



# De Anza College

Child Development Center

## Parent Handbook

2017-2018



*21250 Stevens Creek Boulevard*

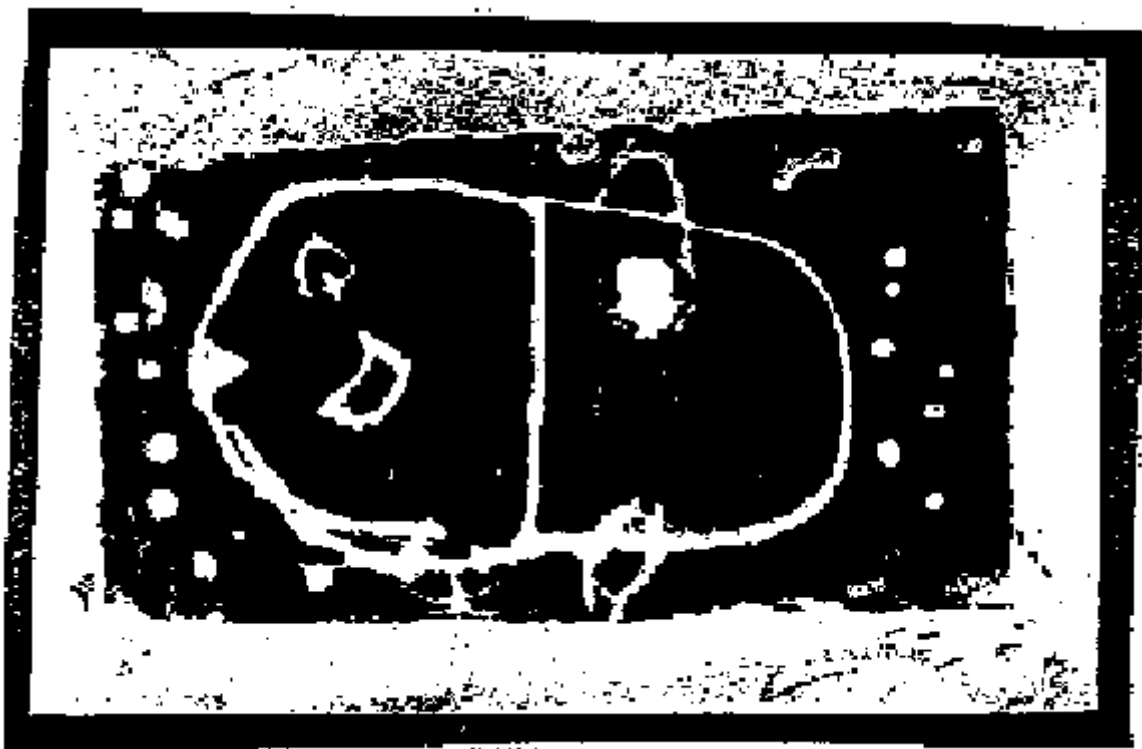
*Cupertino, CA 95014*

*408.864-5795*

*[www.deanza.edu/child/](http://www.deanza.edu/child/)*

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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 Value

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 and peers 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/peer 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.

## Behavior Support Policy

Supporting each child's social /emotional development and enhancing his/her ability to promote positive interactions with peers and adults is one of CDC's primary goals. We use the following strategies to help address inappropriate/challenging behaviors:

- Creating a safe and welcoming environment for every child and his/her family.
- Encouraging conflict resolution skills and language to help children resolve conflicts.
- Supporting each child to appropriately express their emotions
- Using Positive Descriptive Acknowledgement (PDA) to recognize positive behaviors.
- Collaborating with parents, administrators, educational consultants and other specialists to ensure that a child receives the best possible behavior support at the CDC.
- Parents are expected to cooperate with teaching staff, administrators, educational consultants and other specialists by participating in and following through with the behavior support planning process. (I.e. meetings, assessments, referrals, etc.)

If the strategies above do not meet the child's needs at the Center, the CDC and the family will follow the next step.

- Consider other arrangements to further support positive outcome: i.e. modify schedule, determine need for further assessments and services, or consider other placement options.

## Functions of the Child Development Center

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

- ◆ Educational programs and child care site for young children
- ◆ Laboratory for teacher training within the Early Childhood Education Department
- ◆ Parent education

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.

The CDC follows Foothill-De Anza College's Anti-Discrimination policies and procedures should a complaint arise (refer to the link below).

[http://hr.fhda.edu/policies-procedures/A2\\_procedures.html](http://hr.fhda.edu/policies-procedures/A2_procedures.html)



# 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, 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 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, quality 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 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 & Contact Information

<b>Naoko Harada</b>	Director haradanaoko@deanza.edu	408-864-8881
<b>Karen Villalba</b>	Assistant Director villalbakaren@deanza.edu	408-864-8846
<b>Maritza Barron</b>	Administrative Assistant barronmaritza@deanza.edu	408-864-8863
<b>Susan Cheu</b>	Vice President Finance & College Operations cheususan@deanza.edu	408-864-8976
<b>Front Desk Receptionist</b>		408-864-5795
<b>Fax</b>		408-864-5627

### **Toddler Program Classrooms: (Facility Number 430710174)**

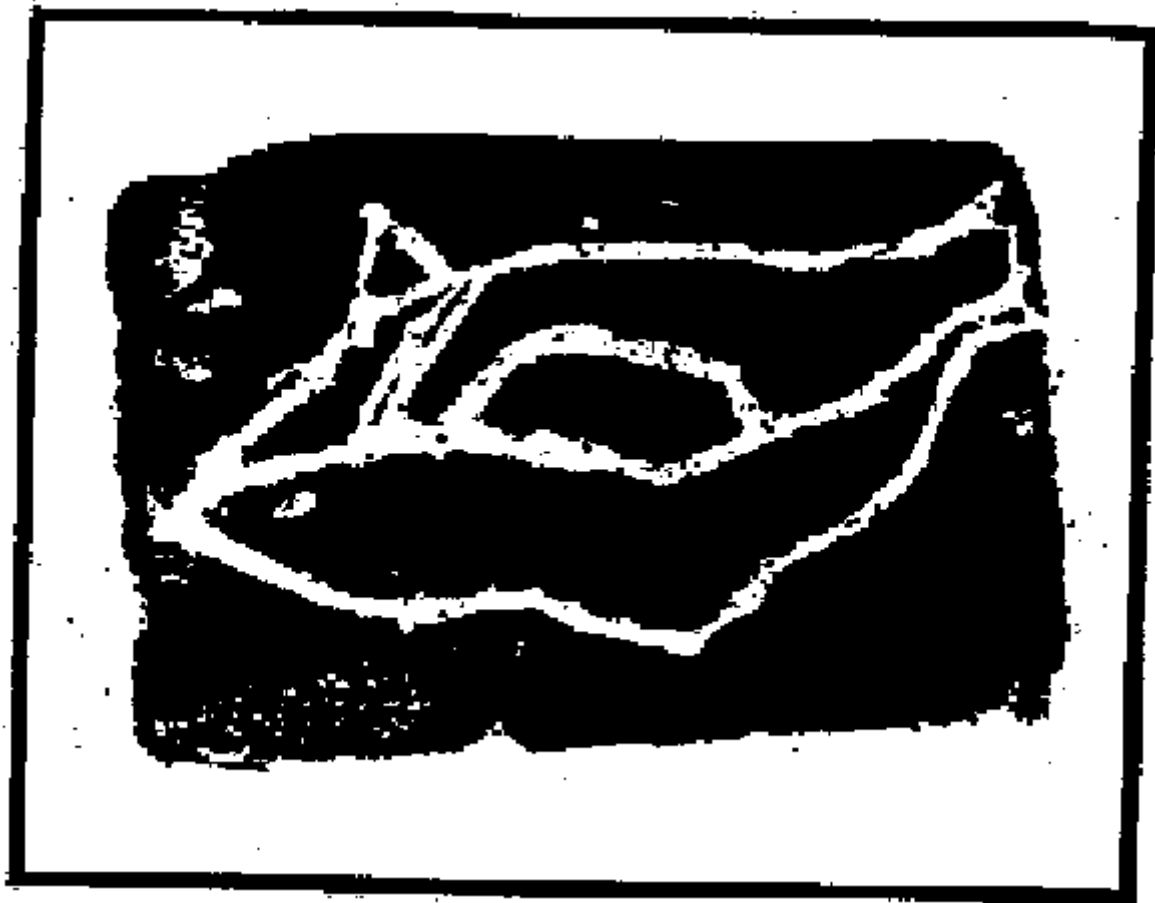
Room 14	408-864-8915
Room 15	408-864-8893
Room 16	408-864-8914

### **Preschool Program Classrooms: (Facility Number 430710174)**

Room 26	408-864-5552
Room 27	408-864-8858
Room 31	408-864-5839
Room 35	408-864-8385

# 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.

## 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, an interview with the director is set.
3. Parents submit Admissions Packet of required information plus a non-refundable registration fee and your first month's tuition.
4. Parents complete and submit Ages & Stages Questionnaires (ASQ) and Ages & Stages Questionnaires: Social-Emotional (ASQ: SE).
5. Attend the CDC orientation prior to admission. **Orientation Meeting is mandatory.**
6. Read the financial agreement and sign.
7. Read the Parent Handbook, sign Parent Handbook receipt and Parent Directory form and submit to the CDC.

## Required Documentation

Every family must submit the following for their child prior to the first day of attendance:

- Completed Admissions Packet
- Emergency Release Form – It is a requirement to have at least **two other people** listed on your child's Emergency Form along with the parents/caregivers. It is recommended that you list at least three people who can pick up your child from the CDC in the event of an emergency as well as at least one person who resides in outside the local area in case of natural disaster.
- 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 Member (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. CDC operates 232 days per year and the monthly tuition is equally divided by 12 months (please note that some months such as December and September have less operational days). 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 withdrawals from the Center.** In case of early withdrawals, upon the receipt of a written 30-day advanced notice, the tuition is prorated as per the daily rate calculated as follows;

Your child's monthly tuition x 12 months ÷ 232 days\* \* CDC operates 232 days per year

## Billing and Payments

Tuition must be paid **in advance prior to the service provided** and is due on the 15<sup>th</sup> of the prior month. For example, January's tuition is due on the 15<sup>th</sup> 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 credit card, 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 Pick Up and 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. No exception is granted for the late fee. Payment is due by check at time of pickup. When the second late pick up occurs within 3 month period, the meeting with the administrator will be requested. Being late more than three times in a 3 month period may result 'service' 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 5 % 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.
- ◆ Three (3) late pickups of the child within a three (3) month period.
- ◆ In the event that the CDC should decide that our program is not appropriate for the child or fit the needs of the family.
- ◆ A parent exhibits inappropriate or threatening conducts towards the staff and/or the children. This will result in an immediate termination.
- ◆ A child constitutes a safety or legal hazard to himself/herself, other children, staff or the program in general. This will result in an immediate termination.

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 the students of De Anza College and/or Foothill College. After one full year of successful class completion, 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 until the enrolled child completes the program. 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"> <li>1. Public assistance recipient</li> <li>2. 'Income Eligible' per State guidelines</li> <li>3. Homeless</li> <li>4. Recipient of Child Protective Services through the county welfare department.</li> <li>5. Child(ren) identified as At Risk of being Abused, Neglected or Exploited by the qualified professional.</li> </ol>	<ol style="list-style-type: none"> <li>1. Recipient of the Child Protective Services through the county welfare department.</li> <li>2. Child(ren) identified as At Risk of being Abused, Neglected or Exploited by the qualified professional</li> <li>3. Seeking Permanent Housing, official verification required.</li> <li>4. Engaged in Vocational Training/ Education, enrolled full-time in school,</li> <li>5. Employed, verification and paystub required.</li> <li>6. Seeking Employment, documentation required; limited to 60 days per year, less than 30 hours per week.</li> <li>7. Incapacitated – physician's statement required; child care service not to exceed 50 hours per week</li> </ol>

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.

\*Half-Day State Preschool participants only need to meet one of above **eligibility** requirements.

## 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. The following registration process is required after receiving Notice of Actions;

1. Parents meet with the director.
2. Parents complete and submit Ages & Stages Questionnaires (ASQ) and Ages & Stages Questionnaires: Social-Emotional (ASQ: SE).
3. Attend the CDC orientation prior to admission. **Orientation Meeting is mandatory.**
4. Read the Parent Handbook, sign the receipt and the parent directory form and submit to the CDC. Forms are on the last page of the Parent Handbook.

## 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. If your child is age eligible to participate in the State Preschool Program, the family must meet the eligibility criteria only.

## 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 a year. The State requires Progress Reports and transcripts to show progress towards the attainment of the educational/vocational goal.

## Grade Requirement

Students must maintain average **quarterly** (not cumulative) grade of 2.0 or above. The grades must be submitted to the CDC representative within 10 days of the grade posting date.

## Class Schedule

Students must submit a class schedule to the CDC representative and have the childcare schedule approved by the required date in each quarter.

## Reporting Changes

You may report the status change if it better supports your childcare needs as per the need/eligibility criteria. This includes: change of marital status, family size, income, class schedule, employment status, work hours, contact info. 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.

## Diapers

As per the agreement with Parent Advisory Group, parents will provide diapers. In case purchasing a diaper is a hardship, please contact the CDC Administrative staff for the resource referrals.

## 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

**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 fiscal year, it may be necessary to terminate your childcare service.

### **Unexcused Absence is defined as:**

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 Absences:** 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 1<sup>st</sup> through June 30<sup>th</sup>. Family fees must be paid for the best interest days.

## Appeal Process / Grievance

Any parent or concerned adult who is dissatisfied with any action taken by the 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 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 family fees and/or other fees in a timely manner.
- Three (3) late pickups of the child within a three (3) month period.
- In the event that the CDC should decide that our program is not appropriate for the child or fit the needs of the family.
- A parent exhibits inappropriate or threatening conducts towards the staff and/or the children. This will result in an immediate termination.
- A child constitutes a safety or legal hazard to himself/herself, other children, staff or the program in general. This will result in an immediate termination.

## Withdrawal of the State Subsidized 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 in a timely manner.
- Failure to notify "change of eligibility/need" status within five (5) days.
- Failure to submit grades within ten (10) days of the posting date.
- Failure to submit a class schedule by the required dates.
- Fraud, including falsifying any documentation presented to the program regarding eligibility. This will result in an immediate termination.
- Parents no longer meet the State "eligibility and need criteria."
- Missing appointments with the CDC representative for the eligibility/need screening or verification more than two (2) times in a quarter.
- 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 quarterly grade point average of 2.0 or above in consecutive quarters.

# 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:

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.

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.

Parent/Teacher conferences provide the opportunity for the staff and parents to share their concerns to support the child's optimal growth and development.

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.

## 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. All parking requires a paid fee or 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](http://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 pick up 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.

**All families must 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. Please sign in with legible your full signature of first and last name. The CDC will call and request the parent to come back to the center if the child is not signed in.

## 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, and note the reason of your child's absences on the sign-in sheet upon his/her return. **Please note that your tuition is not pro-rated for absences.**

<p><b>CDC does not provide vacation credit. We recommend that you schedule family vacations in conjunction with the school holidays.</b></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 and/or adults in the facility, and/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)



## Community Care Licensing Rights

The Department of Social Services Representative (Community Care Licensing) has the authority to interview children or staff, and to inspect and audit child or child care center records without prior consent. The licensing representative has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect and inappropriate placement.

## Mandated Reporting

Childcare providers are required to report suspected child abuse or neglect to Child Protective Services (CPS). When the providers are unsure if the case should be reported, they are allowed to call CPS for advice. 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.

## Parent Supervision

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.**

## 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.

## Rest Period (Nap)

The rest period must be provided to all children at the center as per the state regulation (Title 22, 101230. 101223, “*all children should be given an opportunity to nap or rest without distraction or disturbance from other activities...*”) The length of the rest period is determined in each classroom according to the children’s age and the needs of the group.

## Illnesses

If your child becomes ill while at the Center, parents will be notified and asked to pick up your child immediately. 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, 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. The CDC staff cannot make any medical decisions for your child. Any expenses incurred by the incident shall be the parent’s responsibility.

## Sunscreen and Diaper Rash Ointment

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 (see Appendix). 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 without the submission of doctor’s authorization.

## Prescription/Nonprescription Medication

Teachers are not permitted to give or apply any medication unless the parent completes a Medication Release Form (see Appendix). The form must be signed by both parents and **\*the physician**. \*(A note with your child's medical provider's signature can be attached to the Medication Release Form in place of physician's signature). Both prescription and nonprescription medication must be in the original container with the pharmacy label intact displaying your child's name. Please supply the staff with two extra days of supply in preparation for an unexpected emergency.

## Children's Shoes

We recommend that children wear rubber-soled shoes that are safe for running and climbing. Children may not wear flip flops or any sandals or shoes that come off easily and can interfere with children's play at school. The footwear should cover their toes.

## 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 required to adhere to healthful and sanitary practices of the Center.

*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
- Dried fruits
- Granola bar without nuts
- Bottled Water

## Evacuation

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

## Communication

The Center will contact you if your child must be picked up from school due to an emergency situation. Telephone lines must be open for emergency contact. Call the following numbers only when the call is absolutely necessary. Avoid calling classrooms since teachers will be busy assisting children in an emergency situation. Call the following numbers only when the call is absolutely necessary. In case of a catastrophic disaster, please come to CDC and/or designated evacuation locations.

Maritza Barron, Administrative Assistant (408)864-8863/direct line, (408)591-5354/Cell  
Karen Villalba, Assistant Director (408) 864-8846/ direct line, (408) 592-0863/Cell  
Naoko Harada, Director (408)864-8881/direct line, (408)206-1251/Cell

**Call the cell number only when the direct line is unavailable.**

Should all communication devices fail at the CDC, you can call 211(disaster response center) and/or Red Cross Silicon Valley (408)577-1000. [WWW.REDCROSS.ORG](http://WWW.REDCROSS.ORG) will have an update of emergency evacuation in case of a major disaster.

In case the above telephone connections are disabled due to a serious disaster, De Anza College will provide updates on the following radio stations.

KLIV 1590 AM, San Jose, Silicon Valley News  
KCBS 740 AM & 106.9FM, ALL News  
KGO 810 AM, Radio Newstalk  
KSLO Estero Sol 98.9 FM San Francisco

Please make sure that your Emergency Form information at the CDC is up-to-date at all times. We ask that you maintain at least two adult contacts (18 years and older) other than yourselves. Include at least one 'out of area' preferably 'out of state' emergency contact number. Please inform the person on the emergency list to bring a photo ID when picking up your child since we need to verify identification at all times even in an emergency situation. 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 practice emergency drills monthly for earthquake and fire.

In cases of natural disaster, you may be asked to pick up your child should your child's health and safety become at risk due to power failure, water problem, etc. Should CDC close the center caused by the incidents that are beyond our control such as weather, etc., the tuition will not be reimbursed.

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. Please know that it takes 15 to 20 times of trials before children get used to new food items.

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 that are high in sugar.**

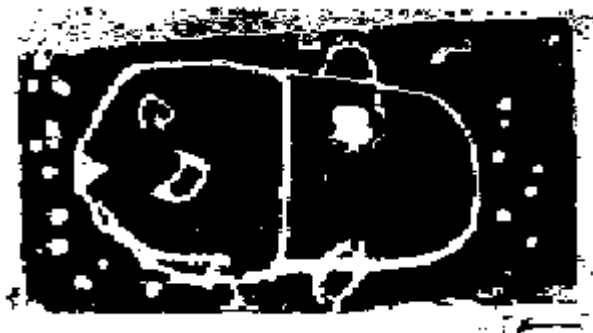
# Toilet Learning Policy

The average age for children to be toilet trained in the United States is twenty-seven months, with a range of up to three to four years old. Some children in preschool rooms will still need help with toilet training. We base our toilet training practice on the following philosophy:

- We consider toilet training to be a process that will help children gradually master toileting as a self-help skill. We would like toilet training at our program to be non-stressful experience that is appropriate to each child's individual development.
- We believe that when children are in group care, parents and caregivers must work as partners so children can be comfortable, confident and successful while they learn toilet skills.

We will take the following steps to support the best possible potty training experience for you and your child.

- We will consider beginning the toilet training process when there are indications that a child is ready both at home and the center. Our program has a set of readiness questions that both teachers and parents use to tell when a child is ready to begin toilet learning.
- We will work with parents to ensure that toilet training is consistent between home and our program. Parents and teachers will maintain communication about progress and will share any concerns or questions they have.
- We will adhere to safe and healthy practice for all children.
- We will never force a child to sit on the potty.
- We do not bribe children to use the potty. We cannot cooperate with parents' attempt to promise children treats or rewards if they use the potty.
- We will not punish or shame children in any way for accidents.
- We will not agree to practices that violate state regulations about toilet training or that conflict with our philosophy.



# 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 regulating 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.

A conference will be offered to parents to discuss possible methods of dealing with problem behaviors. (See CDC Positive Behavior Policy, page 4). In case a child exhibits a continuing problem that threatens the safety of himself/herself, other children and/or the staff, the CDC must withdraw the service to your 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 Parent Communication File is for in-house use only.

## Graduation

Older preschool classrooms usually host an event before the children go off to kindergarten. However, we do not feel that a ceremonial graduation like the one with 'hats and gowns' is appropriate since preschoolers are not yet ready to participate in the rituals that include marching, waiting and standing. Each classroom determines how to celebrate their departure that is appropriate for the group.

## Communications

Bulletin boards are located off the CDC Lobby with information from the Parent Advisory Group, community/center events. 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. Feel free to share your concerns with the teachers regarding your child's progress and/or concerns.

The way teachers share information about your child's day at school may vary. 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. Please limit the length of your conversation while teachers work with children, and set up a conference with your teacher when you feel longer dialogue is needed.

Each classroom has an iPhone. You can call or text to your classroom for the purpose of emergency communication. Use of classroom iPhone is for emergency only. Typically, the center staff is not allowed the use of personal cell phones while communicating with parents.

## Sharing Concerns

It is our goal to closely work with parents as educational partners; therefore, we encourage parents to ask questions and share concerns with us at all times. If the issues are related to the classroom, **please always talk to your teacher.** If the problem is not resolved at the classroom level, please

address the issue to the Assistant Director and/or the Director. If the issue is not resolved with the CDC administration, please address it to the Vice President of Finance & College Services. Please avoid discussing your concerns while children are present. If the conversation takes more than a few minutes, please set up the conference. Please contact Administrative Assistants when you have questions regarding program operation issues such as tuition, enrollment and documentation.

## 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, the playground or 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.

## Requests for Class Assignments

We are happy to receive parent input and concerns; however, we do not honor requests for specific classrooms or teacher placements. Placement of children is 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 will not be announced until the week before the new school year begins.**

## Transitional Kindergarten Eligible Children

Many elementary schools now offer Transitional Kindergarten for the children whose birthday falls between September 2<sup>nd</sup> and December 2<sup>nd</sup>. Therefore, some children may graduate from the program after completing younger preschool program (usually held in Room 26 and Room 27) if they choose to attend Transitional Kindergarten. Children may not skip younger preschool program upon the completion of toddler program at the CDC. We offer individualized curriculum that meets each child's needs since providing standardized curriculum for a set age group is not appropriate for early childhood education. In addition, we support children's social development within the context of relationship and value long-term relationship with peers and adults that children establish.

## Children's Classrooms

Each classroom develops an atmosphere and feel all of 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:

### Attendance Records Requirement

Title 22 Section 101229.1

Title 5 Article 2 Section 18019

### Daily Health Check Requirement

Title 22 Sections 81075.1 and 101226.1

Title 5 Article 6 Section 18170 (f)

### 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.

# GUIDE TO IMMUNIZATIONS REQUIRED FOR CHILD CARE OR PRESCHOOL



Requirements by Age at Entry and Later (Follow-up is required at every age checkpoint after entry.)

Vaccine	2–3 Months	4–5 Months	6–14 Months	15–17 Months	18 Months–5 Years
Polio (OPV or IPV)	1 dose	2 doses	2 doses	3 doses	3 doses
Diphtheria, Tetanus, and Pertussis (DTaP or DTP)	1 dose	2 doses	3 doses	3 doses	4 doses
Measles, Mumps, and Rubella (MMR)				1 dose on or after the 1st birthday	1 dose on or after the 1st birthday
Hib	1 dose	2 doses	2 doses	1 dose on or after the 1st birthday	1 dose on or after the 1st birthday (only required for children less than 4 years, 6 months)
Hepatitis B (Hep B or HBV)	1 dose	2 doses	2 doses	2 doses	3 doses
Varicella (chickenpox, VAR or VZV)					1 dose

## INSTRUCTIONS:

To enter a child care center, day nursery, nursery school, family day care home, or development center, children must have received immunizations required by California law.

- Parents must submit their child's immunization record as proof.
- Copy the date of each vaccine onto the California School Immunization Record (Blue Card, CDPH-286).
- Determine whether children meet requirements above.

## ADMIT A CHILD UNCONDITIONALLY WHO:

- Is 18 months and older and has all immunizations required for their age, or
- Submits a personal beliefs exemption (PBE) filed at a prior California child-care facility for missing shot(s) and immunization records with dates for all required shots not exempted. **The PBE must have been filed before January 1, 2016 and is only valid until entry to transitional kindergarten/ kindergarten.** For complete details, see [ShotsforSchool.org](http://ShotsforSchool.org).
- Submits a licensed physician's written statement of a **permanent** medical exemption for missing shot(s) and immunization records with dates for all required shots not exempted.

## ADMIT A CHILD CONDITIONALLY IF THE CHILD:

- Is under age 18 months, has received all immunizations required for age, but will have more required at next age checkpoint.
- Is missing a dose(s) in a series, but the next dose is not due yet (This means the child has received at least one dose in a series and the deadline for the next dose has not passed.) The child may not be admitted if the deadline has passed or the child has not yet received the 1<sup>st</sup> dose.
- Has a temporary medical exemption to certain vaccine(s) and has submitted an immunization record for vaccines not exempted. The statement must indicate which immunization(s) must be postponed and when the child can be immunized.

## WHEN MISSING DOSES CAN BE GIVEN:

Missing Dose	Earliest Date After Previous Dose	Deadline After Previous Dose
Polio #2	6 weeks	10 weeks
Polio #3	6 weeks	12 months
DTP/DTaP #2, #3	4 weeks	8 weeks
DTP or DTaP #4	6 months	12 months
Hib #2	2 months	3 months
Hep B #2	1 month	2 months
Hep B #3 (under age 18 months)	2 months after 2nd dose and at least 4 months after 1st dose	12 months after 2nd dose and at least 4 months after 1st dose
Hep B #3 (age 18 months and older)	2 months after 2nd dose and at least 4 months after 1st dose	6 months after 2nd dose and at least 4 months after 1st dose

## DO NOT ADMIT A CHILD WHO:

Does not fit one of the prior categories. Refer parents to their physician with a written notice indicating which doses are needed.

## FOLLOW-UP IS REQUIRED AFTER ADMISSION:

- At every age checkpoint above until all doses are received.
- If child was behind schedule and admitted **conditionally**.
- If child has a temporary medical exemption.

Maintain a list of unimmunized children (exempted or admitted conditionally), so they can be excluded quickly if an outbreak occurs. Notify parents of the deadline for missing doses. Review records every 30 days until all required doses are received.

Questions? Visit [ShotsForSchool.org](http://ShotsForSchool.org) or contact your local health department ([bit.do/immunization](http://bit.do/immunization)).

**County of Santa Clara**  
**Public Health Department**



Disease Prevention and Control  
976 Lenzen Avenue, Suite 1203  
San Jose, California 95126  
(Tel) 408.885.4214  
(Fax) 408.885.4249

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**EXPOSURE NOTICE**

Dear Parents:

On \_\_\_\_\_ your child may have been exposed to the communicable disease or condition that is listed below. The information provided does not replace talking with your healthcare provider if your child is ill. ***If your child has symptoms, please seek diagnosis and treatment from your healthcare provider.***

**COMMUNICABLE DISEASE/CONDITION:**

**CHICKENPOX:** A viral illness with a rash and fever

**What are the symptoms?** Fever and an itchy rash. The rash looks like small blisters that may look like dew drops on a rose petal.

**How is it spread?** Chickenpox is easily spread from person to person, either by touching the blisters of an infected person, or by breathing in air near an infected person. People who have been vaccinated are less likely to become ill or may have only mild illness.

**When do symptoms start?** 10 to 21 days after exposure to the virus.

**Need to keep child home?** Yes.

**Return to school/childcare?** Children may return when all blisters have scabs (this commonly occurs after approximately 5 days).

**County of Santa Clara**  
**Public Health Department**



Disease Prevention and Control  
976 Lenzen Avenue, Suite 1203  
San Jose, California 95126  
(Tel) 408.885.4214  
(Fax) 408.885.4249

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**EXPOSURE NOTICE**

Dear Parents:

On \_\_\_\_\_ your child may have been exposed to the communicable disease or condition that is listed below. The information provided does not replace talking with your healthcare provider if your child is ill. ***If your child has symptoms, please seek diagnosis and treatment from your healthcare provider.***

**COMMUNICABLE DISEASE/CONDITION:**

**PINK EYE:** A common and mild viral or bacterial infection of the eye

**What are the symptoms?** Red or pink, itchy, painful, swollen, and/or watery eye(s). Yellow or green discharge may also be present. May be crusted shut in the morning and may affect one or both eyes.

**How is it spread?** Touching eyes with hands contaminated by discharge from an infected person's eye or nose.

**When do symptoms start?** For viral infections: 1 to 12 days (most commonly 1 to 3 days). For bacterial infections: 1 to 3 days.

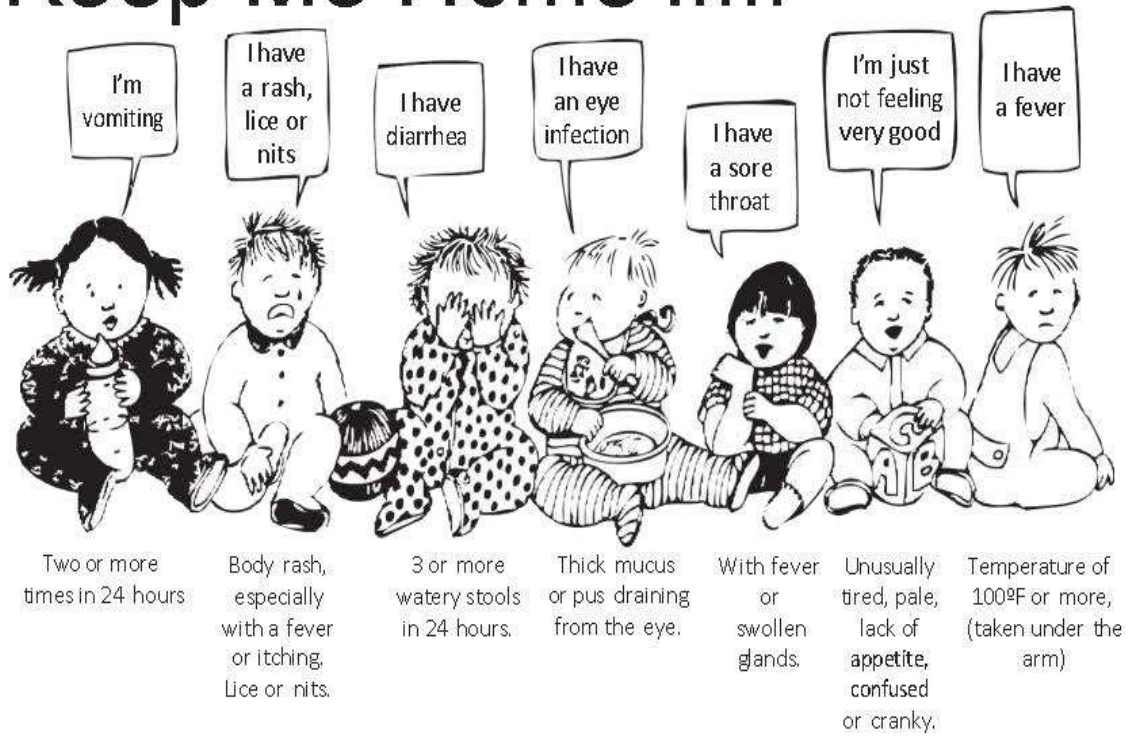
**Need to keep child home?** No.

**Return to school/childcare?** Children may return when they can fully join in group activities.

**GOOD HANDWASHING BEFORE AND AFTER TOUCHING THE EYES, NOSE, AND MOUTH  
PREVENTS THE SPREAD OF THIS DISEASE**



# Keep Me Home If...



**Your child cannot attend the program if they have had a fever, vomited or had diarrhea in the last 24 hours**

**CHILD DEVELOPMENT CENTER, DE ANZA COLLEGE**  
**MEDICATION ADMINISTRATION RECORD**  
 (To Be Completed by Child's Physician)

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Provider Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Provider Address: \_\_\_\_\_

**TO PRESCRIBING HEALTH CARE PROVIDER:** When a Child Development Center (CDC) student is required to take prescription medication at school, the following information must be provided prior to the start of the administration of the medication. CDC Staff will administer medication(s) at CDC only when prescribed by a physician and when the administration of medication cannot be facilitated by parents, guardians or care givers in the home.

**PLEASE COMPLETE THE FOLLOWING:**

Is it necessary for child's medication to be administered during the time at which child is attending the Child Development Center?                    YES            NO

What is the diagnosis or reason for the medication? \_\_\_\_\_  
 \_\_\_\_\_

Give Medications as Follows:

Name of Medication	Method of Administration	Dosage	Frequency of Use – When to Use

Check for possible side effects such as: \_\_\_\_\_  
 \_\_\_\_\_

Special Instructions: \_\_\_\_\_  
 \_\_\_\_\_

I request and authorize that the above named student be administered the above identified medication in accordance with the instructions indicated above for the period commencing with the \_\_\_ day of \_\_\_\_\_, 20\_\_\_, through the \_\_\_ day of \_\_\_\_\_, 20\_\_\_, as there exists a valid health reason which makes administration of the medication advisable during school hours or during such time that the student is under the supervision of school officials. Such medication may be administered by medically untrained school personnel.

**Physician Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

My signature below signifies consent for CDC staff to administer medication to my child in accordance with the doctor's prescription for the period commencing with the day of \_\_\_\_\_, 20\_\_\_, through the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_; Not to exceed one school year.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**De Anza College Child Development Center  
PARENT CONSENT  
FOR ADMINISTRATION OF DIAPER RASH MEDICATIONS AND SUNSCREEN**

License #430710174 & #434404302

**PARENT'S INSTRUCTIONS:**

1. All prescription and nonprescription diaper rash medications and sunscreen shall be maintained with the child's name and shall be dated.
2. Prescription and nonprescription medications must be stored in the original bottle with unaltered label.
3. Prescription and nonprescription medication shall be administered in accordance with the label directions.
4. Written consent must be provided from the parent, permitting De Anza College Child Development Center personnel to administer medications to the child. Instructions shall not conflict with the prescription label or product label directions.

CHILD'S NAME	DATE OF BIRTH
MEDICATION NAME	DOSAGE

**I authorize De Anza College Child Development Center personnel to assist in the administration of medications described above to the child named above for the following medical condition/s:**

---

From \_\_\_\_\_ to \_\_\_\_\_ at \_\_\_\_\_ daily while in attendance.

BEGINNING DATE                      ENDING DATE                      TIME OF DAY

PARENT'S SIGNATURE	DATE
--------------------	------

**MEDICATION CHART**  
**Staff Documentation of Medicine Administration**

DATE	TIME GIVEN	STAFF SIGNATURE

**Upon completion, return medicine to parent or destroy, and place form in child's record.**

STAFF	DATE
-------	------

## 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.

Monday	Tuesday	Wednesday	Thursday	Friday
<p>MyPlate</p> <p><b>4 Labor Day Centers Closed</b></p> <p><b>11 Breakfast</b> Breakfast Cereal Whole Fresh Fruit <b>Lunch</b> Mac &amp; Cheese Fresh Fruit Steamed Vegetables <b>PM Snack</b> Home Baked Raisin Bread Baby Carrots 🥕🥕🥕</p> <p><b>18 CDC CLOSED</b></p> <p><b>25 Breakfast</b> Breakfast Cereal Whole Fresh Fruit <b>Lunch</b> Home made Chicken Enchilada Bake Fresh Fruit Steamed Vegetables <b>PM Snack</b> WOW Butter Baby Carrots 🥕🥕🥕</p>	<p><b>5 Breakfast</b> Breakfast Cereal Whole Fresh Fruit <b>Lunch</b> Natural Chicken Tenders Fresh Fruit Steamed Vegetables <b>PM Snack</b> "Bestest" WG Cookie Whole Fresh Fruit 🥕🥕🥕 <b>Sprach + Cheese Fritoli</b></p> <p><b>12 Breakfast</b> Home Baked Banana Breakfast Bread Whole Fresh Fruit <b>Lunch</b> Tuscan Turkey Pasta Bake Fujf Applesauce Steamed Vegetables <b>PM Snack</b> Home Made WOW Butter + Cranberry Bites 🥕🥕🥕 <b>Cheese Pizza</b></p> <p><b>19 CDC CLOSED</b></p> <p><b>26 Breakfast</b> Home Baked Cornot Breakfast Bread Whole Fresh Fruit <b>Lunch</b> Stuffed Cheese Burger on WW Tomato Bun Fujf Applesauce Steamed Vegetables <b>PM Snack</b> Home Made Apple Maple Cranberry Bites 🥕🥕🥕 <b>Home SS Sandwich on WW Bun</b></p>	<p><b>6 Breakfast</b> Home Baked Whole Grain French Toast Slice Fresh Berry Compote <b>Lunch</b> Thai Coconut Curry Chicken Fried Rice Steamed Vegetables Fresh Fruit Steamed Vegetables <b>PM Snack</b> String Cheese Home Baked WG Graham Crackers 🥕🥕🥕 <b>Coconut Curry Lett's Fried Rice</b></p> <p><b>13 Breakfast</b> Home Baked WG Pancakes Fresh Berry Compote <b>Lunch</b> BYO BBQ Chicken Sandwich on WW Bun Fresh Fruit Steamed Vegetables <b>PM Snack</b> 🥕🥕🥕 <b>Spinach Cheese and Cornot Bites (Banana/limão de Queijo)</b> 🥕🥕🥕 <b>Spinach Sandwich</b></p> <p><b>20 CDC CLOSED</b></p> <p><b>27 Breakfast</b> Home Baked Cornucopia (corn pancakes) Fresh Berry Compote <b>Lunch</b> Turkey Pasta Pepperoni Fresh Fruit Steamed Vegetables <b>PM Snack</b> Home Baked Cocoa Cranberry Muffin Whole Fresh Fruit 🥕🥕🥕 <b>Let's Poptosh</b></p>	<p><b>7 Breakfast</b> Home Baked Denver Chocolate Muffin Whole Fresh Fruit <b>Lunch</b> 🥕🥕 <b>Stuffed Homemade Turkey</b> Pepperoni Pizza Buns Greek Salad Roasted Yukon Gold Potatoes <b>PM Snack</b> Homemade WG "POP" Bites Whole Fresh Fruit 🥕🥕🥕 <b>Roasted Cheese Sandwich</b></p> <p><b>14 Breakfast</b> Home Baked Cheddar Cheese Scone Whole Fresh Fruit <b>Lunch</b> 🥕🥕 <b>Stuffed Homemade Red Bean and Cheese Buns</b> Broccoli Salad (no pasta) Roasted Parmesan Sweet Potatoes <b>PM Snack</b> "Bestest" WG Cookie Whole Fresh Fruit 🥕🥕🥕 <b>Same</b></p> <p><b>21 CDC CLOSED</b></p> <p><b>28 Breakfast</b> Home Baked Cornucopia (corn pancakes) Fresh Berry Compote <b>Lunch</b> Whole Wheat Cheese &amp; Bean Baby Burger Diced Tomato Salad Roasted Yukon Gold Potatoes <b>PM Snack</b> "Bestest" WG Cookie Whole Fresh Fruit 🥕🥕🥕 <b>Same</b></p>	<p><b>1 CDC CLOSED</b></p> <p><b>8 Breakfast</b> 🥕🥕 <b>Home Baked Pretzel Bagel</b> Whole Fresh Fruit <b>Lunch</b> BYO Soft Chicken Tenders Fresh Fruit Diced Tomato Salad <b>PM Snack</b> Yogurt Yummy Granola 🥕🥕🥕 <b>Soft Beer Taco</b></p> <p><b>15 Breakfast</b> 🥕🥕 <b>Home Baked Cornot Bagel</b> Whole Fresh Fruit <b>Lunch</b> Fiesta Burrito (Corn, Peppers, Chicken, &amp; Cheese) on Home Baked Raisin Tortilla Fresh Fruit Steamed Vegetables <b>PM Snack</b> Yogurt Yummy Granola 🥕🥕🥕 <b>Spicy Rice + Beans</b></p> <p><b>22 CDC CLOSED</b></p> <p><b>29 Breakfast</b> 🥕🥕 <b>Home Baked Raisin Bagel</b> Whole Fresh Fruit <b>Lunch</b> <b>CDC</b> <b>Asian Chicken Salad</b> served with a Southern Roll Fresh Fruit <b>PM Snack</b> Yogurt Yummy Granola 🥕🥕🥕 <b>Vegetarian Asian Salad</b></p>

**Notes:**  
Chefables reserves the right to substitute stated menu items if it becomes unavailable in the market or due to unforeseen circumstances.  
  
Please note that infant/toddler food should be paired, dated at or cut small to be aligned with the developmental stage of the children.  
  
\*\* Milk served at ALL breakfast and lunch meals.  
Whole milk (infant/toddlers > 2 yrs), Nonfat (1%) milk (preschool > 2 yrs). All milk served to BEST of our.

**Just some of the vegetables this month**  
Artichokes, Asian Greens, Asparagus, Beets, Bok Choy, Broccoli, Cabbage, Carrots, Cauliflower, Celery, Brussels Sprouts, Collard Greens, Corn, Cucumber, Green Beans, Kale, Lettuce, Mushrooms, Onions, Peppers, Peas, Potatoes, Radishes, Rhubarb, Scallions, Shallots, Spinach, Squash, Tomatillo, Tomatoes, Japanese Eggplant  
  
 **Just some of the fruit this month**  
Apples, Apricots, Blackberries, Kiwi, Blueberries, Grapefruit, Cherries, Figs, Lemons, Melons, Mulberries, Nectarines, Oranges, Peaches, Pears, Pineapple, Plums, Raspberries, Strawberries

**Serving Sizes Overview**

**1-2 Year Olds**

Breakfast	Yes/No/veg or N/A
Oat	N/A
Fruit	N/A
Milk	N/A*
Lunch	1-2 oz
Meat/veg	Yes/No/veg or N/A
Oat	N/A
Veg & Fruit (2 types)	N/A total
Milk	N/A*
PM Snack (2 items only)	N/A
Veg or Fruit	N/A
Meat/veg	N/A
Oat	Yes/No/veg or N/A
Milk	N/A*

**Serving Sizes Overview**

**3-5 Year Olds**

Breakfast	Yes/No/veg or N/A
Oat	N/A
Fruit	N/A
Milk	N/A*
Lunch	1-2 oz
Meat/veg	Yes/No/veg or N/A
Oat	N/A
Veg & Fruit (2 types)	N/A total
Milk	N/A*
PM Snack (2 items only)	N/A
Veg or Fruit	N/A
Meat/veg	N/A
Oat	Yes/No/veg or N/A
Milk	N/A*

# College & Community Resources

**Financial Aid Office** 408-864-8718  
Financial Aid Office offers assistance to De Anza College students in need of assistance.

**Tutorial and Academic Skills Center** 408-864-8682  
Tutoring is available to De Anza College students in need of assistance with their classes.

**Extended Opportunities Programs and Services** 408-864-8828  
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. COPS/CARE Staff are advocates for students and are committed to helping them achieve their educational goals.

**Cooperative Agencies Resources for Education** 408-864-8850  
CARE is part of EOPS. It focuses on the special needs of single parents receiving Temporary Assistance for Needy Families (TANF).

**Occupational Training Institute** 408-864-8869  
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** 408-374-2232  
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** 408-998-4900  
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** 408-727-5775  
Parents Helping Parents provides family and community services, health related services and educational services.





Revised 7.17.17

## DE ANZA COLLEGE CHILD DEVELOPMENT CENTER | 2017-2018 CALENDAR

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**TBA:** CDC will follow De Anza College's 2018-2019 Calendar, which is to be announced at the end of the school year.

August 30	CDC Closed – Observance of Cesar Chavez Day (TBA)
September 2	CDC Closed – Observance of Labor Day (TBA)
September 16-20	CDC Closed – preparation for New School Year (TBA)
September 23	2018-2019 School Year Begins (TBA)



De Anza College  
Child Development Center  
2017-2018

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 \$2,010.00

Student \* \$1,910.00

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

Community \$1,845.00

Student \* \$1,752.00

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

Community \$1,700.00

Student \* \$1,615.00

- There is a non-refundable Registration Fee of \$250.00 (new child only).
- Monthly tuition is broken up into 12 equal payments.
- Families with more than one child concurrently attending the CDC will receive a 5 % discount on the oldest child's tuition.
- Your child's placement in the younger or older preschool rooms is determined by your child's age and space availability. We cannot 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.

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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. Sept 2017)

