authorized to bring and pick up your child. (See Appendix) **Please do not allow your child to use the parent sign in/out computers.**

Absences

It is important to notify one of the classroom teachers by phone or in writing of any absence and the reason for the absence your child may have. All absences must be documented in the computerized attendance program in order to successfully sign in your child the next day. **Please note that your tuition is not pro-rated for absences.**

<p>CDC does not provide vacation credit. We recommend that you schedule family vacations in conjunction with the school holidays.</p>
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Health and Safety

Parent Rights

Each parents whose child receiving services shall have the rights to the following under the state law:

- Custodial parents/guardians, upon presentation of identification, have the right to enter and inspect the child day care center in which their child is receiving care without advance notice. Entry and inspection rights are limited to the normal operation hours while their child is receiving care.
- State law prohibits discrimination or retaliation against any child or parent/guardian for exercising his/her right to inspect the center or for voicing any complaints or concerns.
- The law requires that parents be notified of their right to enter and inspect, as described herein; and that a notice of this right be posted at each center.
- The law authorizes the person in charge of the child day care facility to deny access to a parent /guardian under the following circumstances:
 - a. The parent/guardian is behaving in a way which poses a risk to children in the facility, or
 - b. The adult is a non-custodial parent and the facility has been requested in writing by the custodial parent to not permit access to the non-custodial parent, or
 - c. There is a court order in force prohibiting or limiting a non-custodial parent from visiting.

Personal Rights of Children

Each child receiving services shall have rights, which include, but are not limited to, the following under the State law. The right:

- To be accorded dignity in his/her personal relationships with staff and other persons.
- To be accorded safe, healthful, and comfortable accommodations, furnishings, and equipment to meet his/her needs
- To be free of 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 functions of daily living including eating, sleeping, or toileting, withholding shelter, clothing, medication or aids to physical functions. (See appendix)

Daily Health Checks

Your child's health status will be checked each day. Although this health check may be informal, if your child appears to be showing signs of illness, a more formal evaluation will be completed (temperature, check for swollen glands, or sore throat, etc.). If the Center personnel determine your child to be ill, you will need to make other arrangements for your child's care. (See Appendix)

Hand Washing Policy

Studies show that hand washing reduces the spread of communicable diseases. Children, parents, and staff must wash their hands with soap under running water upon arriving at the Center. Children must also wash their hands before eating or drinking, after using the toilet or having their diapers changed, after sneezing or coughing, after outdoor play, and whenever hands are dirty.

Illnesses

If your child becomes ill while at the Center, we will consult your Emergency Form. If you are on campus, Campus Security is called and sent to your classroom. It is your responsibility to pick up your child immediately. The same is true if you are called at an off-campus location. If we are unable to reach you at your designated location we will then call the person(s) listed on the Emergency Release Form.

It is necessary to exclude ill children temporarily from the childcare setting to protect others from contagious diseases and to provide the best care possible for the sick child. The Santa Clara County Public Health Department mandates that all parents be notified of a communicable disease occurrence by posting an exposure notice. **Children must be symptom free for at least 24 hours before returning to school of, but not limited to, fever, diarrhea, vomiting and lice.** (See Appendix)

Supervision Policy

When the children transition from one place to another (i.e. indoors to outdoors, etc.), the number of children present is always confirmed. The staff will take a head count of each child at the time of the transitions.

Accidents / Injuries

If your child is involved in a minor accident at the Center, an Injury and Illness Report will be completed and given to you. Appropriate first aid will be administered immediately. If your child is involved in an accident that requires more than basic first aid, De Anza College Health Services will be called to determine if a physician's care is needed, and you will be notified immediately. If you are not available at any of the phone numbers listed on the Emergency Form, the person(s) listed on that form will be called. If other designated persons listed on the Emergency Form are unavailable, your child will be taken to the nearest hospital for treatment by Emergency Medical Personnel. A CDC staff member may accompany your child to the hospital. The CDC staff cannot make any medical decisions for your child. Any expenses incurred by the incident shall be the parent's responsibility.

Non-Prescription Medication

It is important to protect children from skin damage caused by harmful UVB and UVA rays throughout the year. Please apply sunscreen on your child before coming to school. If you would like the staff to apply **sunscreen** on your child during the day, please sign and complete a parent consent form. You must also sign and complete a form in order for the staff to apply any ointment for a **diaper rash**. No over-the-counter pain reliever, etc. will be administered.

Prescription Medication

Teachers are not permitted to give or apply prescription medication unless the parent completes a Medication Release Form. All medicine must be in the original container with the pharmacy label intact displaying your child's name. **Only prescription medication will be administered. If your child is on prescription medication, please supply the staff with two extra days worth in the event of an emergency.** When your child requires medication, we will need to have written permission signed by the physician and the parent.

Emergency Exits

There are several emergency exits located in the Toddler Building hallway and in the children's play yards. For the safety of all the children, DO NOT USE these doors and/or gates. They are for emergency purposes and for De Anza service personnel only. Enter and exit the CDC only through the Lobby doors.

Universal Precautions

The Child Development Center utilizes "Universal Precautions." All regular staff members are trained in universal precautions. Students and volunteers are expected to learn and to adhere to healthful and sanitary practices of the Center.

Mandated Reporting

Childcare providers are required to report suspected child abuse or neglect to Child Protective Services. Mandated reporters have absolute immunity from criminal or civil liability for reporting as required or authorized. The statutory duty to report is not excused or barred by the professional privilege of confidentiality. The primary intent of the report is to protect the child and help the parent.

De Anza College is a smoke-free campus.

Emergency Preparedness

Emergency Food Pack

Each family must provide an Emergency Food Pack for their child. The Emergency Food Pack is a gallon size plastic zip-lock bag that contains food to temporarily sustain your child in case of an emergency. Each child's pack will be stored and will be accessible when needed. These packs should include only enough food for a small meal. **Please do not include any products containing peanuts or peanut butter.**

Samples of food to be used are:

- 6 oz. canned fruit juice
- Granola bar without nuts
- Dried fruits
- Bottled water

Emergency Situations & Evacuations

In situations requiring evacuation from the CDC, children will be escorted to the De Anza College Football Stadium or other area designated by security personnel. (See Appendix) When it is deemed necessary to evacuate the college campus, the children and staff will walk to:

St. Jude's Episcopal Church
20920 McClellan Road
Cupertino, CA 95014
(408) 252-4166

If the power is off at your home/work for 30 minutes or more call the CDC to inquire about the status of the school. The Child Development Center may need to close and will need you to pick up your child. In addition, it is essential that your Emergency Form at the CDC be up-to-date at all times so you can be reached in case of emergency situations, including an unexpected closing.

Failure to maintain the required number of valid names, telephone numbers and/or addresses on emergency forms may result in the withdrawal of service from the CDC. The children's classrooms practice emergency drills monthly for earthquake, fire, and smoke alarm.

Please use the Lobby doors to enter and exit the CDC.
Any Emergency Exit is to be used for emergency purposes only.

Nutrition

Meal Program

The Center provides a catered breakfast, hot lunch and afternoon snack. All meals served meet or exceed requirements set by the U.S. Department of Agriculture and the California Department of Education, Child Care Food Program (CCFP) requirements and the California Department of Health Service and Aging. The Center participates in the California State Child and Adult Care Food Program and is subject to California State monitoring for the compliance to the regulations.

Promoting a life- long 'healthy' diet is a part of our Center's nutrition education. The food items offered are limited to whole grain bread/crackers, zero trans fat products, and additive-free products. The CDC promotes a menu that reflects its diverse culture.

The meals are served family style in the classroom. Breakfast service must be ended by 9:15 to comply with the regulations of the CCFP. Dietary restrictions due to allergies and disabilities will be accommodated. Vegetarian meals are served upon a family's request.

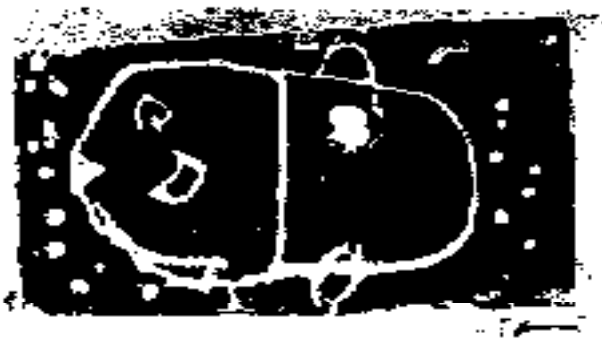
If your child has any **allergies** to foods, please have your child's physician complete and sign the Special Diet/Allergy form (in the admission packet) or obtain a note from your child's physician stating the specific food, including cow's milk, to which your child is allergic, along with providing a substitute for that food. The program will determine with the food caterer if a comparable substitute is available. The form is intended for documented allergies and **not food preferences**.

Outside food or beverages are NOT allowed in the children's classrooms or play yards due to the Foothill-De Anza Community College District's risk management policy.

Due to CCFP regulations, food served at the CDC:

- **Cannot be taken outside of the school**
- **Cannot be offered to children who are not enrolled in our program**

Should you participate in cooking activities in your child's class, please consult with your child's teacher and avoid using ingredients high in sugar.



Classroom Policies

The CDC Staff

The Child Development Center is staffed by a diverse group of well-trained childcare professionals employed by the college. The staffing schedules are contingent upon the individual teacher's contract with the College District. In order to maintain classroom ratios, it will be necessary, at times, to replace your child's regular teacher with a substitute teacher. In addition, it may be necessary to combine classrooms during the day and during college breaks and/or the summer months.

Guidance and Discipline

Our goal in guiding children is to move them toward controlling their own behavior and developing respect and empathy towards others. Children learn social rules and values in a gradual process of learning. Through modeling and guidance, teachers help children develop strategies for regulating their responses in increasingly socially appropriate ways and to build upon their strategies for impulse control. Children will develop this understanding when consistent limits and realistic expectations, based on their development, are clearly and positively defined. The teachers, in their everyday interactions with the children use a variety of positive guidance methods, such as problem-solving, redirection, prevention, modeling, and language to express needs and validate feelings and frustrations.

In many instances, a conference will be offered to parents to discuss possible methods of dealing with problem behaviors. Parents may be required to seek counseling or attend parent training as a condition for their child to continue to use CDC services. We may consider it in everyone's best interest to exclude a child who exhibits a continuing problem that threatens the safety of other children, the staff or the child.

Our program also recognizes that biting is, unfortunately, not unexpected when toddlers are in group care. Biting is an emotionally charged issue. We do not focus on punishment for biting, but on effective techniques that address the specific reason for biting. When biting does occur, we have three main responses:

- Care and help for the child who was bitten.
- Help the child who bit learn other behaviors to deal with anger or frustration.
- Examine our program / environment and make changes that may stop further occurrences.

Celebrations

The CDC is delighted to celebrate events, special occasions and family traditions with you and your child. We honor the diversity of our families and the rich traditions important to each; however, we do not always create curriculum for each of the holidays, such as Halloween, Hanukah, Christmas and Easter. Celebrations must be age-appropriate and come from the children and the families in each classroom.

Birthdays are a special time in a child's life. However, at the CDC we have a "no edible treat" celebration policy. Please discuss ways in which you may celebrate your child's birthday here at school with the classroom teachers. Remember that no outside food can be brought into the school for the children. You may, however, share stickers or small bottles of bubbles with the children or donate a book to the classroom. Written invitations to private parties should be done through the United States Postal system. Please be mindful of other families' current needs and priorities. The Parent Communication File is for in-house use only.

Communications

Bulletin boards are located off the CDC Lobby with information from the Parent Advisory Group, the individual classrooms, and from the Administrative staff. In addition, each classroom has information posted regarding their curriculum, daily schedules, and weekly menus. Each family has a file folder in the classroom's Parent Communication File where individual information from the office, such as billing notices, or written messages from the teachers, such as accident reports, are given to you. Please check it daily.

Frequent dialogue is important in establishing a positive and respectful relationship between the classroom teachers and the parents because of the close partnership they must form to encourage and promote the optimum growth and development of your child. Feel free to share your concerns with the teachers regarding your child's growth and behavior or concerns about the classroom curriculum.

Communication styles of individual teachers may vary in the way teachers share information about your child's day at school. Some teachers, because of their work schedule, will give more written information to parents. Some teachers chose to use e-mail as a way to connect with parents. If you plan to chat briefly at the end of the day, please be sure that you arrive well before your child's session ends so that you can receive information about your child, collect your child and his/her belongings, and check out before the end of the day. (Remember that there is a late pick-up fee of \$1.00 per minute after 5:30 and that all families are asked to leave the classrooms and school grounds by 5:30).

Child Assessments

All children are assessed using the California Department of Education's *Desired Results Developmental Profile*. The assessment consists of teacher observations and a record of the child's language, social, cognitive, and motor developments. These assessments assist teachers in individualizing the program and evaluating the child's progress, as well as, developing lesson plans. The results of the assessment are shared with the family during a parent conference. Parents are encouraged to continue their child's learning activities at home in all areas.

An individual education program (IEP) is established for any preschool aged child with disabilities after a referral to the local school district. Children under three years of age are referred to the California Department of Developmental Services' (DSS) Early Start Program. Any individual education plan is placed in the child's confidential file.

Parent Conferences

Parent conferences are held in each classroom, generally twice a year in the Fall and the Spring. Your attendance at a conference helps to create a partnership that enables us to learn more about your family routines and values. It provides us with an opportunity to discuss your child's growth and behavior in a group setting, along with setting goals for your child. You may also request a conference at any time during the school year.

Telephone Policy

The classroom telephones are not for personal use. Also, out of respect for the teachers, children, and the classroom environment, do not use your cellular phone while in the classrooms or in the CDC Lobby. If you must, please use your phone outside the CDC building.

Camera Policy

The staff, on occasion, may photograph your child for documentation purposes. However, for the protection of all the families enrolled, parents/caregivers are not allowed to take photographs or videos of the other children. Allowances can be made for special occasions with the advanced approval of the Director or Assistant Director and with written permission from all of the parents/caregivers of the children involved.

Diapers

Children do not have to be toilet trained to be enrolled at the CDC; however, it is the parent's or caregiver's responsibility to provide the classroom teachers with diapers for their child. Extra diapers at school are in limited supply. Your account may be charged \$1.00 per diaper when school diapers are used for your child.

Visiting Siblings and Friends

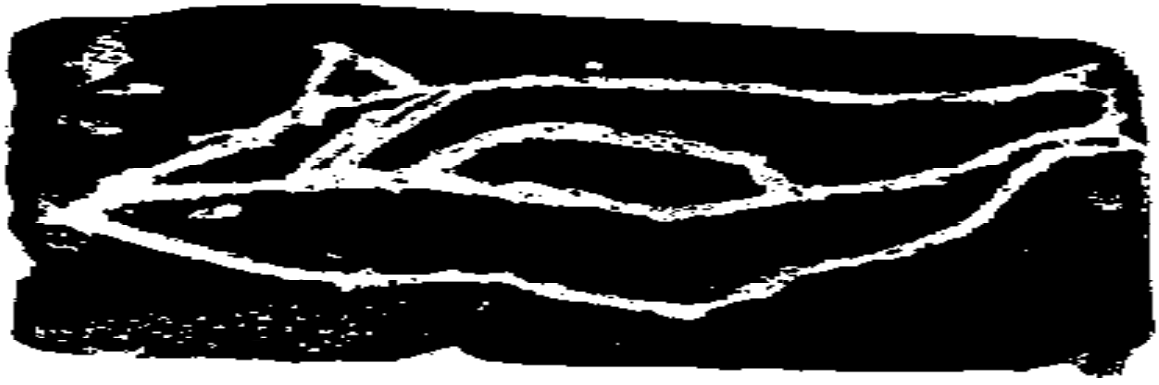
Siblings and friends visiting the CDC must stay under the supervision of the parent, guardian, or caregiver at all times. Due to our college's risk management policies, children who are not enrolled in our program **may not** play in the classroom or on outdoor equipment. In addition, once you have checked-out your child, we kindly ask that you do not go back out to the playground to let your child play on the equipment. Please ensure your child's safety by requiring your child to remain at your side at all times. Do not allow your child(ren) to run ahead of you through the CDC Lobby or court yard. Please remind your child that only adults can open doors and gates at the CDC.

Requests for Class Assignments

We are happy to hear parent input and concerns; however, we do not honor requests for specific classrooms or teacher placements. Placement of children in classrooms is left to the expertise of the staff. Placement of children is also contingent upon the ages of the children currently enrolled, as well as, the ages of the new children on the waiting list that are coming into the program. Every effort is made to provide continuity of care for your child. Classroom assignments for your child may not be available until the week before the new school year begins.

Children's Classrooms

Each classroom develops an atmosphere and feel all to its own due to the make-up of the teaching staff and the children enrolled. All parents are encouraged to visit in the classroom on a regular basis. This will give you an opportunity to get to know your child in a group setting, as well, as the teachers and your child's peers. Please consult with your child's teacher(s) for more information about the classroom's curriculum, daily schedule and routines, as well as, items you will need to bring to school for your child, such as diapers, family photos, napping accessories, and extra clothing.



Appendix

The De Anza College Child Development Center adheres to the rules and regulations set forth by the State of California Administrative Code in Title 5, the State of California Child Care Center Policies and Procedures in Title 22.

References of Licensing Requirements:

1. Attendance Records Requirement
Title 22 Section 101229.1
Title 5 Article 2 Section 18019
2. Daily Health Check Requirement
Title 22 Sections 81075.1 and 101226.1
Title 5 Article 6 Section 18170 (f)
3. Personal Rights of Children
Health and Safety Code Sections 80072 and 101223

The CDC follows the rules and regulations of the California Department of Social Services, Community Care Licensing and the Public Health Department.

Uniform Complaint Procedures Notice

De Anza College

Child Development Center

It is the intent of the De Anza College Child Development Center to fully comply with all applicable laws and regulations. Individuals, agencies, organizations, students, and interested third parties have the right to file a complaint regarding the CDC's alleged violation of a statute or regulation that the California Department of Education is authorized to enforce. This includes allegations of unlawful discrimination (Education Code, sections 200 and 220 and *Government Code*, Section 11135) in any program or activity funded directly by the State of receiving federal or state financial assistance.

Complaints must be signed and filed in writing with the California Department of Education:

California Department of Education
Child Development division
Complaint coordinator
1430 N Street, suite 3410
Sacramento, CA 95814

If the complainant is not satisfied with the final written decision of the California Department of Education, remedies may be available in federal or state court. In this event, the complainant should seek the advice of an attorney of his/her choosing.

A complainant filing a written complaint alleging violation of prohibited discrimination may also pursue civil law remedies, including but not limited to, injunctions; restraining orders; or other remedies of orders.

CA Immunization

Keep me home if

Typical Daily Schedule

7:15 Early Arrivals in Opening Toddler or Preschool Classroom

8:30 Remaining Classrooms Open
Indoor Exploration and Free Choice
Breakfast served 8:30 – 9:15

Young Preschool / Toddler Rooms

9:00 Indoor Learning Activity Centers

10:30 Outdoor Activities

11:30 Music/Movement time

11:45 Lunch

12:30 Nap/Rest Time

2:30 Indoor Activities

3:00 Snack
Indoor Activities

4:00 Outdoor Activities

5:00 Quiet Indoor Activity

5:30 CDC Closes

Older Preschool Rooms

9:30 Outdoor Large Motor Play

10:30 Indoor Learning Activities

11:30 Group Time

12:00 Lunch

12:30 Quiet Story Time

1:00 Rest Time

2:30 Snack
Indoor Activities

3:45 Group Time

4:15 Outdoor Activities

5:00 Quiet Indoor Activity

5:30 CDC Closes

- Specific schedules vary from classroom to classroom due to the age-appropriateness of the children enrolled.
- Diapering/toileting and hand washing takes place as needed
- Classrooms may combine during the day for staffing purposes
- The daily schedule is flexible due to the weather, the specific classroom activities that are happening, and the general mood of the children as a group.

Sample menu

Monday

Breakfast

Raisin Bran
Apple Juice
Milk

Lunch

Roast Glazed Turkey
Steamed Corn
Steamed Rice
Fresh Fruit
Milk

Afternoon Snack

Multigrain Crackers
Fresh Fruit

Tuesday

Breakfast

Waffles
Syrup
Fresh Fruit
Milk

Lunch

Vegetarian Spaghetti
Mixed Vegetables
Tossed Garden Salad
Ranch Dressing
Milk

Afternoon Snack

Saltine Crackers
Cottage cheese

Wednesday

Breakfast

Cheerios
Orange juice
Milk

Lunch

Baked Paprika Chicken
Steamed Peas
Whole Wheat Bread
Fresh Fruit
Milk

Afternoon Snack

Graham Crackers
Milk

Thursday

Breakfast

Mini Bagels
Cream Cheese
Fresh Fruit
Milk

Lunch

Meatloaf
Steamed Broccoli
Steamed Rice
Milk

Afternoon Snack

Cheese Wedges
Grape Juice

Friday

Breakfast

Wheaties
Apple Juice
Milk

Lunch

Fresh Minestrone Soup
Egg Salad Sandwich
Sandwich Bread
Lettuce
Cheese Wedges
Vegetable Sticks
Fresh Fruit
Milk

Afternoon Snack

Animal Crackers
Fresh Fruit

College & Community Resources

Financial Aid Office

864-8718

Financial Aid Office offers assistance to De Anza College students in need of assistance.

Tutorial and Academic Skills Center

864-8682

Tutoring is available to De Anza College students in need of assistance with their classes.

Extended Opportunities Programs and Services

864-8828

EOPS is a state funded program established to assist low income and academically disadvantaged California residents to be successful in college. EOPS/CARE provides eligible students with support services such as early registration, personal and academic counseling, transfer assistance and may include grants and book assistance. EOPS/CARE Staff are advocates for students and are committed to helping them achieve their educational goals.

Cooperative Agencies Resources for Education

864-8850

CARE is part of EOPS. It focuses on the special needs of single parents receiving Temporary Assistance for Needy Families (TANF).

Occupational Training Institute

864-8869

The mission of OTI is to prepare socio-economically disadvantaged students with high-quality employment services including counseling and advisement, career education, job placement, and retention services concurrently providing employers with qualified employees. OTI provides high quality employment focused skills training within the Foothill-De Anza Community College District.

Choices for Children

374-2232

Choices for Children operates three distinct programs. It includes Child Care Subsidy, Child Care Food Program, and Family and Provider Services, including a Resource and Referral Program.

Community Coordinate Child Care

998-4900

4 Cs offers support with their Child Care Resources and Referrals, Advocacy, Parent Education, Health and Social Services, Child Care Financial Assistance, and the Food Program.

Parents Place

650/688.3040

Parents Place offers early childhood health services in the form of case consultation, direct intervention with families and children, and early referral. They also offer parenting workshops that educate parents about the developmental needs of children.

Parents Helping Parents

727-5775

Parents Helping Parents provides family and community services, health related services and educational services.

De Anza College
Child Development Center
2009-2010

Child Care Services are Full Day
Operational Hours 7:15 to 5:30
Monday through Friday

TODDLER PROGRAM MONTHLY TUITION
ROOM 14, ROOM 15, ROOM 16
(Teacher/child ratio 1:4)

Community \$1595.00

Student * \$1515.00

YOUNG PRESCHOOLERS MONTHLY TUITION
ROOM 26 AND ROOM 27
(Teacher/child ratio is 1:6)

Community \$1485.00

Student * \$1406.00

OLDER PRESCHOOL AGE MONTHLY TUITION
ROOM 31 and Room 35
(Teacher/child ratio is 1:8)

Community \$1395.00

Student * \$1325.00

- There is a non-refundable Registration Fee of \$150.00
- Your child's placement in the younger or older preschool rooms is determined by your child's age and space availability. We cannot and do not honor specific classroom requests.
- The Student fee is based on De Anza and/or Foothill College full time students enrolled in at least 12 Quarter units.
- Also available for qualified low-income students is our California Department of Education State Scholarship Grant. This grant applies to full-time, year round students. Fees are based on a sliding scale determined by the State.

De Anza College CDC Calendar 2009 – 2010

September 14 - 18	CDC Closed – Preparation for New School Year
September 15	Mandatory Parents Only Orientation 5:00 – 7:00 pm
September 16	Children Visit Classrooms 9:30 – 11:00 am
September 21	2009-2010 School Year Begins
October 2	Parent Advisory Committee meeting 4:00 – 5:00 pm
November 6	Parent Advisory Committee meeting 4:00 – 5:00 pm
November 13	Holiday – Veteran's Day
November 25	CDC Closed – Staff Learning Day
November 26 & 27	Holiday – Thanksgiving
December 4	Parent Advisory Committee meeting 4:00 – 5:00 pm
Dec. 21 – Jan. 1	CDC & College Closed for Winter Break
January 4, 2010	CDC Opens
January 8	Parent Advisory Committee meeting 4:00 – 5:00 pm
January 18	Holiday – Martin Luther King, Jr. Day
February 5	Parent Advisory Committee meeting 4:00 – 5:00 pm
February 12	Holiday – Lincoln's Day
February 15	Holiday – Washington's Day
March 5	Parent Advisory Committee meeting 4:00 – 5:00 pm
March 15	CDC Closed – Staff Development Day
April 2	Parent Advisory Committee meeting 4:00 – 5:00 pm
May 7	Parent Advisory Committee meeting 4:00 – 5:00 pm
May 28	CDC Closed – Staff Retreat
May 31	Holiday – Memorial Day
June 4	Parent Advisory Committee meeting 4:00 – 5:00 pm
July 5	Holiday – Fourth of July
September 3	Holiday – Cesar Chavez Day
September 6	Holiday – Labor Day
September 13-17	CDC Closed - Preparation for New School Year
September 20	2010-2011 School Year begins

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Parent Handbook Receipt

I have received my copy of the De Anza College Child Development Center Parent Handbook. I have read the Handbook and agree to abide by the policies stated in the Handbook.

If I have questions or I don't understand any of the policies and /or procedures set for in the Parent Handbook, I will meet with the Director of the CDC regarding those issues.

Child's Name – please print

Parent/Caregiver's Name – please print

Parent's/Caregiver's Signature

Date

Parent Directory

___ No, do not include my information in the CDC Parent Directory.

___ Yes, please include the following information in the CDC Parent Directory:
(please print)

e-mail _____

telephone _____

address _____

Parent's / Caregiver's Signature

Date

Please tear out this page and return it to the CDC office. (Rev. Aug. 2008)

