

# "Providing Quality Preschools"

## **MISSION STATEMENT**

It is the intent of Educare Services, Inc., Inc. to develop successful partnerships with schools, parents and communities in the delivery of quality preschool/ child development services. Educare Services, Inc. is an organization dedicated to serving children throughout the central valley.

Educare Services, Inc. shall engage in providing quality preschool programs to parents in need. The targeted groups to be served shall include working parents, parents in training, and those seeking affordable preschool. We refrain from religious worship and instruction. Educare Services, Inc. intends to provide a safe, wholesome and learning rich environment to children ages 3 – 5 years. The curriculum to be offered shall include the curriculum that the school district is using along with California Preschool Curriculum Learning Foundations and Frameworks as approved and recommended by the Child Development Division of the California State Department of Education. The concepts of "Parents as First Teachers" and "Every Child Succeeds" shall be emphasized throughout the program. The major purpose of Educare Services, Inc. is to provide equal access for quality preschool programs to all families.



# Educare Services, Inc.

## Educare Admissions Agreement

Educare Services, Inc. is a child development program for families with children between the ages 3 to 5. Our program is available to families whose parents are working, looking for work, in training, or in school, and to children under the protection of Child Protective Services.

Funding comes from the State of California, administered to us through the State Department of Education's Office of Child Development. Tuition will be made by the 1<sup>st</sup> of each month of services and no later than the 5<sup>th</sup>. There are no adjustments, credits or refunds given due to absences for any reason. To be eligible for the Child Development program the family's gross income and family size will be assessed upon initial enrollment and a fee will be applied according to the family fee schedule. Transportation is not offered.

Each child entering the preschool program must be toilet trained. We do not provide religious worship or instruction.

The program has several services: Education, Nutrition and Health. Our program provides childcare from the hours of 8:00 a.m. – 11:00 a.m. and 12:00 p.m. – 3:00 p.m. **This is a part-day program.** Educare Services, Inc. provides a well-rounded educational curriculum, which includes a nutritious snack for am and pm sessions. The state requires a minimum of 3 hours of education per day for part-day preschool services, includes snack time.

Parents must complete the Emergency Medical Treatment Form (LIC 627) Identification and Emergency Information (LIC 700) and Immunization Records must be completed prior to the first day of attendance. **No exemptions for immunizations due to religious beliefs.** Educare Services, Inc. reserves the right to terminate your child (ren) with a 15 day written notice prior to termination, if your child(ren) are detrimental to the health and/or safety of other children and/or Educare staff members. See Discipline Report, Child's Written Warning Report and Personal Rights Procedures. **Educare Services, Inc. will not tolerate any verbal and/or physical abuse to any staff, child or parent by another parent, authorized guardian or other relative. Educare Services, Inc. will terminate a parent or other abusive adult from the program for this behavior.** Failure to meet the following terms may also lead to loss of services. The state requires a minimum of 3 hours of education for part-day preschool services/ includes snack time. **This program operates 180 days according to the school district calendar.**

1. Three (3) unexcused absences.
2. Three (3) late pickups.
3. Three (3) late drop offs, after 8:15 a.m. and 12:15 p.m.
4. Children who exhibit exceptional needs that cannot be met by the center.
5. Non-compliance of the Parent Program Handbook.
6. Child not toilet trained.
7. Failure to pay monthly fees

Our procedures under such circumstances are to notify parents that services will be discontinued immediately. An NOA with due process rights to appeal the action to terminate will be provided. However, a termination of services does not prevent a parent from reapplying at a future date when the cause of termination is resolved.

A Notice of Action is a contract / Agreement between the agency and the family that identifies eligibility or non-eligibility of the program. If a family is eligible, the hours and days are written on the contract. **Notice of Actions are issued upon enrollment, when changes are made as well as termination. The Notice of Action will inform you of the type of action taken, the reason for the action and the date the action will take place. Parents will have 10 days to file an appeal and 14 days if the Notice of Action is mailed. The second page offers an appeal process if you are not satisfied with decision.** See 2<sup>nd</sup> page of Notice of Action for specific instructions. Please keep a copy of your Notice of Action. Your Notice of Action provides you with specific instructions for appealing an action. If a parent disagrees with the local hearing appeal decision, the parent may appeal for a state review of the local hearing decision.

The right of the licensing agency to perform the duties authorized in Section 101200 (b) and (c).

1. The Department or licensing agency shall have the authority to interview children, or staff, and to inspect and audit child or child care records without prior consent.
2. The licensee shall make provisions for private interviews with any child (ren), or any staff member; and for the examination of all records relating to the operation of the child care center.
3. The Department or licensing agency shall have the authority to observe the physical condition of the child (ren), including conditions which could indicate abuse, neglect, or inappropriate placement.
4. **It is the parent's responsibility to notify us of any change in any family size, income or marital status. Educare Services, Inc will provide you with a Notice of Action, (a state funded contract/document with written changes) stating approval/denial of services, monthly rate and effective date and if applicable, the nature of any change and its effective date. Licensing requires that you receive a 30 day notice of changes in your contract.**

It is the parent's responsibility to notify us of any change in family size, income or marital status. Educare Services, Inc. will provide you with a Notice of Action stating approval/denial of services, monthly rate and effective date and if applicable, the nature of any change and its effective date.

# **UNIFORM COMPLAINT PROCEDURES ANNUAL NOTICE**

## **Educare Services, Inc.**

It is the intent of Educare Services Incorporated to fully comply with all applicable state and federal laws and regulations. Individuals, agencies, organizations, students and interested third parties have the right to file a complaint regarding the Educare Services, Inc. programs alleged violations of federal and / or state laws. This includes allegations of unlawful discrimination (Ed Code section 200 and 220 and Government Code section 11135) in any program or activity funded directly by the State or receiving federal or state financial assistance.

Complaints must be signed and filed in writing with the State 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. The complainant should seek the advice of an attorney of his / her choosing in this event.

A complainant filing a written complaint alleging violations of prohibited discrimination may also pursue civil law remedies, including, but not limited to injunctions, restraining orders, or other remedies or orders. (Title 5 California Code of Regulations Section 4622)

# **PROGRAM**

## **Goals and Objectives**

Educare Services, Inc. will provide an environment, which will foster the social/emotional, physical, cognitive, language and creative development of each child. The overall goals (Desired Results) of the California Department of Education's State Preschool Program are as follows: (1) Children are Personally and Socially Competent; (2) Children are Effective Learners; (3) Children Show Physical and Motor Competence; (4) Children are Safe and Healthy; (5) Families Support their children's Learning and Development; and (6) Families Achieve their Goals. Our developmental program for children ages 3-5 years will implement activities, strategies and curriculum materials, which are the building blocks for learning. Teachers will provide a loving, caring atmosphere in which each child can develop to his/her full potential through a variety of experiences.

## **Social and Emotional Development**

Teachers will provide books, pictures, stories and dramatic play materials to help children identify positively with the events and experiences of their lives. Our program will be adapted to meet the developmental needs of all children. The curriculum to be offered shall include the curriculum that the school district is using along with California Preschool Curriculum and Learning Foundations as approved and recommended by the Child Development Division of the California State Department of Education to ensure activities and experiences are developmentally, culturally and linguistically appropriate.

Large and small group activities will provide opportunities for children to share with each other and will promote self-concept and self-esteem. Activities will also be set up allowing children the freedom to choose their own activities. Opportunities will also be provided for caring, handling emotions, dealing with conflict, and role modeling.

The curriculum that the school district is using along with California Preschool Curriculum and Learning Foundations as approved and recommended by the Child Development Division of the California State Department of Education have the ingredients of active learning materials, manipulations, choice, language, and support, the following key experiences will occur:

- Making and expressing choices, plans and decisions
- Expressing and understanding feelings
- Taking care of one's own needs
- Understanding routines and expectations
- Being sensitive to other's feelings, interests, needs, and background
- Building relationships with children and adults
- Creating and experiencing collaborative play
- Developing strategies for dealing with social conflict

The children will be involved in dramatic play-housekeeping areas, dress-up clothes, mirrors, puppets, blocks, successfully completing developmentally appropriate tasks and projects.

## **Cognitive Development**

On a daily basis, each child will be exposed to developmentally, culturally, and linguistically age appropriate activities and experiences designed to foster cognitive development. Teachers will carefully design and implement an environment for preschool children, which is rich in materials from the child's home and community. Additional materials such as games, puzzles, blocks, Cuisenaire rods, books, dramatic play props, science materials, art materials, etc., will be displayed in a variety of interest areas (playhouse, small muscle, science art, and blocks). Children will have the opportunity to make choices and be involved in an articulated curriculum with an appropriate balance of child-initiated and teacher-initiated activities that promote problem solving and critical thinking. Teachers will observe children within the learning environment and record anecdotal notes related to the child's cognitive development and implement teaching strategies geared to the needs of each child. The following cognitive key experiences will be incorporated into the preschool curriculum program: Representation; Language; Classification; Seriation; Numbering; Space; Time

## **Health and Physical Development**

The children will participate in a variety of indoor and outdoor activities that are developmentally, culturally and linguistically appropriate. Fine motor and gross motor activities will be integrated daily into the curriculum. Children will have many opportunities for large muscle activities (I.e., running, jumping, walking, climbing.) Physical development activities reflect a combination of large-motor and small motor activities:

Climbing	Balancing
Running	Walking
Jumping	Hopping
Throwing	Catching
Manipulating	Cutting Activities
Eye-hand coordination	

Opportunities for outside activities, along with alternating periods of quiet and active play and balance of large and small muscle activity will be provided.

Opportunities for learning about personal care routines, nutrition, safety, and healthy lifestyles will be provided.

- A designated staff person will check the air quality daily through the San Joaquin Valley Air Pollution Control District to determine if it is healthy for outdoor play. ([www.valleyair.org](http://www.valleyair.org)). If there is poor weather / bad air quality, alternative gross motor activities will be provided indoors.

## **Language and Literacy Development**

Language development activities for preschool will include receptive language activities such as listening activities, story reading, and story experience as well as the use of expressive productive language. Those children whose home language is other than English are encouraged to develop the use of their primary language and in addition, to learn the English language. Key experiences or learning processes used are:

- Talking with others about personally meaningful experiences
- Describing objects, events, and relationships
- Having fun with language (rhyming, making up stories, listening to poems, nursery rhymes and stories)
- Writing in various ways (drawing, scribbling, making vertical/horizontal lines, shapes as circles, letter-like forms, invented spelling, conventional forms)
- Having one's own language written down and read back
- Reading in various ways
- Recognizing letters, words, names symbols that represent things, and reading storybooks and print
- Following directions
- Responding to others by asking questions

## **Creative**

Children will have regular and varied opportunities for creative expression. Developmentally, linguistically and culturally appropriate creative arts will be integrated into the preschool age curriculum whenever possible. The opportunities for creative development will allow the children the freedom to explore and experiment with a wide variety of art media, including paints, marking pens, scissors, chalk, crayons, clay, and objects that they have found. Individual and group creative art activities will be displayed throughout the classroom and then sent home with the children.

Musical activities will be included in the daily program, including activities involving listening to music, rhythm and dance, and musical interpretation in which props will be available if needed. Dramatic play will be encouraged through acting out familiar stories, family experiences, and classroom activities. Classroom props such as puppets, dress-up clothes and various other items will be available for use.

## Holidays

The center will be closed on the following holidays:

New Year's Day	Labor Day	Martin Luther King's Birthday
Veteran's Day	Lincoln's Birthday	Thanksgiving Day
Washington's Birthday	Independence Day	Friday following Thanksgiving
Memorial Day	Christmas Day	

## Enrollment Forms

All enrollment forms, a completed physician's report or appointment card with the doctor's appt scheduled within the month enrolled, T.B. Clearance and up-to-date immunizations are required for admission. All Children forms are kept in a locked filing cabinet and it kept confidential. Children's files are made available to teaching staff that have consent form the Childs parent or legal guardian, parents / legal guardian and regulatory authorities

Immunizations will be required according to the current schedule recommended by the U.S. Public Health Service and the American Academy of Pediatrics. **Effective September 1, 2016, there are no longer religious beliefs exemptions for immunizations.** A child whose immunizations are not kept up- to-date will be dismissed after 3 written reminders to the parent or legal guardian over a 3 month period.

A physicians report will be required according to the current recommendations of the American Academy of Pediatrics. Documentation of an age appropriate health assessment should be obtained before, but is required no later than 4 weeks after the child starts receiving care. Children will not be excluded for failure to submit a health physical with proof of an appointment scheduled within the 4 weeks after the child starts receiving care.

Site Supervisor will review physicians reports for abnormalities and or special accommodations the child might need while under our care. If an abnormality is detected, the site supervisor will contact the parent for further information regarding the child condition and or special need. A special needs care plan will be developed if needed. A health consultant will provide advice about accommodations required for children with specific health problems, design and review surveillance systems for injury and illness, assist with staff and family education, and or a source of contacts within the health care community. To serve as a health consultant for childcare, nutrition professionals, oral health professional, and other health professionals should have pediatric credentials or advance training in pediatrics.



Note: Children must be toilet trained. We do not have the appropriate staffing for the needs of diapered children.

## Sign In & Out

Each child will be greeted daily by a staff member. If everyone is outside, take your child to a teacher, so the teacher is aware your child has arrived. **Each child is required to be sign in /signed out daily. Use full name, no initials.** The time of arrival and departure is required. Parents must provide the school with a continuous and up dated list of names and telephone numbers of persons authorized to take their child from school. Parents should advise other authorized persons to bring their driver's license or picture ID to the center. A child may not be release to a sibling or anyone else under the age of 18. For the safety of each child, children must always stay with their parent when arriving or picked-up. Children will not be permitted to leave the facility without adult supervision.

## Supervision of Children

Teaching staff supervise children by primarily by sight. Supervision for short intervals by sound is permissible, as long as teachers check frequently on children that are out of sight. Teaching staff position themselves to be aware of children's whereabouts at all times. When children are using the restroom a staff person is required to stand at the doorway for adequate supervision and assistance as needed.

## Parents Communication and Visitation

We have an 'Open Door' Policy. Parents are always welcome to come by and visit or call us at any time. We encourage parent/teacher communication to discuss each child's progress and/or special needs. To arrange a meeting, please call the Site Supervisor so a convenient time can be arranged. Parents are invited and encouraged to visit the child's classroom. You are also welcome to volunteer in the classroom. A T.B. Clearance **and Proof of Immunizations: Influenza, pertussis and measles or a medical waiver as required effective 9/1/11.**, must be on file when working with the children. If you are interested in volunteering, please contact the Site Supervisor.



Note: Children who are not officially enrolled in the childcare program may not attend the center

In order to comply with Community Care Licensing regulations we cannot allow non-enrolled children to attend at the center, including the children of employees.

## Parent Volunteers

Parent volunteers are an integral part of our program. They add a connection to children's home lives is vital to the quality of our program. We value your participation and contributions and want to make sure you know you are valued and appreciated. We want to make parents feel comfortable in joining the classroom environment. It is also a great way to increase diversity in the classroom and enrich the program in the classroom. It also gives the teachers a chance to connect with parents on a regular basis and catch up on how your child is doing at school and home. **We want to ensure that all families regardless of family structure; socioeconomic; racial, religious and/ or cultural background; gender; abilities; or preferred language are included in all aspects of the program.**

Parents whose children are not enrolled in our program will not be allowed at the center unless they have received prior approval from a Program Director. They must report to the office. See Visitor Authorization Form. **Parents Interested in Volunteering must have a TB Test and proof of immunizations: influenza, pertussis and measles or a medical waiver. Volunteers must also pass a Background Check.**

## Parent Meetings & Education

Parent meetings are scheduled 4 times during the year. Time and place is posted in the classroom in advance as well as flyers sent home

Parent involvement and education includes parent orientation. In addition, the content of the Parent education components is determined by information gathered from parent surveys administered twice a year.

## Parent Advisory Council (PAC)

Parents are encouraged to be a part of the Parent Advisory Council (PAC) to advise the school on issues related to services to the families and children we serve. Families' schedules and availability will be considered when planning PAC meetings.

The purpose of the PAC includes:

- Help with fundraising and decisions on how funds will be spent
- Work with staff to help plan special events

## Parent Teacher Conferences/Assessments

Individual conferences with parents are scheduled twice a year to share student developmental information. The developmental assessment tools that will be used in the classroom include the Desired Results Developmental Profile (DRDP-R), Pre-Kindergarten Assessment, both to be completed within 60 days of enrollment and again at 120 days thereafter. The Ages and Stages Questionnaire (ASQ) to be done at the beginning of the school year and as needed. These forms are to be completed by parents. These assessment tools will help the program to prepare the children for kindergarten. Copies of these tools are available in the parent information area. Teachers observe activities and daily routines, take anecdotal notes, and engage children in conversations as part of completing the assessments. Assessment results are used to inform curriculum, plan daily activities and add to activity plans as needed. Teachers will maintain on-going communication with parents through notes, phone calls, and conversations to inform families on the developmental progress of their child. We value parent involvement and contributions through your home observation and information parent's can share on an on-going basis by keeping teachers informed of your child's development and learning outside of the classroom. If you have information or ideas as to how we can make the assessment process work better for your child, please do not hesitate to let us know. All information regarding assessment will be kept confidential. Translations will be available upon request.

## Daily Inspection for Illness

Designated staff inspects each child for signs of illness before parent can sign the child in. If child is ill, parent cannot leave child at school. Each child will be greeted daily by a teacher. If everyone is outside, take your child to a teacher, so the teacher is aware your child has arrived. Each child is to be signed-in/signed-out daily, using your first and last name. Initials are not acceptable.

Parents must provide the school with a continuous and updated list of names and telephone numbers of persons authorized to take their child from school. Parents are responsible for keeping the school informed of changes in address, home and business telephone numbers, and other emergency information. Parents should advise other authorized persons to bring their driver's license to the center.

**Note: A child may not be released to a sibling or anyone else under the age of 18 years**

## Hand washing

When you arrive at the preschool center, please take your child directly to the sink area and assist him or her with hand washing. Take the time to make sure hands are washed thoroughly and in a manner displayed on the chart by the sink area using soap and water. **Sanitizer is not to be used for daily hand washing.** All parents volunteering for the day must wash their hands upon arrival. Hand washing is the number one way to prevent the spread of infectious disease. Please make arrangements to have your child arrive to the preschool on time to allow for this requirement.

## Illness Policy

1. Parents – will be notified if their child becomes ill at the center. All parents are expected to have an emergency phone number where they can be reached immediately, on file. Parents who are students must provide their class schedule in order to be contacted in case of emergency. Emergency procedures will be followed according to the by Consent for Medical Treatment (LIC 627) and the Child's Preadmission Health History – Parent's Report (Lic 702). In the event of a serious accident and the parent will be notified as soon as possible.
2. Children – with any symptoms of fever, runny nose with colored mucus, rash, lice/nits, eye infection, cold, vomiting, persistent hacking or congested cough, diarrhea, shall not be allowed to attend the center. Do not give children any medications to mask these symptoms ---- **SICK CHILDREN MUST STAY HOME!**
3. Your child must return free of fever or diarrhea for **AT LEAST 24 HOURS BEFORE RETURNING TO SCHOOL.**
4. Knowledge of exposure to communicable illness must be reported to the Site Supervisor or authorized person. A child may be re-admitted following an illness with the approval of the Site Supervisor. A note from a doctor may be required- Check with Site Supervisor.
5. In our half day programs we do not administer prescription or non-prescription medication. Please make plans to administer medications at home if at all possible. Parents are welcome to come to the school to administer medication to their own child.
6. If your child is allergic to certain foods, such as dairy products, etc., a note from your child's doctor must be kept on file in addition to the information contained in the enrollment application.



*Note: Failure to follow the illness policy listed may result in your child no longer being able to attend the center. Please do not let this happen. We are concerned about the health of all children attending the center.*

### **The following procedure will be applied to children that become ill at the center:**

1. Parents will be notified immediately if their child becomes ill or sustains an injury more serious than a minor cut or scratch.
2. If the child becomes ill enough to require isolation, the child's authorized representative shall be asked to have the child removed from the center as soon as possible.
3. A child who becomes ill will be kept separate and as comfortable as possible while they wait to be picked up by the parent or guardian.

All parents are expected to have an emergency phone number on file so they can be reached immediately. It is required that you notify the center immediately of any changes in the information you have on file at the site, such as new numbers and addresses.



## Allergies

At time of enrollment forms include notification of any allergies, including food allergies. In addition please alert the site supervisor as well. Any special dietary needs require a doctor's written statement. **The Site Supervisor has this form available for you.** This form will be kept in your child's confidential file. We will post any food allergies in a confidential manner near the food service area in order to remind all staff of food allergies. For milk allergies we are required to serve Lactaid, unless the doctor states that the allergy is a disability then another substitution is allowed.

**Environmental:** Let us know if your child has any environmental allergies (animal dander, grass, chemicals, etc...) we will make every reasonable effort to follow your child's doctors' recommendations in order to make our environment as safe and comfortable for your child as possible.

Note: Many people (including some of our staff members) are allergic to perfumes and other fragrance products. Please do not put either perfume or cologne on your child before sending him or her to school. Also, if it is your day to help in the classroom, please refrain from wearing perfume or cologne.

### Personal Food Restrictions

For personal food restrictions regarding your child including cultural and/or religious beliefs, please notify the site supervisor of these so we make reasonable accommodations for your child.

## Accident / Incident Reports

Minor bumps and scraps are an everyday part of your exploring child's learning by experience. For less serious injuries, including, but not limited to, minor cuts and scratches requiring assessment and/ or first aid by staff, staff shall document the injury on the accident report and verbally notify the child's authorized representative of the nature of the injury when the child is picked up from the center. Signature from the authorized representative will be required at time of pick up. A copy of the report will be placed in the child's file.

If a parent or guardian cannot be reached and an emergency exist, the staff will seek medical care as needed and as designated by the Emergency Information provided by the parent. Parents are called immediately in the event of any serious or questionable injury. This form will also be used to report and serious behavioral incidents.

## Cleaning Policy

- EDCUARE follows the NAEYC cleaning and sanitation frequency table. The table will be posted in all classrooms.
- Ventilation and sanitation, rather than sprays, air freshening chemical, or deodorizers, control odors in inhabited areas of the facility and in custodial closet.
- Surfaces that may come into contact with potentially infectious body fluids must be disposable or made of a material that can be sanitized.
- Staff cleans rugs and carpeting by blotting, spot cleaning with a detergent-disinfectant, and shampooing or steam cleaning.
- Staff disposes of contaminated materials in a plastic bag with a secure tie that is placed in a closed container.
- Staff clean and sanitize toilet seats, toilet handles, toilet bowls, door knobs, or cubicle handles, and floors daily or immediately if visibly soiled.
- Our centers do not use potty chairs.

## Special Services

You are your child's primary teacher and advocate. If you have any concerns about your child and would like help in finding services or information, please ask your child's teacher or the site supervisor and we will be more than happy to help you. We encourage parents to advocate for their children in order to obtain needed services and will do whatever we can to support you in that process.

## **Sun-Smart Policy**

Our Sun-Smart Policy has been developed to ensure that all children and staff participating in this program are protected from skin damage caused by UVB and UVA rays of the sun. This policy will be implemented throughout the year, but with particular emphasis March through October.

- Parents are asked to apply sunscreen on their child prior to arrival at site. If parents / guardians ask school to apply sunscreen, they will be required to complete a permission slip and furnish the sunscreen they wish to be applied by the staff.
- Encourage children to wear hats with wide brims that protect the face, neck, ears whenever outside.
- Encourage children to seek and use available areas of shade for outdoor play areas.
- Children will be hydrated and encouraged to drink water before and during prolonged physical outdoor activities in warm weather.
- The Sun-Smart Policy will include learning about the skin and ways to protect the skin from the UV rays of the sun in the curriculum and daily routines.
- The Sun-Smart Policy will be reinforced in positive ways through parent newsletters, staff memos, bulletin boards and meetings.

## **Confidentiality**

All employees and volunteers are required to sign an Oath of Confidentiality form to assure any information or records concerning any of the families we serve will be held in the strictest of confidence. Any unauthorized release of confidential information is prohibited.

We comply with all applicable state and federal regulations regarding confidentiality of information. Information regarding children in our center and their families is considered strictly and confidential. This confidentiality is maintained in the following ways:

- Children's files are kept in locked filing cabinets. Access to these files is restricted to program staff, California Department of Social Services Community Care Licensing Division representatives, representatives of California Department of Education and state and local law enforcement officials, as required by law.
- Information about children and families is shared with other professionals following applicable laws.
- Children and families may be discussed at staff meetings in order to help the teachers meet specific needs of individual children.

## **Positive Behavior Support**

Corporal punishment is prohibited. There will be no spanking of children by the center staff members. We would also prefer that the parents not spank their children at the center. Verbal threats and use of sarcasm are also prohibited including foul or inappropriate language.

Discipline is dealt with by a developmental approach. We use Positive Behavior Support by making sure limits are emphasized, along with redirection. As a last resort, we would remove the child from the class, teacher's guidance and support to allow the child for reflective thinking. The parent / guardian may be contacted depending upon the need.

Behavior that is dangerous to the health and safety of other children and staff must be dealt with immediately and documented. The parent (s) will be contacted and the staff and the parent (s) will discuss strategies for dealing with the behavior and possible referral for family counseling. A Family Needs Assessment shall be maintained in each child's file.

On-going review of the child's progress will determine the child's continued enrollment or dismissal from the program. The school reserves the right to require a child to withdraw at any time when, in the opinion of the school, it appears in the best interest of the child and/or school. Suspension or exclusion from site will be determined by documentations and/or staff recommendation. Educare Services, Inc. has a responsibility to protect the health and safety of all children at the center. This is above and beyond all other agency responsibilities.

## **Biting Policy**

### **The following steps will be taken if a biting incident occurs at our center:**

1. Staff will stay calm and will not overreact.
2. The biting child will be interrupted with a firm statement "teeth are not for biting our friends!"
3. The bitten child will be comforted.
4. Staff will reflect with the biter regarding the situation. The biter will be redirected with guidance and support.
5. The wound of the bitten child shall be assessed and cleansed with soap and water. If it is determined that there was a blood exposure further steps need to be taken under Procedure for Incidents involving Blood Exposure.
6. The parents of both children will be notified of the biting incident. Appropriate forms will be filled out (Incident Report). Note: If a bite requires medical treatment, a copy of the incident report must be mailed to the licensing consultant within 7 calendar days.
7. Confidentiality of all children involved will be maintained.
8. The bitten area should continue to be observed by parents and staff for signs of infection.
9. **The child who continues to bite will be dropped from the program to protect the Personal Rights of all children.**

## **Dress Code**

Children do get dirty. Please send your child to the center in sturdy washable clothing. Children should be dressed warm enough to play outside when weather permits. Shoes should be sturdy and durable. Please do not send your child in dress shoes or cowboy boots. Sandals may be worn if they can be strapped on. **NO FLIP-FLOPS-TYPE SHOES** will be permitted. All items of clothing, such as jackets, sweaters, hats, etc., should be marked with permanent ink. Dress your children in comfortable, washable clothes they are able to **REMOVE THEMSELVES**.

Please provide an extra change of clothes for your child in case of potty accidents. If a child does not have a change of clothing we may need to call you to bring in a change of clothing or pick up your child. In case of heavily soiled clothing, we do not have the facilities or staff to change heavily soiled undergarments. In the event of this type of accident your child will be made as comfortable as possible and you will be called to pick up your child.

## **Accessories**

The U.S. Consumer Product Safety Commission has issued guidelines to help prevent children from strangling or getting entangled in the neck and waist from drawstrings of upper outerwear garments, such as jackets and sweatshirts. Drawstrings on children's jacket are a hidden hazard that can lead to injury and death when they catch on items. CPSC recommends that parents or caregivers completely remove the hood and neck strings from all children's outerwear, including jackets and sweatshirts.

## **Celebrations & Holidays**

The Children's Centers serve a variety of families with diverse cultural beliefs and practices. In order to honor all families, we do not celebrate individual birthdays or holidays and refrain from religious instruction and worship. Instead, you are invited to our awesome Family Fun events. We look forward to your participation!

## **Show & Tell**

Please check with your child's teacher regarding Show & Tell items. Books are always a welcome part of the school day. Please check with "the theme of the week".

Each child will have a cubby in which to place his/her personal items. Toys cannot be brought to the center. (NO GUNS or SWORDS)

## **Cubbies**

## **Nutrition**

Educare Services, Inc. is eligible for the Child Care Food Program. Children will receive a nutritious snack in the A.M class and in the P.M class. Parents will receive menu information and all meals will meet nutritional requirements, and will be age and developmentally appropriate. Culturally appropriate meals will be provided. The amount of food available is based on the recommended portion as required by the Child Care Food Program. Mealtime and snack-time for children will be pleasant social and learning experiences with at least one adult sitting with the children during meal or snack-times to provide a good role model and to encourage conversation. Teaching Staff never use threats or derogatory remarks and neither will hold food as a form of discipline. The USDA and CDE are equal opportunity providers and employers

## **Quiet Time N/A ( Washington Preschool is a Part-Day Program)**

Each child will receive their own individual cot for rest time. Cots will be arranged so that there is a minimum distance of 3ft between children's faces. Please bring a child size blanket and crib sheet. Please do not bring large pillows or blankets. All nap items need to be taken home weekly to be washed.

## **Napping Equipment N/A ( Washington Preschool is a Part-Day Program)**

Teacher Assistants: Responsible for disinfecting mats.

Parents: Responsible for washing sheets on a rotating schedule, unless other arrangements are made by the Site Supervisor.

*\*If parent cannot wash them on their scheduled day, we will ask parents to change their washday schedule for this purpose.*

Napping Time: Begins at 1:00 pm, children wake-up between 2:30p and 3:00 pm.

## **Smoking**



Smoking is strictly prohibited in the center and on the school grounds. This bill adds **Section 118947** to the health and Safety Code and requires that effective January 1, 2008, it is an infraction for a person to smoke a cigar, cigarette or pipe in a vehicle, whether in motion or at rest, in which there is a minor.

## **Section 101200 (B, B1 & C) Title 22**

- B. The Department of Social Services Community Care Licensing Agency shall have the authority to interview children or staff, and to inspect and audit child or childcare records without prior consent.
  - 1. The licensee shall make provisions for private interviews with any children, or any staff member; and for the examination of all records relating to the operation of the childcare center.
- C. The Department of Social Services Community Care Licensing Agency shall have the authority to observe the physical conditions that could indicate abuse, neglect or inappropriate placement.



## **Excused / Unexcused Absence Policy** (Attendance Policy)

*“Attendance” for the purpose of reimbursement includes excused absences.*

### **I. EXCUSED ABSENCES**

#### **A. ILLNESS OR APPOINTMENTS**

1. Illness or quarantine of a child
2. Illness or quarantine of the child’s parent.
3. Doctor appointment for the child and/or child’s sibling.
4. Doctor appointment for the child’s parent.
5. Scheduled appointment for the child, child’s sibling and/or child’s parent(s) with other professionals such as counselors; school psychologist, social worker; and mental health worker.
6. Court-ordered time spent with a parent or relative.

#### **B. FAMILY EMERGENCY**

1. Lack of transportation. (Limit to 10 days per fiscal year.)
2. Moving from current residence (Limit 2 per fiscal year.)
3. Serious illness or death of family member, siblings, mom, dad, grandmother, grandfather, etc. living within the household.
4. Serious illness or death of a family member, siblings, mom, dad, grandmother, grandfather, etc. Living outside the household.

#### **C. BEST INTEREST DAYS (10 days per fiscal year; unrestricted for CPS children)**

1. Family Vacation
2. Visitation of family member/relative living outside the household.
3. Activities related to the religion of the child’s family.
4. Head Start activities (Limit 2 per fiscal)
5. Any other reason deemed by the family to be in the best interest of the child.
6. Religious Activities

#### **D. CDE EMERGENCIES WAIVER CLOSURES**

1. Electrical, gas, or water shut-off due to storms, renovation projects on the school campus or in the neighborhood/city. The State Dept. of Education’s assigned consultant must be notified.

### **II. UNEXCUSED ABSENCES**

#### **A. GROUNDS FOR TERMINATION**

1. Three unexcused absences are grounds for termination (see II B for process)
2. Three consecutive absences without notifying center staff are grounds for termination. (See II B for process)

#### **B. PROCESS OF TERMINATION**

1. Send a letter and telephone the parents.
2. Schedule a Parent/Teacher conference to discuss the situation.
3. Site Supervisor will evaluate situation to determine child’s enrollment status.

Site Supervisor may call the Program Director, Rosemary Avalos for clarification.



## Washington Preschool – Educare Daily Schedule

### AM Class

8:00-8:45	Arrival/hand washing/free play /table activities
8:50 – 9:15	Welcome and story circle
9:15-9:30	Hand washing and <b>snack</b>
9:30-10:00	Outside (*weather permitting)
10:00-10:15	Hand washing, music, and intro to small group
10:15-10:30	Small group
10:30-11:00	Free play and small table activities
11:00	Parent pick up.

### PM Class

12:00-12:45	Arrival/hand washing/free play/table activities
12:45-1:15	Welcome and story circle
1:15-1:30	Hand washing and <b>snack</b>
1:30-2:00	Outside (*weather permitting)
2:00- 2:15	Hand washing, music, and intro to small group
2:15-2:30	Small Group
2:30-3:00	Free Play and small table activities
3:00	Parent pick up.

The daily schedule provides time and support for transitions, is responsive to a child’s need to rest or be active.

- When weather does not permit outdoor play, indoor large motor activities will be provided.
- A designated staff person will check the air quality daily through the San Joaquin Valley Air Pollution Control District to determine if it is healthy for outdoor play. ([www.valleyair.org](http://www.valleyair.org)). If there is poor weather / bad air quality, alternative gross motor activities will be provided indoors.

# **Educare Services, Inc.**

## **Food Service Policy**

Educare Services, Inc. shall provide meals and / or snacks to preschool children ages 3 – 5 according to Title 2, Section 101227 Food Service (a) (1)

All food shall be safe and of the quality and in the quantity necessary to meet the needs of the children. Each meal shall include, at a minimum, the amount of food components as specified by Title 7, Code of Federal Regulations, Part 226.20 (revised January 1, 1990) requirements for meals, for the age group served. All food shall be selected, stored, prepared and served in a safe and healthful manner.

Educare Services, Inc. Food Services Manager shall be responsible for the Food Program, which includes the following:

- Training Site Supervisors on the meal patterns, menus, menu-production worksheets, and health & safety issues.
- Ensure that all staff who prepares snack/breakfast/lunch receives the required Food Handler's Permit.
- Completing and submission of all state required reports and Annual Renewal Applications.
- Review and approve all Center Eligibility Applications.
- Maintain Eligibility Rosters
- Monitor each center's Food Program
- Attend Annual Child Care Food Program Conference & other related training.
- Monitor proper hand washing of all staff and children

*See Site Roster for Specific Meals Served*

*\*\*Note: All on-site Food Preparation areas have hot running water*

## **Nondiscrimination Statement:**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).





## MEDICATION POLICY

In our half day programs we do not administer prescription or non-prescription medication unless it is required in case of emergency. If your child requires emergency medication please notify the Site Supervisor so arrangements can be made for staff member to administer medication if needed. Please make plans to administer medications at home if at all possible. Parents are welcome to come to the school to administer medication to their own child.

In the case of **Emergency Medications** such as Epi-pen or Inhaled Medications the following requirements must be adhered to:

1. Parent/Guardian must complete and sign the Medication Form; the form shall be kept in the child's record with all supportive documentation.
2. All medications will be stored out of the reach of children in locked cabinet, and will be returned to the parent/guardian if necessary. If at all possible parents should administer all medications at home. All medication shall be maintained with the child's name and shall be dated. Once the child is no longer attending the program the medication will be returned to the parent. If the medication cannot be returned to the parent, it will be destroyed.
3. Medications are labeled with the child's first and last name, the date that either the prescription was filled or the recommendations was obtained from the child's licensed health care provider, the name of the licensed health care provider, the expiration date of the medication or the period of use of the medication, the manufacturer's instructions or the original prescription label that detailed the name and strength of the medication, and the instructions on how to administer and store it.

Any administered or teaching staff who administers medication has

1. Specific training
2. Written performance evaluation updated annually by a health professional on the practice of the five right practices of medication administration.
  - (1) Verifying the right child receives the (2) right medication (3) in the right dose (4) at the right time (5) by the right method documentation of each right each time the medication is given. The person giving the medication signs documentation of items (1) through (5) above. Teaching staff who are required to administer special medical procedures have demonstrated to a health professional that they are competent in the procedures and are guided in writing about how to perform the procedure by the prescribing health care professional.

## Administration of Inhaled Medications

- (a) Notwithstanding any other provision of law, licensees and staff of a child care facility may administer inhaled medication to a child if all of the following requirements are met:
- (1) The licensee or staff person has been provided with written authorization from the minor's parent or legal guardian to administer inhaled medication and authorization to contact the child's health care provider. The authorization shall include the telephone number and address of the minor's parent or legal guardian.
  - (2) The licensee or staff person complies with specific written instructions from the child's physician to which all of the following shall apply:
    - (A) The instructions shall contain all of the following information:
      - (i) Specific indications for administering the medication pursuant to the physician's prescription.
      - (ii) Potential side effects and expected response.
      - (iii) Dose-form and amount to be administered pursuant to the physician's prescription.
      - (iv) Actions to be taken in the event of side effects or incomplete treatment response pursuant to the physician's prescription.
      - (v) Instructions for proper storage of the medication.
      - (vi) The telephone number and address of the child's physician.
    - (B) The instructions shall be updated annually.
  - (3) The licensee or staff person that administers the inhaled medication to the child shall record each instance and provide a record to the minor's parent or legal guardian on a daily basis.
  - (4) Beginning January 1, 2000, a licensee or staff person who obtains or renews a pediatric first aid certificate pursuant to Section 1596.866 shall complete formal training designed to provide instruction in administering inhaled medication to children with respiratory needs. This training shall include, but not be limited to, training in the storage of inhaled medication, how a child should respond to inhaled medication, what to do in cases of emergency, how to identify side effects of the medication, and when to notify a parent of legal guardian or physician. This training shall be a component in the pediatric first aid certificate requirement as provided by section 1596.8661.
  - (5) For a specified child, the licensee or staff person who administers inhaled medication has been instructed to administer inhaled medication by the child's parent of guardian.
  - (6) Beginning January 1, 2000, any training materials pertaining to nebulizer care that licensees or staff receives in the process of obtaining or renewing a pediatric first aid certificate pursuant to paragraph (4) shall be kept on file at the child care facility. The materials shall be made available to a licensee or staff person who administers inhaled medication. This requirement shall only apply to the extent that training materials are made available to licensees or staff who obtain or renew a pediatric first aid certificate pursuant to paragraph (4).
- (b) For purposes of this section, inhaled medication shall refer to medication prescribed for the child to control lung-related illness, including, but not limited to, local held nebulizers.
- (c) Nothing in this section shall be interpreted to require a certificated teacher who provides day care pursuant to Chapter 2 (commencing with Section 8200) of Part 6 of the Education Code in a public school setting to administer inhaled medication.



# Educare Services, Inc.

## GUIDELINES FOR DISCIPLINE

Child's name: \_\_\_\_\_

Parent/Guardian's name \_\_\_\_\_

### **EXPECTATIONS:**

1. Be Kind and Friendly
2. Be Responsible
3. Be Respectful
4. Be Safe and Healthy

### **DISCIPLINE TAKEN:**

1. Communicating clear expectations
2. Redirection
3. Reflective thinking with teachers guidance and support
4. Parent Conferences (phone or in person)
5. Re-evaluation and possible dismissal from program.

\*Expectations are reviewed on a regular basis so that children understand their meanings and what is expected in the classroom. Children's input is taken into consideration. Expectations are posted at child's eye level for easy access.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date