



CALIFORNIA STATE
PRESCHOOL PROGRAM
PARENT HANDBOOK

Child Development Associates, Inc.

Our Mission:

To encourage and support the success and well-being of children,
families, and the child care community.

March 2016

LOCATIONS

The Parks Child Development Center

Maria Sifuentes, Site Supervisor

2200 E Avenue

National City, CA 91950

(619) 477-9602

Finney Child Development Center

Armida Carbajal, Site Supervisor

3950 Byrd Street

San Diego, CA 92154

(619) 690-0147

Hilltop Child Development Center

Susan Holley, Site Supervisor

690 Corte Maria Avenue

Chula Vista, CA 91910

(619) 691-6850

WELCOME!

Welcome to CDA's California State Preschool Program. We are very pleased you have chosen to enroll your child in one of our high quality early education programs. We want your experience to be a positive one and realize this is an important adjustment for you and your child and you may have many questions. It is our hope that the information contained in this Parent Handbook will be helpful to you and you refer to it as needed. Please let us know whenever we can help you with any information you may need or otherwise be of help! We look forward to having your child in our program and working together in sharing your child's growth and development.

Rick Richardson
President and CEO

What Makes CDA Preschools Special?

Research shows that high-quality preschool programs better prepare young children for Kindergarten and greater success in later life.

CDA's preschool curriculum is designed to develop:

- Language and literacy
- Math, science and computer skills
- Self-esteem and enthusiasm for learning
- Kindergarten readiness
- Art and music appreciation
- Socialization skills and more!

CDA families benefit from:

- Affordable Tuition
- Nutritious meals and snacks
- Warm, caring and experienced staff
- Parent education and resources

How Do CDA Preschools Compare?

	CDA Child Development Centers	State Licensing Requirements
<i>Quality Accreditation by the National Association for the Education of Young Children (NAEYC)</i>	CDA Parks and Finney child development centers are accredited and meet NAEYC standards for high-quality early childhood education programs	Not required
<i>Teacher Qualifications</i>	All Lead Teachers have a degree in Early Child Education (ECE)	Completion of 6 course units and be currently enrolled in an ECE program
<i>California Department of Education Child Development Teacher Permits</i>	All staff have current permits and must meet annual professional development requirements	Not required
<i>Child-to-Teacher Ratio</i>	8-to-1 ratio maintained at all times	12-to-1 ratio; allowable 24-to-1 at naptime
<i>Development and Learning Assessment</i>	Ongoing assessments, with curriculum development connected to each child's interests and learning style	Not required
<i>Parent Conferences</i>	Semi-annual parent/teacher conferences	Not required
<i>CPR and First Aid Certification</i>	All staff are certified	One staff member per shift
<i>Fire Drills</i>	Monthly drills	Quarterly drills
<i>Child Care Food Program Participation</i>	As program participants, nutritious meals and snacks are included for all children	Not required
<i>Parent Education Opportunities</i>	Monthly trainings and activities for parents	Not required
<i>Parental Forum</i>	Parent Advisory Committee	Not required



Child Development Associates, Inc. Administrative Offices
180 Otay Lakes Road, Suite 300 · Bonita, CA 91902 · (619) 427-4411 · www.cdapreschools.org

TABLE OF CONTENTS

I. Program Philosophy and Goals	7
A. Program Philosophy	7
B. Program Goals and Objectives	8
II. General Information	9
A. California State Preschool Program	9
B. San Diego First 5 Quality Preschool Initiative	9
C. Quality Assurance and Program Evaluation	10
D. Confidentiality	10
E. Ages Served	11
F. Inclusion of All Children	11
G. Child/Teacher Ratios and Group Sizes	12
H. Refrain from Religious Instruction	12
I. Open Door Policy – Unlimited Access	12
J. Days and Hours of Operation	12
K. Daily Schedule	13
L. Holidays	14
M. What to Bring on Your Child's First Day	14
N. Nap/Quiet Time	14
O. Lost and Found Items	15
P. Toys from Home	15
Q. Cell Phone Policy	15
III. Enrollment Procedures and Requirements	15
A. Subsidized Program (CSPP)	15
B. Parent Paid Tuition (Full Cost)	16
C. Alternative Payment Programs	16
D. Immunization Records	16

E. Physician's Report.....	17
F. Required Pre-Enrollment Orientation	17
IV. Curriculum.....	18
A. Curriculum.....	18
B. Enrichment Activities, Events and Field Trips.....	18
C. Child Assessments	19
D. Parent-Teacher Conferences.....	20
V. Our Staff.....	20
A. Professional Qualified Teaching Staff	20
B. Staff Development	21
VI. Attendance Information	21
A. The Importance of Daily Attendance	21
B. What can I do to ensure my child attends daily?	22
C. Attendance Records (Sign In and Out Procedures)	23
D. Reporting and Documenting Absences.....	23
VII. Family Fees and Tuition.....	23
A. Family Fees.....	23
B. Parent Paid Tuition (Full Cost).....	24
C. Refunds.....	24
D. Late Pick Up Fees.....	24
E. Notice Period (Full Cost)	25
F. Insufficient Funds.....	25
VIII.Meals, Birthdays and Celebrations.....	25
A. Meals.....	25
B. Birthdays	26
C. Celebrations	27
IX. Health and Safety	27
A. Emergency Preparedness	27

B. Authorized Persons to Pick Up.....	27
C. Current and Updated Emergency Contact Information	28
D. Custody Issues	28
E. Safety and Security.....	28
F. Illness Policy.....	29
G. Head Lice	30
H. Injuries.....	30
I. Medication	31
J. Where to Report Health and Safety Issues.....	31
K. Mandatory Child Abuse Reporting	31
L. Toilet Training	32
M. Clothing.....	32
X. Parent Involvement and Communication	32
A. Parent Bulletin Boards.....	32
B. Parent Involvement	33
C. Parent Meetings	33
D. Parent Advisory Committee	33
XI. Behavior Management and Disenrollment.....	34
A. Behavior Management and Discipline	34
B. Parent, Provider and Visitor Conduct Policy	35
C. Grievance Policy	37
D. Disenrollment Policy	37

I. PROGRAM PHILOSOPHY AND GOALS

A. Program Philosophy

At CDA, we believe:

- Learning happens in an environment that encourages hands-on experience through activity and play. Your child's teacher will provide developmentally appropriate challenges and support your child in exploring the world. The curriculum enhances each child's inherent as well as learned strengths. Healthy self-esteem and self-knowledge are a large part of what our staff teaches.
- Children learn best when they are given opportunities to participate in activities and games that involve concrete physical and social experiences. We carefully balance activities that develop cognitive skills with painting, block play and dramatic play to enhance social and emotional development. The teaching staff carefully structures the classrooms and plans learning experiences to guide children in their development.
- Teachers are role models that guide children in a friendly and secure environment. Our rooms are busy, interesting, activity-centered places where staff follows a daily schedule. Children enjoy learning through both structured activities as well as supervised free play.
- In providing children with a wide range of activities to choose from such as music, art, free play, math, science and the natural world, outdoor play, drama, and games that support fine and gross motor skills as well as social communication and speech and language skills.
- In each child's individual learning style and ability and we work closely with the local school districts to ensure children have the necessary skills to be successful as they enter kindergarten. We provide an environment and developmental experiences that nurture growth and learning to ensure children enter school eager and excited to learn.

B. Program Goals and Objectives

1. To provide a safe, high quality, nurturing, and stimulating environment for all children to learn and develop.
2. To prepare children to enter kindergarten with all of the skills necessary to be successful lifelong learners by providing a balance of educational, social, and physical opportunities.
3. To establish partnerships with families, which include opportunities for parents to provide input and feedback, volunteer and actively participate in all aspects of the program.
4. To identify and refer children and families to appropriate agencies in the community based on health or social service needs.
5. To partner with the community to support our program and to provide information to the community regarding services available through our agency.
6. To provide a developmentally, culturally and linguistically appropriate educational program that is inclusive of all children, including those with special needs.
7. To routinely assess and evaluate children to plan and conduct age and developmentally appropriate lesson plans and activities.
8. To routinely and not less than once per year, complete a self-review and make necessary improvements of each classroom and outdoor space by using the Environment Rating Scale.
9. To provide wholesome, nutritious meals and snacks that meet the federal Child Care Food program guidelines and are culturally and developmentally appropriate.
10. To invest in staff by identifying and providing training and professional development opportunities.

II. GENERAL INFORMATION

A. California State Preschool Program

CDA's preschools are part of a statewide preschool program funded by the California Department of Education called the California State Preschool Program (CSPP). The program provides subsidized part-day and full days services for eligible three and four year olds with a curriculum that is developmentally, culturally, and linguistically appropriate for the children served. The program also provides meals and snacks to children, parent education, referrals to health and social services for families, and staff development opportunities and ongoing training to employees.

B. San Diego First 5 Quality Preschool Initiative

CDA's preschool centers participate in the Quality Preschool Initiative funded by First 5 San Diego. To be selected as a Quality Preschool Initiative participant, a preschool program must undergo a comprehensive review process and be able to meet certain criteria for high-quality preschools.

The Quality Preschool Initiative provides one-of-a-kind support to preschool programs by giving them tools they need to improve quality for children, such as:

- External reviews to evaluate program safety, environmental quality and adult-child interactions
- Customized coaching support responsive to the needs of each teacher and site
- Assessment of children for special needs and referral to services as needed
- Parent education that includes involvement in classrooms and parenting workshops

Visit <http://first5sandiego.org> for more information on the First 5 San Diego Quality Preschool Initiative.

C. Quality Assurance and Program Evaluation

CDA's California State Preschool Programs maintain high quality, developmentally appropriate environments that meet or exceed standards set by the State of California. By using a variety of measurement tools to evaluate our program on a regular basis we continually look for ways to improve.

CDA conducts a yearly self-assessment of its programs. (CDA develops and implements an annual plan for our program self-evaluation process.) During this process we identify areas that need improvement in our classroom environments by utilizing the Environmental Rating Scale (ECRS), curriculum, staff development, parent engagement and satisfaction with our program and how well we are meeting the needs of the families we serve. An annual Parent survey is used to measure the level of satisfaction of our families. A plan of action is created each year to use that feedback and information to make further improvements to our centers.

CDA's California State Preschool Programs are licensed by the California Department of Social Services and undergo periodic inspection to ensure continual compliance with all regulations.

D. Confidentiality

CDA maintains all personal information in strict confidence. CDA understands that in the course of caring for your child, you may share confidential and private information with our staff. We respect the privacy of all of the children and families we serve. We hold any information you share with us, to enable us to better meet your family's needs, in the strictest confidence. This applies to information you share with us in writing or verbally.

When determining eligibility for services and providing appropriate resources to families, it is often necessary for CDA to require families share private information about themselves. We take this responsibility seriously. The use or disclosure of all information pertaining to families shall be restricted to authorized personnel strictly on a need-to-know basis.

The disclosure of confidential information will be restricted to the California State Preschool Program administration. Personal, private, or sensitive information regarding eligibility and attendance may be disclosed to any regulatory agency with which we are required to comply or for the purpose of reporting suspected fraud, responding to fraud investigations, or licensing reporting requirements. Other agencies providing subsidy, CalWORKs, Child Care Food Programs, fiscal auditors, representatives from the California Department of Education and the District Attorney are provided access to parent files as needed for the purpose of fulfilling contract compliance requirements, and/or fraud prevention or investigation.

If parents believe their information has been compromised in any way, please immediately contact CDA's Director of Child Development Programs, Jolie Buberl, at 619-427-4411 ext. 209 or Jbuberl@cdasandiego.com. Parents of children enrolled shall have access to all information contained in their child's individual file and may request to review their child's file with the Center Site Supervisor. If enrolled parents wish to review their basic data eligibility file, they must contact their Child Care Eligibility Specialist to schedule an appointment at least 24 hours in advance.

E. Ages Served

We provide a developmentally appropriate preschool and kindergarten readiness program for children ages 3 to 5 years or until entering kindergarten. Enrolling children must be 3 or 4 on or before September 1st of the current program year.

F. Inclusion of All Children

CDA values diversity and welcomes all children without regard to race, color, national origin, creed, religion, gender, disability or handicap. Children are accepted into CDA's California State Preschool Program as long as we are able to provide a program and atmosphere that meet the needs of the child and the other children enrolled; the child must not be a danger to himself or other children or adults. Each child admitted must be determined to be ready for the preschool group experience and able to benefit from the program offered. CDA will make

reasonable accommodations for children with disabilities and special needs as described by the Americans with Disabilities Act.

G. Child/Teacher Ratios and Group Sizes

CDA's California State Preschool Program has a maximum child/adult ratio of 8 to 1. Group size never exceeds 24 children at any one time in a classroom.

H. Refrain from Religious Instruction

CDA refrains from religious instruction or worship.

I. Open Door Policy – Unlimited Access

CDA maintains an open door policy. All parents who have a child enrolled in one of CDA's preschool programs have unlimited access to their child(ren) and to all written records concerning their child(ren) during normal hours of operation and whenever the child(ren) are in the care of CDA. We welcome parents to visit and participate in daily activities at any time.

J. Days and Hours of Operation

Our preschool program operates year-round, with the exception of a one week Winter Break. We are open Monday-Friday, 7:00 AM to 6:00 PM.

K. Daily Schedule

A sample schedule is included below. This schedule is flexible and subject to change based on the needs and ages of the children enrolled.

7:00 – 8:30	Center opens. Quiet play, listening to records, stories, songs, and language development activities. The children plan their day individually with staff.
8:30 – 9:00	Breakfast, breakfast is served family-style with children helping to set the table. The children pass the serving dishes and serve themselves (with guidance). Children and teachers take advantage of this social time to discuss the day's activities and concepts of food and nutrition. The children help to scrape their plates and put the used dishes in proper containers.
9:00 – 9:15	AM Preschool Starts: Circle Time. The group gathers together for a morning circle time, which includes reading stories to start the day.
9:15- 10:00	Independent work time. Children work at self-selected learning areas – a variety of learning environments will be set up to meet the interest, abilities, and needs of each individual child. Learning environments include, but are not limited to: motor development, science, family life, art, cooking, manipulative toys, block building, and cultural activities.
10:00 – 10:15	Small Group Time. The children divide into smaller groups for individually planned group times which include reading readiness, language development, math readiness, science, art and cooking experiences.
10:15 – 11:15	Outdoor play
11:15- 11:30	Circle Time, which includes songs and finger plays as children wash up for lunch.
11:30 – 12:00	Lunch, lunch is served family-style with children helping to set the table. The children pass the serving dishes and serve themselves (with guidance). Children and teachers take advantage of this social time to discuss the day's activities and concepts of food and nutrition. The children help to scrape their plates and put the used dishes in proper containers.
12:00 – 12:15	After lunch, the children clean up, go to the bathroom and make their beds.
12:15 – 2:00	Quiet Time. Teachers play soft music and rub the children's backs to help them relax and settle down.
2:00 – 2:30	PM Preschool Starts: Children who are awake, put on their shoes and gather together for story time.
2:30 – 3:00	Afternoon Snack
3:00 – 4:00	Outdoor Play
4:15 – 4:30	Circle Time which consists of stories, music, creative movement, or flannel board stories.
4:30 – 6:00	Small Group Time. The children divide into smaller groups for individually planned group times, which include reading readiness, language development, math readiness, science, art or cooking experience. The balance of the afternoon is spent in comfortably paced self-selected activities such as care of pets, music, creative movement, and stories until each individual child is picked up.
6:00	Center closes

L. Holidays

CDA observes and is closed on the following holidays:

- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Winter Break (Noon Christmas Eve through New Year's Day)

If a holiday occurs during the weekend, it will be recognized either the Friday before or the Monday after the holiday.

M. What to Bring on Your Child's First Day

- A fitted crib sheet labeled with your child's name (for full day program)
- Small blanket labeled with your child's name (for full day program)
- Any "special something" that your child may need to feel comfortable. A picture of you is sometimes helpful
- One full change of clothes labeled with your child's name
- Required paperwork that has not yet been turned in

N. Nap/Quiet Time

CDA's California State Preschool Programs allow for a two hour rest period each day. This is an opportunity for children to sleep or simply relax and recharge for the afternoon activities. Naptime is regularly scheduled between 12:00 and 2:00 PM. Each child is provided with his/her own cot or mat. Please bring a small blanket (or large towel) that is familiar to your child and a fitted crib sheet. It is important that the sheet and blanket be small cot size, as CDA does not have storage for larger items. At resting time soft music is played, backs are rubbed, and everything possible is done to make this a relaxed and comfortable time for the children. For children who do not sleep they will relax on a rest mat for a short

time and then are given books, puzzles or other quiet activities to do until the other children wake up.

O. Lost and Found Items

Lost and Found items will be displayed every week. Anything left unclaimed for over 6 weeks will be donated to a local church or social services agency.

P. Toys from Home

All educational materials and equipment is furnished by CDA and there is no need for your child to bring toys from home (other than transitional and nap items). Sometimes teachers do ask children to bring items in for sharing at circle time. Please no war toys or violence related materials, i.e., guns, knives, tanks, Ninja Turtles, transformers, etc. CDA cannot be responsible for lost or damaged items brought to the center, including books, games, or toys.

Q. Cell Phone Policy

Drop off and pick up time is all about communication with your child and the teaching staff and we want to give you our full attention at these times. We prefer you finish all cell phone conversations before you enter your child's classroom. Cell phone conversations inside the classroom detract from the importance of your child and his or her day. Please refrain from using your cell phone during this time.

III. ENROLLMENT PROCEDURES AND REQUIREMENTS

The number of children who can be enrolled into CDA's California State Preschool Program is based upon the licensing capacity of each individual center.

A. Subsidized Program (CSPP)

Children are admitted according to wait list procedures, and enrollment criteria and priorities established and monitored by the California Department of

Education. For more information on enrollment criteria for subsidized services please review CDA's *California State Preschool Eligibility Program Guidelines* (located on CDA's website www.cdasantiego.com).

B. Parent Paid Tuition (Full Cost)

Families who do not qualify for subsidized services may choose to participate in our program and pay the full cost tuition. If there are no immediate openings interested families will be placed on our wait list; which is on a first come first served basis. Admission will be granted on the basis of availability with CSPP eligible families having priority to all open slots. Parents/Guardians will be notified by phone when an opening becomes available.

C. Alternative Payment Programs

CDA accepts children participating in Alternative Payment Programs (YMCA, CDA, PCG). If there are no immediate openings interested families will be placed on our wait list; which is on a first come first served basis. Admission will be granted on the basis of availability with CSPP eligible families having priority to all open slots. Parents/Guardians will be notified by phone when an opening becomes available.

D. Immunization Records

For each child enrolled, we are required by the State of California to maintain accurate, up to date, immunization records. Immunization records are required prior to your child's first day of attendance and need to be updated whenever your child receives a new immunization. Children who require updated immunizations after initial enrollment will be denied admittance to the center if proof of the updates are not submitted by the required due dates. If your child has not been immunized due to health reasons and an outbreak occurs at the center you will be notified and you may be asked to keep your child home until the outbreak is over.

E. Physician's Report

Community Care Licensing requires all children have a Physician's Report, completed by a physician, on file within 30 days of enrollment. Children who do not have a completed Physician's Report on file after the first 30 days of enrollment will be denied admittance to the center until a completed Physician's Report is received.

F. Required Pre-Enrollment Orientation

A pre-enrollment orientation with the Center Site Supervisor is required prior to your child's first day of attendance for the purpose of exchanging information and arriving at a joint decision about your child's readiness and ability to benefit from our program. Your child will visit the classroom to meet his/her teacher and the other children.

During the orientation you will be given complete information about the children's program, the activities provided, and center policies and procedures. Referrals are available for resources such as food, housing, medical care, dental care, mental health, education, employment, clothing, transportation, legal aid, etc. A plan will be developed for the admission of your child into our program based on the individual needs of your child. The goal will be to make your child's adjustment to the program and separation from you as smooth as possible.

The relationships established during the initial enrollment will continue, as parents are asked to share in later decisions affecting their child's progress and participation in the program.

If your child is unable to visit during your Pre-Enrollment Conference, it is required that a classroom visit of at least 15 minutes be done before your child's first day of attendance.

During the first few weeks of enrollment, the Center Site Supervisor and teaching staff will observe each new child to assure they are becoming comfortable and interacting successfully with others in the program. If there are any concerns, the Center Site Supervisor and/or Lead Teacher will meet with the parent and, if needed, help arrange a consultation with appropriate community resources and

specialists. Any suggestions and recommendations made for program modifications and strategies for inclusion will be implemented if feasible.

IV. CURRICULUM

A. Curriculum

The curriculum utilized by all our preschool centers is based on the *California Preschool Learning Foundations and Frameworks* and the *Desired Results Development Profile (DRDP 2015)* assessment system. These program standards and assessment tools were developed by the California Department of Education (CDE), Early Education and Support Division to increase program quality in early care and education programs and to ensure children enter the elementary school system ready to learn and be successful.

CDA's preschool program uses an integrated, emergent approach to curriculum that capitalizes on the strengths of the individual child as well as develops areas that need improvement, is developmentally, linguistically and culturally appropriate, and acknowledges and embraces diversity. Emergent curriculum is an approach that permits learning activities to arise out of each child's interests, actions or unanticipated events.

Our curriculum is designed to be child-centered, reflect the philosophy and goals of CDA and to include the developmental domains that represent crucial areas of early learning and development that contribute to young children's readiness for school. Our daily lesson plans include a focused area from the DRDP 2015 and the corresponding foundations from the *California Preschool Curriculum Frameworks* as well as areas of individual children's needs.

B. Enrichment Activities, Events and Field Trips

We offer special enrichment activities throughout the year that enhance the learning and understanding of a theme or area of interest the children have. Our main emphasis is on bringing experiences to our center. We will offer a variety of special visitor talks, for example the fire department comes to talk about safety

with the children. We will communicate these events through flyers and newsletters.

On occasion we may take field trips in the community. If a field trip is planned, each parent will need to complete a field trip permission form specific to the trip.

C. Child Assessments

CDA utilizes two developmental assessment tools, *The Desired Results Developmental Profile (DRDP 2015)* and the Ages and Stages Questionnaire (ASQ).

The *DRDP 2015* is a tool developed by the State of California to assess children's development and to guide the planning of curriculum that meets the needs of individual children in all areas of development (cognitive, social emotional, physical, etc.) The *DRDP 2015* is aligned to the *California Preschool Learning and Development Foundations and the Elementary Common Core State Standards*.

This assessment instrument was designed to measure developmental outcomes for the individual child and to provide teaching staff with information needed to support the development of children in their care and to improve their classrooms and programs as a whole. Parent input is a necessary component of this assessment. Through regular communication with your child's teacher and at conference time you will be asked what skills and abilities your child has at home, and together you will set learning goals that reflect your child's needs and strengths.

A *DRDP 2015* will be completed within 60 days of your child's enrollment and again every six months thereafter.

The Ages and Stages Questionnaire (ASQ) is a parent completed screening tool that is completed within the first 90 days of a child's enrollment. The ASQ questionnaire is used to assess a child's general development. The results help determine if a child's development is on track in the areas of communication, gross motor, fine motor, problem solving and personal-social skills. If needed teaching staff will make referrals to outside agencies to help children in areas of

need. Most areas of concern are improved by regular attendance and individualized curriculum to support the child's individual needs.

D. Parent-Teacher Conferences

Parent-Teacher conferences are an opportunity to discuss your child's strengths, likes and dislikes, styles of learning and developmental progress. Your child's teacher and you will work together to set goals for your child's continued growth and development. The conferences are very important as they help ensure that we are working together to best meet the needs of your child.

As a condition of enrollment in CDA's California State Preschool Program, parents are required to attend an introductory parent/teacher conference within 60 days of enrollment and every 6 months thereafter. Please plan ahead to arrange a time to schedule for these required conferences. The conferences are scheduled at a time that will be most convenient for you during the center's normal hours of operation hours.

Please feel free to discuss any concerns about your child with his/her teacher or the Center Site Supervisor on an on-going basis and to request additional parent/teacher conferences at any time.

V. OUR STAFF

A. Professional Qualified Teaching Staff

CDA hires qualified staff to be a part of our team. All staff members hold appropriate permits required by the state of California. All CDA California State Preschool Program teachers are required to possess a Child Development Teacher Permit issued by the California Commission on Teacher Credentialing, which authorizes them to teach in state-funded early care and education programs. All staff have been fingerprinted, have had a comprehensive background check conducted by the California Department of Justice (DOJ) and The Child Abuse Central Index (CACI), a Tuberculosis (TB) clearance, a pre-employment physical examination and a thorough reference check.

All of CDA's Lead teachers have either an Associate's Degree, Bachelor's Degree or higher degree and a minimum of 24 units in Early Childhood Education.

CDA staff is diverse in terms of age and personal background. Staff members are culturally diverse to reflect the rich background of the children in our programs.

B. Staff Development

CDA supports continuous growth by assessing the needs of staff members, and providing professional development activities based on professional goals to enhance their growth. CDA has an ongoing plan for professional development that meets the individual needs of our staff. Staff are required to do a minimum of 20 hours per year of professional development to maintain their Child Development Teacher permits. The California Department of Education requires all staff to be trained annually on the Desired Results Developmental Profile (DRDP). This ensures that staff utilizing the tool and the outcomes for children follow the state standards for preschool programs. In addition to these trainings CDA holds two all staff trainings per year, and provides in house trainings to staff based on their individual needs and interests. Through our partnership with First 5 San Diego and the Quality Preschool Initiative, QPI, staff attend workshops that help to raise the quality of their classroom environments and interactions with children and families. Staff also participate in community workshops that are offered to keep current in the field of early care and education. We have good internal communication mechanisms which include email, phone, and newsletter to provide staff with information necessary to carry out their respective duties.

VI. ATTENDANCE INFORMATION

A. The Importance of Daily Attendance

The preschool years can be the most productive learning years in a child's life. It is a time of vast brain development. The brains of preschoolers are working to create organization through consistency. It is essential that routines and limits for preschool children be established and are adhered to. That is why the consistency of regular attendance is so important.

Children are born ready to learn. They cultivate 85 percent of their intellect, personality and skills by age 5. Research shows that the long term effects of early education on a child's social and emotional development may be the most important outcome of a high-quality preschool education. Unless children attend preschool program on a regular basis, they are not likely to benefit fully from all the enriching experiences and learning opportunities.

Make sure your child receives all the benefits that CDA's high quality preschool program has to offer, such as:

- Language and literacy skills
- Letter recognition and writing skills
- Math and Science concepts
- Social Emotional skills
- Cognitive development
- Enthusiasm for lifelong learning
- Strong home to school connection

B. What can I do to ensure my child attends daily?

- Make a commitment to have your child attend preschool every day, on time.
- If your child is reluctant to come to preschool, be sure to communicate this to the teacher. Together, you can make plans to address the concerns of your child.
- Make sure your child has a daily predictable routine, including a routine for bedtime and waking up in the morning.
- Be sure to allow enough time for the routines so you and your child do not feel rushed.
- Have your child get a good night's rest to make sure he/she has enough energy to participate in classroom activities.

- When talking with your child, be positive about preschool and the teaching staff. Cultivate your child's interest in discovering new things and his or her love of learning.

Remember, by bringing your child to preschool every day, you are helping to ensure that he or she will live up to their full potential and become a successful lifelong learner.

C. Attendance Records (Sign In and Out Procedures)

Attendance records and daily attendance tracking is required by the California Department of Education and Community Care Licensing. The parent or an authorized representative must record the child's actual time of arrival and departure on a daily basis with a full, legal signature. (If you are participating in our CSPP subsidized program please refer to CDA's *California State Preschool Eligibility Program Guidelines* for more details on completing attendance records).

D. Reporting and Documenting Absences

If your child is not going to attend the center on a day he/she was scheduled to attend, you must contact the center by 8:30 AM to report your child's absence and the reason for the absence.

Upon returning to care, you must:

- Ensure that the reason for the absences is noted on the Attendance Record
- If the child's absence was due to an illness, the reason for absence should:
 - Specify who was ill (child or parent)
- Sign, with a full signature, next to each reason

VII. FAMILY FEES AND TUITION

A. Family Fees

Family fees are assigned monthly and are due on the first day of the month. If you are participating in our CSPP subsidized program and have a family fee please

refer to CDA's *California State Preschool Eligibility Program Guidelines* for Family Fee policies.

B. Parent Paid Tuition (Full Cost)

Parent paid tuition is due on the 1st day of attendance each week. If tuition is not paid by the end of that week, the child will be denied admittance to the center until both the delinquent and current tuition is paid in full. Accounts in arrears may result in disenrollment and the outstanding account balance referred to a collection agency.

Full tuition is required regardless of any absences (sick, vacation, or otherwise). With the exception of Winter Break, tuition is required for all holidays when the center is closed.

Tuition rates are subject to change at any time with a minimum 30-day written notice.

C. Refunds

No refunds will be made for registration fees or tuition.

D. Late Pick Up Fees

Please arrive early enough to pick up your child and exit the center and surrounding grounds by 6:00 PM. If it is unavoidable to be late, please call the center to let them know when to expect you.

The center closes at 6:00 PM and if you are late picking up your child you will be charged \$1.00 for each minute you are late. **Repeated instances of late pickup may be the grounds for disenrollment.**

If you are participating in our subsidized program please refer to CDA's *California State Preschool Eligibility Program Guidelines* for Late Pick Up policies.

E. Notice Period (Full Cost)

A 1 week notice is required when withdrawing a child from CDA's California Preschool Program or one week's tuition will be billed.

F. Insufficient Funds

If a payment for family fees or tuition is made via a personal check and the check is returned by the bank due to insufficient funds, a \$20.00 return check fee will be assessed to your account with CDA. Personal checks will no longer be accepted for the duration of the fiscal year; payments must then be made in cash, by cashier's check or money order, or via PayPal through CDA's website: www.cdasanidiego.com.

VIII. MEALS, BIRTHDAYS AND CELEBRATIONS

A. Meals

CDA participates in the Child and Adult Food Program (CACFP) and provides breakfast, a hot lunch, and afternoon snacks daily. The nutritious meals and snacks served are culturally and developmentally appropriate for the children enrolled and meet the nutritional requirements specified by the CACFP program. Menus are developed by CDA's Nutritionist, offering a variety of foods including seasonal fruits and vegetables. The weekly menu is posted on the classroom parent bulletin board or near the attendance sheets and rotates on a four week cycle. Copies are available upon request from the Site Supervisor. **Please be sure to advise the center staff of any food allergies your child has.** Substitutions can be made to accommodate your child's special dietary needs.

At meal time children and teachers sit down together family style and children serve themselves with guidance. Breakfast is served at 8:30 AM. If you drop your child off before 8:00 AM you may bring a small nutritious snack if you feel your child needs to eat something before breakfast is served. Lunch is served at 11:30 AM and is a relaxed social time when morning activities are discussed and plans

made for the afternoon. Conversation centers on the interests of the children with emphasis on self-image and concepts of language development.

If you have any questions regarding CDA's nutrition policy, the meals served, or your child's nutrition needs, please feel free to call CDA's Staff Nutritionist, at (619) 427-4922 ext. 261.

B. Birthdays

We enjoy celebrating children's birthdays and welcome you to come join the party! Please talk to your child's teacher at least a week in advance if you would like to provide a special **healthy** snack for your child's classroom. Because a child's body is still growing and developing, proper nutrition is of the utmost importance in all of our celebrations we have at the center. We apply the same healthy food policies to all of our events to promote a healthy lifestyle and role model for children and families.

Below is a list of approved nutritious snack foods; please choose from this list. **We sometimes have children enrolled who have serious food allergies. Please consult your child's teacher when making food choices.**

<u>Recommended Party Foods</u>	<u>Party Foods to Avoid</u>
Fruit/cheese kabobs Fresh fruit 100% frozen juice bars Banana pops Yogurt with fresh fruit/parfait Homemade fruit leather Vegetable sticks with yogurt dip Peanut butter on celery Homemade banana bread Homemade pumpkin bread Homemade bran or fruit muffins Quesadillas Assorted nuts Trail mix Tortilla chips with homemade salsa & guacamole	<i>(These foods won't be served)</i> Cakes, cupcakes & cookies Candy & gum Marshmallows Potato chips Corn chips Doughnuts Fruit punch or fruit flavored drinks Soda <i>These foods have very little nutritional value.</i>
<i>These party foods taste great and are good for the children too. Classroom</i>	

party foods should be good teaching examples of healthy options.	
---	--

C. Celebrations

CDA centers celebrate holidays and special occasions, such as Thanksgiving, Mother's Day, Father's Day, Fall and Spring Festivals. We embrace diversity and believe it enriches our curriculum. If you have any family/cultural holidays or celebrations you would like us to include, please let us know. If you do not wish for your child to participate in any of these holidays or celebrations please let us know that as well.

IX. HEALTH AND SAFETY

A. Emergency Preparedness

We practice both fire and earthquake drills on a regular schedule so children become accustomed to the sound of the alarm and the procedures for exiting the classroom to a safe location. All CDA centers have emergency food and water to last 72 hours for all children and staff. First Aid kits are located in all classrooms, offices and outdoor playgrounds. All staff is CPR and First Aid certified every 2 years to remain current on all lifesaving procedures.

B. Authorized Persons to Pick Up

The center maintains an *Emergency Contact/Parental Consent* form for every enrolled child. Persons (in addition to the parents) you authorize to pick up your child must be listed on this form. At the end of the day, a child will **not** be permitted to leave the center with anyone who has not been previously given authorization by the parent.

If it becomes necessary for someone else to pick up your child and they are not on the *Emergency Contact/Parental Consent* form, then written advance authorization must be provided by the parent. In the event you are unable to provide written notification, the parent must call the center and speak directly

with the child's teacher or Center Site Supervisor to advise us of your authorized pick-up plans. Anyone who is authorized to pick up your child must bring photo identification that lists his or her name and address (such as, a driver's license).

We reserve the right to request a photo ID of anyone that is not recognized or known by staff.

C. Current and Updated Emergency Contact Information

It is essential that each child's *Emergency Contact/Parental Consent* be kept up to date, including phone numbers, addresses, and a list of authorized adults who may be contacted in case of an emergency. If there is a change in your contact information please notify the center promptly.

D. Custody Issues

CDA cannot prevent any parent from removing his or her child from the center if there is no court order on file. If there is a court order restricting a parent from visiting or picking up their child, then a copy of the court order must be provided to CDA, which will be placed into the child's confidential file.

E. Safety and Security

Your child's safety is a top priority at CDA. Children must be signed in and out upon arrival and departure, with the exact time and a full signature as required by Community Care Licensing and the California Department of Education. Each classroom keeps a running count of the number of children in attendance as well as a list of each child by name. Teachers conduct a head count every 30 minutes and record and clearly post the number of children present on the wall. Children are counted before and after each transition within the classroom and the transitions from outside to inside. **Visual observation of all children is maintained at all times by CDA staff members. At no time is a child ever left alone.**

F. Illness Policy

Each day, upon arrival, staff will complete a health check of each child and your child will be asked to wash their hands before joining the classroom activities. It is very important to us that each child be healthy and happy at school. We cannot admit or retain in care, any child whom:

- A. Is diagnosed as having a contagious disease only upon written instructions of a licensed physician or certified health care provider and/or the health department.
- B. Has one of the following symptoms, or combination of symptoms of illness within the past 24 hours:
 - Fever over 101.0 Fahrenheit
 - Diarrhea (more than one abnormally loose stool per day)
 - Vomiting in the past 24 hours
 - Nausea or severe stomach cramps
 - Severe cough
 - Unusual yellow color to skin or eyes
 - Draining eye (pinkeye or sinus infection)
 - Skin or eye lesions or rashes that are severe, weeping or puss filled
 - Difficulty breathing or wheezing
 - Complaints of severe pain
 - If a child is notably tired and / or irritable and needing one on one care

If your child has exhibited any of the symptoms above you **must** keep your child at home for a minimum of 24 hours, even if your pediatrician has given authorization for your child to return. If your child exhibits these symptoms at the center we will contact you immediately. **You must pick your child up within 1 hour of notification.** We regret any inconvenience these policies may cause but it helps us keep all of the children and staff healthy.

G. Head Lice

CDA follows recommendations from The American Academy of Pediatrics and The Center for Disease Control regarding head lice. We have a no-live lice policy.

The essential components of a no-live lice policy are the following:

- Early detection of head lice infestations through routine screening by parents and/or caregivers
- Treatment of children found to have live lice
- Distribution of educational materials to center staff and parents on head lice, nit combing and treatment.
- <http://www.cdph.ca.gov/Healthinfo/discond/Documents/headlice2008Eng.pdf>

If lice are found on a child at the center the child's parent will be called and asked to pick their child up. This policy allows the parent to treat overnight. The day following treatment the child will be re-examined and admitted if no-live lice are present.

H. Injuries

Even though every effort is made to avoid injuries, sometimes they still happen. In case of an injury, your child will be given immediate attention by one of his/her teachers including first aid if necessary. If an injury is significant, an accident report will be made and placed on the child's daily attendance sheet. In certain situations CDA staff may contact parents and if necessary emergency medical personnel.

If an injury is life threatening or emergency medical personnel deem it necessary to transport the child, staff will accompany the child to the nearest hospital where emergency treatment is administered, if necessary. The staff will remain with the child until the parent arrives. In the event neither parent can be reached, the child's physician will be contacted.

I. Medication

CDA provides incidental medical services which includes administering prescription medications, inhaled medications and Epi-pens. Should your child need medication administered at the center, CDA needs written authorization from you and the doctor on the required forms, which are available from the Site Supervisor. If you have not completed the required and necessary forms the staff will not be able to administer the medication. Medication must be brought in the original container. The doctor's and parent's authorization must be on the forms supplied by the center.

J. Where to Report Health and Safety Issues

If you have questions or concerns about any health or safety issues please report those directly to your child's teacher or the Center Site Supervisor. We encourage your feedback and appreciate your interest and ideas on how to make our center a safe and healthy place for all children. If you feel your concern has not been adequately addressed please contact CDA's Early Childhood Program Coordinator, Susan Holley at (619) 427-4411 ext. 277 or sholley@cdasandeigo.com. If you feel CDA has violated any Community Care Licensing regulations you may file a complaint at the Centralized Complaint Information Bureau (CCIB) at 844-538-8766.

K. Mandatory Child Abuse Reporting

All CDA preschool program staff are mandatory child abuse reporters. This means if we have reason to suspect abuse or mistreatment or are told by a child they have been abused in any way, we are required by law to call and report this to Child Protective Services (CPS). We, as a staff, have training in what steps/measures should be taken in such a situation. Parents should understand that filing a report is considered a request for an assessment of the concern. A report does not established fact, but rather is the beginning of a helping process for children and families. If you have any questions about this policy, please contact the Site Supervisor.

L. Toilet Training

Children attending the center should be toilet trained or actively in the process of being trained. Based on your child's individual needs we can assist in the toilet training process or make accommodations for your child's special needs. We require that you provide your child multiple changes of clothing or adequate amounts of diapers/pull ups and wipes and ensure any soiled clothes are taken home each day. For your child to be successful we will work with you on developing a plan and strategies that are consistent between home and the center.

M. Clothing

Dress your child comfortably for active messy play, in clothes you and your child are not worried about getting a little dirty. Children will be digging in dirt and sand, painting, working with clay, water, glue, and sliding, climbing and more! Remember, learning to do things for themselves is important to children, and clothing that buttons and zips easily facilitates the teaching and learning process. To help with dressing your child appropriately for the weather conditions we suggest layering clothing that can be taken off or put on to keep your child as comfortable as possible. Please send your child in appropriate closed toed play shoes. For the protection of your child, shoes must tie or have Velcro. Sandals, flip flops, boots or dress shoes limit your child's safety and should not be worn to the center.

Please bring a set of extra clothes to be left at school. Please mark all clothing with your child's name with permanent ink.

X. PARENT INVOLVEMENT AND COMMUNICATION

A. Parent Bulletin Boards

Parent Bulletin Boards are used for group messages, special parent communication, resources and upcoming events or information. Daily lesson plans and our nutritional menus are also displayed on the bulletin boards.

B. Parent Involvement

Parents are encouraged to participate in activities and to volunteer in the classroom whenever possible.

There will be many times and ways you can get involved in your child's preschool experience. You are welcomed and encouraged to participate in any or all of these. Some examples of ways to be involved include:

- Lending objects for units of study
- Helping your child at home with the concepts we are studying (see monthly newsletter)
- Reading to the children
- Volunteering to help with projects or events (Holiday celebrations, graduation, etc.)
- Special Talent – if you have a hobby (carpentry, sewing, artist, pottery, cook, music) or career (doctor, nurse, veterinarian, fire fighter, etc.)
- Family Traditions, Cultures or Customs – We welcome having parents share family traditions, cultures or customs with classmates. Activities could include (but are not limited to) cooking, storytelling, music, celebrations, etc.

C. Parent Meetings

Parent meetings are held at least quarterly. CDA encourages parents to attend the parent meetings as it is important to children to have their parents attend and show interest and support in their school. It is also a time for parents to socialize with other parents and further acquaint themselves with the center and staff. CDA's parent meetings also include topics of interest as requested through parent feedback and surveys.

D. Parent Advisory Committee

The Parent Advisory Committee is elected in the fall and is open to all parents. Meetings are held on a regular basis and their purpose is to advise the center on

issues related to services to families and children and to provide input on the planning, development and evaluation of the program.

XI. BEHAVIOR MANAGEMENT AND DISENROLLMENT

A. Behavior Management and Discipline

All teachers at CDA manage behavior in their classrooms in a non-punitive, age appropriate manner. All staff receives ongoing training in the areas of discipline and behavior management. They are trained in the Teaching Pyramid process of positive discipline, which instructs children as to what they should do rather than telling them what not to do. For example "We walk inside the building" rather than "No running".

Children are encouraged to learn problem-solving skills and become self-correcting. They are given the opportunity to choose alternatives that will enable them to participate in a socially acceptable manner without reinforcing their negative behavior. For example, if a child is having difficulty sitting quietly during a story, he/she will be asked to do a puzzle or draw a picture until they feel they are ready to rejoin the group. Teachers assist in pointing out logical consequences to both positive and negative behavior.

Staff uses positive reinforcement while supervising children, encouraging them to cooperate and continue using appropriate behaviors. Children are redirected to an alternate activity if their behavior is inappropriate. An example is when a child is doing something that could hurt others, themselves, or destroying property and choosing not to use problem-solving techniques. Teachers will continue to be an active listener and support the child with conflict resolution. Parents will be notified of the behavior management strategies used and receive an incident report. If a child's behavior is unmanageable within a group setting, parents are required to be involved in developing and implementing an individual behavior plan for the child. Parent cooperation and participation and support of the behavior management plan is crucial to the success of the plan. It is important that the messages the child is receiving at home and school are consistent.

B. Parent, Provider and Visitor Conduct Policy

CDA is committed to creating an environment where employees, volunteers, parents, children, providers or any other person who comes to CDA's offices, child care centers, events or who has contact with CDA staff through any other means, is treated with respect and professionalism at all times.

In the event that any client or non-client engages in any type of unacceptable conduct towards a CDA employee, client or volunteer engaged in CDA business, CDA will apply the following measures as appropriate:

- Deny, suspend or terminate services
- Bar from personal contacts with CDA employees or volunteers, such that CDA services/program participation may be available only by written means except for formal recertification meetings, appeal hearings or license-exempt provider identity verification meetings
- Bar from access to CDA's premises for any reason except for formal recertification meetings, appeal hearings or license-exempt provider identity verification meetings
- Report threats of bodily harm, actual bodily harm, or any other illegal activity against any CDA employee, volunteer or other client to appropriate local, state or federal authorities. Additionally, CDA, at its discretion, may seek a restraining order
- Take any other action deemed appropriate under the circumstances that is not precluded by CDA policy or other applicable federal or state law

For purposes of this policy, "unacceptable conduct" includes, but is not limited to any of the following:

- Any threats of or actual bodily harm or illegal activity against another client or an employee or volunteer engaged in CDA business.
- Any form of action that may constitute harassment under CDA's harassment policy such as:

- Any type of harassment, including age, sexual, ethnic, or racial harassment; making racial or ethnic slurs; engaging in sexual conduct; making sexual overtures
- Inappropriate touching
- Making sexual flirtations, advances or propositions; engaging in verbal abuse of a sexual, racial or ethnic nature; making graphic or degrading comments about an individual or his or her appearance
- Displaying sexually suggestive objects or pictures
- Fighting, kicking or other physical harm or attempted harm towards a CDA client, employee or volunteer engaged in CDA business
- Engaging in offensive or abusive physical contact
- Making false, vicious or malicious statements about any CDA employee or volunteer or CDA and its services, operations, policies, practices, or management
- Cursing, swear words or other abusive or vulgar language directed towards a CDA client, employee or volunteer engaged in CDA business
- Yelling or speaking in an aggressive raised voice
- Bringing or possessing firearms or weapons or any hazardous or dangerous device on CDA premises or at a CDA function
- Possession, sale, use or being under the influence of an unlawful or unauthorized substance on CDA premises or at a CDA function
- Uncivil conduct or failure to maintain satisfactory working relationships with other clients, employees and volunteers at CDA
- Immoral conduct or indecency on CDA premises
- Any posting, defacing, or removing of notices or signs on CDA premises
- Misappropriation of CDA funds, property or other material proprietary to CDA
- Deliberate or repeated violations of security procedures or safety rules
- Attempting to coerce or interfere with a CDA employee or volunteer in the performance of their duties at any time, such as:
 - Making unsubstantiated, malicious, embarrassing or false claims against an employee, client or volunteer through any means including verbal, electronic or written communication in order to influence decisions about program services

- Making false or misleading statements or taking any actions that inappropriately interfere with or inhibit a client's access to CDA services
- Conducting or attempting to conduct or engage in any fraudulent, dishonest or deceptive activity of any kind involving CDA employees or CDA services.
- Any other act which endangers the safety, health or well-being of another

C. Grievance Policy

It is the intent of CDA to resolve all grievances at the lowest possible level. If a parent is having a grievance in regard to CDA operations the parent should first speak with the staff person whom the grievance relates to in an attempt to resolve the issue. If the problem is not resolved at this level: Grievances regarding CDA Preschool Center staff or operations should be addressed first to the Center Site Supervisor and then to the Early Childhood Program Coordinator if necessary; grievances regarding eligibility staff or procedures should be addressed first to the Site Supervisor and then to the Program Coordinator or Program Manager if necessary. If the problem is not resolved at those levels the grievance should be addressed to the Director of Child Development Programs or the President/CEO. If a resolution still has not been reached, a written grievance may be made to the Board of Directors. A written response to the grievance will be issued from the Board of Directors within 14 days.

D. Disenrollment Policy

CDA reserves the right to dis-enroll any child, at any time, when we believe disenrollment is in the best interest of the child and/or the program. Our first priority is to provide quality care and early education for all children enrolled in our program but on rare occasions there may be a need to dis-enroll a child. Some of the reasons for involuntary dismissal might include:

- Failure to Adapt - Most children adapt to a new program within a reasonable time frame. If a child fails to adapt to our program, even though an effort has been made by parents and the staff to integrate him/her into

the program, the child may be dis-enrolled so his or her parents can find alternate care for their child.

- Aggressive/disruptive behavior - If a child is aggressive or hurtful to others or if a child's behavior is disruptive to the classroom CDA will make every attempt to guide the child in respecting others and to behave in a socially acceptable way. If these behaviors continue the child may be dis-enrolled in the best interest of the other children enrolled.
- Failure of the parent or guardian to cooperate with an individual behavior management plan and/or failure to obtain necessary services through referrals made to outside agencies that are in the best interest of the child.
- Failure to pay tuition or Family Fees– CDA reserves the right to immediately dis-enroll any child whose tuition or family fee is not paid per CDA's policies. Applicable notice periods will apply to subsidized children.
- Abusive/disruptive behavior by parents - CDA reserves the right to disenroll any child whose parent behaves in a manner that is destructive, disruptive, abusive, or malicious through their statements or actions toward the staff, their own child or other parents/children in the center as outlined in CDA's Conduct Policy.
- Irreconcilable differences – Every parent has expectations regarding the care and education of their child. If it occurs that CDA is unable to meet a parent's expectations CDA reserves the right to disenroll the child in order to allow the parents to find an environment that better meets their needs and expectations.
- Failure to comply with the California State Preschool Program eligibility requirements as outlined in CDA's *California State Preschool Eligibility Program Guidelines*.