

LONG BEACH UNIFIED SCHOOL DISTRICT

Child Development Centers

Subsidized Preschool and Transitional Kindergarten



Family Handbook

*Serving the children and families of
Long Beach for over 75 years*

Welcome to the Child Development Center

Dear Parents/Guardians:

Our Child Development Centers (CDC) family welcomes you and your child to the Long Beach Unified School District's Child Development Centers.

Our program is served by an outstanding staff of professional teachers, administrators, and support staff whose sole purpose is to provide a comprehensive program in order to meet the needs of the children and families we serve. Our children are the *most* important members of our family. Parents are important partners in the education of our children and are invited to visit our sites at any time. We look forward to working together with you in meeting the goals of the CDC program.

This handbook has been developed to provide you with important information about our programs and policies.

Again, welcome to the Child Development Center!

Sincerely,
CDC Administration



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Our Mission

The Child Development Centers build the educational foundation for all children to realize their full potential.

Values

Respect
Patience
Effective Communication

Professionalism
Knowledgeable
Compassion

Program Goals

- To build a strong foundation in the beginning elements of reading, writing, and mathematics.
- To develop self-esteem and respect for others.
- To address the individual needs, interests and concerns of all children by planning a variety of activities.
- To meet the educational needs of all children by using instructional strategies that teach to different learning styles.
- To assist children in practicing good personal health, safety, and nutritional habits.
- To support children in developing responsibility and independence.



Our Program

The Office of Child Development Centers operates a variety of programs.



Full Day/Part Day Preschool

- Both preschool programs focus on preparing children to be successful in kindergarten and beyond by using research based instructional strategies in the areas of reading, writing and math.
- Most classrooms are located on elementary school campuses.
- Children between the ages of two to five years old are served Monday through Friday.
- **Full Day Preschool** is open from 6:30 A.M. to 5:30 P.M. throughout the year for eligible families, except for legal holidays and holidays declared by the Board of Education.
- **Part Day Preschool** is a three hour a day educational program for families offering both morning and afternoon classes depending on the site. This program operates on a traditional schedule, which is based on the elementary school site schedule.

Transitional Kindergarten

- The Transitional Kindergarten (TK) Partnership Model classrooms support the State's vision of expanding TK to all sites by 2025. This unique partnership provides highly qualified teachers to support developmentally appropriate practices for qualifying four-year-old children. Teachers work and plan collaboratively, implementing co-teaching strategies.

School Age Care

- This program provides before and after school care for elementary school children of eligible families. Centers are open from 6:30 A.M. to 5:30 P.M. Monday through Friday, throughout the year, except for legal holidays and holidays declared by the Board of Education. Full day child care is also offered on days schools are closed for break, except for legal holidays and holidays declared by the Board of Education.
- Extends and reinforces the **regular school curriculum** by assisting with homework, and by providing reading, writing, math and science activities/projects, role-playing, and field trips related to what is occurring in the regular school classroom, as well as developing the skills of artistic expression, crafts, cooking, sewing, construction, and physical education.
- Encourages **self-expression** through songs, creative rhythms, music, drama, art, and creative writing.
- Develops **sensory motor and physical skills** through individual and group games and sports, playground activities, and fine motor activities such as puzzles and manipulatives.

Open Door Policy

- CDC has an open door policy. You are welcome to visit your child's classroom unannounced to observe your child at any time during the operational hours. Parents are highly encouraged to participate in their child's program. Parents interested in volunteering in their child's classroom should review the section *Classroom Volunteers* in the Family Handbook and should contact the site's Coordinating Teacher for more information.

Equal Access/Non-Discrimination Policy

- The Office of Child Development Centers does not discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental/physical disability in determining which children are served.

Reasonable Accommodation Policy

- Child Development Center Programs are open to students who may need program modifications in order to participate and understand the requirement of the Americans with Disabilities Act (ADA) to make and implement reasonable accommodations for such children. If your child is accepted to a Child Development Center, has a mental or physical disability, and you believe that he or she needs program modifications in order to participate in the program, please indicate this during the enrollment process.
- The Child Development Centers program reserves the right to decline or disenroll services if it is determined that it would be in the best interest of the individual child or group. The CDC programs can only serve those children whose needs can effectively be met by the program. Not all children can be successful in group care. Additionally, the program is limited by funding, adult to child ratios, specialized staff training, and may not be able to meet the needs of all children. Specific circumstances in which this may occur include:
 - Aggressive, anti-social or unacceptable behavior to the extent the child's safety or the safety of other children or staff cannot be guaranteed.
 - Inability of the child to adjust to the group care.

Religious Instruction

It is the responsibility of the public schools to teach mutual understanding and respect for individual and group differences. Such teaching shall be objective, just and fair, avoid doctrinal impact with respect to religious issues, and shall avoid any implication that specific religious doctrines have the support of state authority. The Child Development Center Program refrains from religious instruction or worship.

Program Philosophy, Goals and Objectives

The goal of the Office of Child Development Centers is to ensure all children are making progress in the domains of physical, cognitive, and social-emotional development.

Desired Results Developmental Profile (DRDP)

- CDC uses the DRDP, a tool developed by the California Department of Education (CDE), Early Education Support Division, to assess the development of children.
- Children are assessed within 60 days of enrollment and every six months thereafter. Teachers share the results of the assessment during parent conferences which are held twice a year.
- Parent input is a necessary component of this assessment.
- The assessment is also used to plan and conduct age and developmentally appropriate instructional activities for the children.
- The DRDP focuses on four desired results: 1. children are personally and socially competent; 2. children are effective learners; 3. children show physical and motor competence; and 4. children are safe and healthy.

Ages and Stages Questionnaires

- CDC, in collaboration with parents/guardians, utilizes the Ages and Stages Questionnaires (ASQs) to screen children's developmental stages.
- ASQ results are communicated to parents/guardians and CDC staff provide information individualized for the child: provide resources, monitor the child's progress, and/or provide further screenings as needed.



Education Program/Curriculum

- Toddlers: Our program is committed to providing structured, nurturing care that supports each child's growth and development. We emphasize fostering independence, encouraging language development, and promoting positive social skills in a safe and supportive environment. Children are guided to practice age-appropriate self-help and independent skills throughout the day, building confidence, resilience, and a strong foundation for lifelong learning.
- Preschool - The district's preschool program uses the Scholastic Big Day for Pre-K curriculum which is aligned with the Preschool Learning Foundations and Curriculum Frameworks developed by the CDE which identify the knowledge, skills, and competencies that children typically attain as they complete their first or second year of preschool. Program components shall address social-emotional, physical, and cognitive development in key areas that are necessary for Kindergarten readiness. In addition, the preschool program provides appropriate services to support the needs of English learners and children with disabilities.
- Transitional Kindergarten
 - *World of Wonders TK Curriculum:* World of Wonders builds a strong foundation for early literacy and provides developmentally appropriate instruction for early learners, including cross-curricular activities, a focus on social-emotional development, and preparation for Kindergarten and beyond. World of Wonders provides the support and structure children need for early reading, while building cross-curricular knowledge, establishing classroom routines, and addressing the needs of all learners through differentiated instructional pathways.
 - *Building Blocks:* Building Blocks is a mathematics curriculum designed to develop children's early mathematical knowledge through various individual and small- and large-group activities. It is designed to nurture the early mathematical development of young learners, seamlessly integrating educational content into children's daily routines to create a strong mathematical foundation.
 - *Heggerty:* Heggerty is a supplemental phonics program that brings explicit phonemic awareness instruction into the classroom. The lessons include eight phonological and phonemic awareness skills, taught in a systematic progression, as well as the advanced skill of initial phoneme substitution, after students have learned to isolate, blend, and segment with phonemes.
- School Age Care – The district's before/after school and summer school age program provides enrichment that supports and is aligned to the elementary school curriculum. The themes for the curriculum are aligned with the themes within the preschool curriculum in an effort to create consistency across the program. Students are also given assistance with homework.

Staff Development Program

- All staff hold the appropriate certification required by the State of California.
- New employees are given an orientation to guide them to understand how agency policies relate to their respective job descriptions.
- Continuous staff growth is supported by assessing their needs and providing professional development activities to enhance their growth.
- CDC staff members are evaluated according to the negotiated contracts of their respective unions.
- CDC has internal communication systems which include email, phone, memos and meetings to provide staff with information necessary to carry out their respective duties.

Parent/Guardian Involvement and Education

All parents are expected to attend:

- an orientation for parents/guardians;
- at least two parent/guardian conferences per year; and
- parent/guardian meetings with program staff.

In addition, the CDC has:

- an open-door policy that encourages parents/guardians to participate in the daily activities whenever possible;
- a Parent/Guardian Advisory Committee (PAC) to advise the district on issues related to services provided to families and children; and
- the sharing of information regarding children's progress through daily conversations with parent/guardians at arrival and departure as well as during parent/guardian conferences.

Health and Social Services

When a CDC staff member identifies there is a health or social service needs for a child and/or a family, the staff member refers the child and/or family to the appropriate resource agencies in the community. CDC staff members also conduct a follow-up with the parent/guardian to ensure their needs have been met.

Community Involvement

The CDC solicits support from and provides information regarding available services in the community. If parents/guardians express an interest in receiving information regarding available resources, enrollment staff provide the parent/guardian with a community resource handbook that includes a myriad of organizations with resources available within the community. CDC also collaborates with outside agencies to benefit children and families. For example:

- Guidance Center: CDC is currently partnering with The Guidance Center to provide mental health services to CDC enrolled children.

Nutrition

- CDC ensures that all children in the program have nutritious meals, beverages, and snacks according to State and Federal regulations at no additional cost to families.
- Meals are provided by LBUSD, Nutrition Services Branch.
- No outside food may be brought into the center without an approved opt out form.
- Due to public health requirements, no food may be taken out of the center.
- Meals are available to all children in the CDC program. Parents/Guardians are asked to complete the annual meal paperwork. Should a family decide to "opt out" of our meal program, the Parent/Guardian must complete the appropriate form "Parents/Guardian's Form for Declining a Provider's Food"
 - If parents/guardians choose to provide food for their children, that food / snack should be healthy and comply with the Child and Adult Care Food Program components.
- If a child requires a special diet for medical reasons, parents may request to fill out the Medical Statement to Request Special Meals and or Accommodations form. This form requires a doctor's signature and stamp.
- No baby bottles, sippy cups, or pacifiers are allowed at CDC.

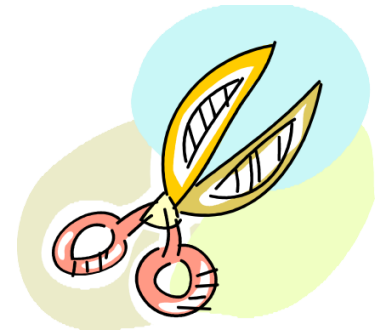


Program Evaluation

An evaluation of the district's child care and development services is completed annually in accordance with state requirements. The evaluation report is submitted to the LBUSD Board of Education and the California Department of Education along with an action plan which establishes program goals and objectives. This annual plan conforms with the State's "Desired Results for Children and Families" system and includes, but is not limited to, student assessment (DRDP tool) a self-evaluation, parent survey, Environmental Rating Scale (ERS), and The Classroom Assessment Scoring System (CLASS®).

Environmental Rating Scale

- All classroom environments are assessed using the age appropriate Environmental Rating Scale (ERS) in the areas of: Space and Furnishings; Personal Care Routines; Language-Reasoning; Activities such as Science, Math, Art, Music, and such; Interaction; Program Structure; and Parents/Staff.
- An action plan is created to address areas of needed improvement for each classroom, as well as program wide.
- This data is shared with the Parent/Guardian Advisory Committee for input on possible next steps and action plans. In addition to the survey data the committee reviews any comments left by parents in the Suggestion Boxes at each site.
- The ERS is conducted annually by program staff and biannually by a contracted outside agency.



CLASS

The Classroom Assessment Scoring System (CLASS®) is an observation instrument that assesses the quality of teacher-child interactions in center-based preschool classrooms. CLASS® includes three domains or categories of teacher-child interactions that support children's learning and development: Emotional Support, Classroom Organization, and Instructional Support. Within each domain are dimensions that capture more specific details about teachers' interactions with children.

How To Qualify For The Program

Eligibility (all subsidized programs)

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

- Child Eligibility
 - Child Protective Services
 - At Risk of Abuse, Neglect, and/or Exploitation
 - Child with Exceptional Needs
- Family Eligibility
 - Homelessness or seeking permanent housing
 - Receiving Benefits from Certain Governmental Programs
 - Current CALWORKS recipient
 - Reside within approved Neighborhood School Boundary
 - Income Eligible (100% SMI)
 - Income Eligible (15% above 100% SMI) not to exceed 10% of funded enrollment
 - Income – total countable income means all income of the individuals counted in the family size, for example:
 - Gross wages or salaries; overtime; tips; cash aid, child support payment received; portion of student grants or scholarships identified for educational purposes.
 - Income documentation is for the 2-months preceding certification or recertification.
 - Self-employed – letter from the source of income; other business records such as ledgers, receipts, business logs.
 - Additional documentation may be asked for to verify income if necessary.
 - After other children have been enrolled pursuant to the above subdivisions, CDC may enroll an early enrollment child into CSPP, regardless of income during the school year.

Family Size (all subsidized programs)

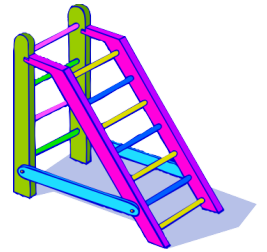
The parent/guardian must provide supporting documentation regarding the number of children/parents in the family. Documentation for children/parents must be at least one of the following:

- For all children under the age of 18 years old: birth certificate; child custody court order; adoption documents; foster care placement records; school or medical records; county welfare department records; other reliable documentation indicating the relationship of the child to the parent.

Need (Full Day Preschool and School Age Care Only)

Families who are eligible (see above for criteria) for subsidized child care and development services must document that each parent in the family meets a need criterion. Having a “need” for services is based on documentation and verification of at least one of the following:

- Child Protective Services
- At Risk of Abuse, Neglect, and/or Exploitation
- Employment
- Seeking Employment
- Vocational training leading directly to a recognized trade, paraprofession, or profession
- Engaged in Educational Program/ Learning English as a Second Language
- Seeking permanent housing
- Experiencing homelessness
- Parental Incapacity



Fee Payment/Delinquent Payment Plan

- Fees for participation shall be assessed and collected in accordance with the State Family Fee Schedule issued by the California Department of Education (CDE).
- Families to be enrolled in subsidized child care must fall below 115% of the above mentioned State Family Fee Schedule.
- Families receiving services on the basis of having a child at risk of abuse, neglect, or exploitation may be exempt from these fees for up to twelve months. Families receiving services on the basis of having a child receiving child protective services, or having a certification by a county child welfare agency that child care services continue to be necessary, may be exempt from these fees for up to 12 months. The cumulative period of exemption from these fees for these families shall not exceed 12 months.
- If a family income is below 75% of the State median income, there will be no family fee.
- Family fees are determined by the size of the family and the gross monthly income.
- Fees are due the first of every month, shall be collected prior to providing services, are non-refundable, and shall be considered delinquent after seven days from the date that fees are due. The Coordinating Teacher monitors delinquent family fees. Parent/guardians shall be notified in the event fees are delinquent through a Notice of Action. A reasonable payment plan will be accepted and the parent must comply with the repayment plan in order for services to continue. Child care services will be discontinued if all delinquent fees are not paid within two weeks of notification. If fees are late a second time, child care services will be discontinued.
- Once determined and certified as income eligible for services, families remain income eligible until their adjusted monthly income exceeds 115% of the most recent state median income (SMI), adjusted for family size.
- **THE FEE IS PAID FOR EVERY CONTRACTED MONTH. THERE IS NO ADJUSTMENT FOR ANY ABSENCE INCLUDING DAYS OF SUSPENSION.**
- The fee must be paid in cash, by check or money order in the exact amount. **The fee must be paid prior to 9:30 AM or earlier at certain sites.**
- A receipt is issued for fees paid. It should be retained by the parent for income tax purposes.

- A subsidized family fee may be adjusted based upon verified additional child care expenses. The parent/guardian must provide copies of receipts or canceled checks for the other child care services which will be kept in the Family Folder. Family Fee Credit for Child Care Costs Paid to Other Providers: Title 5 Section 18112. Occasionally CDC may not be able to accommodate all the child care needs for an entire family. If a family has child care costs for other children that are not receiving services through CDC, those costs may be deducted from the family fees owed to the child care provider. When submitting attendance records to CDC, the parent must attach a receipt or canceled check verifying the other child care costs. The receipt or canceled check must reflect the name of the child for whom fees were paid and the period of service (dates of child care provided) covered by the payment. CDC will apply the fee credit to the next billing period. Families may only get credit for other child care costs if CDC is unable to subsidize care for a child included in the family size. The maximum credit allowed per month will be equivalent to one month's family fees.

How Families Are Selected

Enrollment Priorities

CDC maintains a current eligibility list in accordance with regulations from the California Department of Education Early Learning and Care Division's admission priorities. This requirement is maintained by completing the LBUSD Application for Eligibility in the Child Development Centers.

A. Part-day CSPP Admission Priorities (EC 8210; 5 CCR 17746)

1. The first priority for services shall be given to CSPP three-year-old or CSPP four-year-old children who are recipients of child protective services or who are at risk of being neglected, abused or exploited and for whom there is a written referral from a legal, medical or social service agency. Then priority for services shall be given to two-year-old children who are recipients of child protective services who are at risk of being neglected, abused, or exploited and for whom there is a written referral from a legal, medical, or social agency.
2. The second priority for service shall be given to all three- and four-year-old children with disabilities whose family's income is at or below the income eligibility threshold.
 - a. Within this priority category, children from families with the lowest income ranking at the time of enrollment shall be enrolled first.
 - b. Second priority applies to children with disabilities enrolling in CSPP outside of the mandated enrollment set aside.
3. The third priority for services shall be given to eligible CSPP three- and four-year-old children, not enrolled in TK. This priority does not include children eligible based on having disabilities if they are from families with incomes above the income eligibility threshold.
 - a. Within this priority category, children from families with the lowest income according to the most recent Schedule of Income Ceiling eligibility table as published by the SSPI at the time of enrollment shall be enrolled first.
 - b. If two or more families have the same income ranking, according to the most recent Schedule of Income Ceiling eligibility table, the child that is a dual language learner shall be admitted first.

- c. If there are no children that are dual language learners, the child that has been on the waiting list for the longest time shall be admitted first.
4. The fourth priority for services shall be given to eligible CSPP two-year-old children. This priority does not include children eligible based on having disabilities if they are from families with incomes above the income eligibility threshold.
 - a. Within this priority category, children from families with the lowest income according to the most recent Schedule of Income Ceiling eligibility table as published by the SSPI at the time of enrollment shall be enrolled first.
 - b. If two or more families have the same income ranking, according to the most recent Schedule of Income Ceiling eligibility table, the child that is a dual language learner shall be admitted first.
 - c. If there are no children that are dual language learners, the child that has been on the waiting list for the longest time shall be admitted first.
5. The fifth priority for services shall be given to three- and four-year-old children from families whose income is no more than 15 percent above the eligibility income threshold. Children from families enrolled under this eligibility category may not exceed 10 percent of the participating CSPP's total contract enrollment. Children with disabilities do not count toward the 10 percent limitation. Within this priority category, children shall be enrolled in the following order:
 - a. For CSPP Neighborhood School Sites operating within the attendance boundaries of a qualified FRPM school, in accordance with section 17729, the contractor may enroll CSPP two-, three- and four-year-old children whose families reside within the attendance boundary of the same qualified FRPM elementary school, followed by two year-old children whose families reside within the attendance boundary of the same qualified FRPM elementary school without establishing eligibility pursuant to *EC* 8208. These families shall, to the extent possible, be enrolled in income ranking order, lowest to highest.
 - b. TK and K pupils enrolling in the CSPP for extended learning and care, pursuant to subdivision (l) of Section 48000.

After all families have been enrolled in the priorities above, contractors shall enroll children with disabilities that are not income eligible and have not been enrolled pursuant to any of the priorities above.

B. Enrollment Priorities for Full Day CSPPs Serving Two-Year-Old Children

This section is only applicable to the extent that a CSPP contractor has elected to serve two-year-old children pursuant to *EC* 8207.1.

1. The first priority for services shall be given to CSPP three-year-old or CSPP four-year-old children who are recipients of child protective services or who are at risk of being neglected, abused or exploited and for whom there is a written referral from a legal, medical or social service agency. Then priority for services shall be given to two-year-old children who are recipients of child protective services who are at risk of being neglected, abused, or exploited and for whom there is a written referral from a legal, medical, or social agency.

2. The second priority for service shall be given to all three- and four-year-old children with disabilities whose family's income is at or below the income eligibility threshold.
 - a. Within this priority category, children from families with the lowest income ranking at the time of enrollment shall be enrolled first.
 - b. Second priority applies to children with disabilities enrolling in CSPP outside of the mandated enrollment set aside.
3. The third priority for services shall be given to eligible CSPP three- and four-year-old children, not enrolled in TK. This priority does not include children eligible based on having disabilities if they are from families with incomes above the income eligibility threshold.
 - a. Within this priority category, children from families with the lowest income according to the most recent Schedule of Income Ceiling eligibility table as published by the SSPI at the time of enrollment shall be enrolled first.
 - b. If two or more families have the same income ranking, according to the most recent Schedule of Income Ceiling eligibility table, the child that is a dual language learner shall be admitted first.
 - c. If there are no children that are dual language learners, the child that has been on the waiting list for the longest time shall be admitted first.
4. The fourth priority for services shall be given to eligible CSPP two-year-old children. This priority does not include children eligible based on having disabilities if they are from families with incomes above the income eligibility threshold.
 - a. Within this priority category, children from families with the lowest income according to the most recent Schedule of Income Ceiling eligibility table as published by the SSPI at the time of enrollment shall be enrolled first.
 - b. If two or more families have the same income ranking, according to the most recent Schedule of Income Ceiling eligibility table, the child that is a dual language learner shall be admitted first.
 - c. If there are no children that are dual language learners, the child that has been on the waiting list for the longest time shall be admitted first.
5. The fifth priority for services shall be given to three- and four-year-old children from families whose income is no more than 15 percent above the eligibility income threshold. Children from families enrolled under this eligibility category may not exceed 10 percent of the participating CSPP's total contract enrollment. Children with disabilities do not count toward the 10 percent limitation. Within this priority category, children shall be enrolled in the following order:
 - a. Three- and four-year-old children with disabilities interested in enrolling beyond those already enrolled in the percent of funded enrollment set aside pursuant to *EC 8208*,
 - b. Three- and four-year-old children without disabilities shall be enrolled in income ranking order according to the most recent Schedule of Income Ceiling eligibility table as published by the SSPI at the time of enrollment.

c. If two or more families have the same income ranking, according to the most recent Schedule of Income Ceiling eligibility table, the child that has been on the waiting list for the longest time shall be admitted first.

6. After all otherwise eligible children have been enrolled, the contractor may enroll the following children in the order listed:

a. The contractor may enroll CSPP two-, three-, and four-year-old children from families that meet eligibility criteria without establishing a need for services pursuant to section 17751. Within this priority, contractors shall enroll families in income ranking order, lowest to highest, and within income ranking order, enroll four-year-olds and three-year-olds before two-year-old children.

b. For CSPP Neighborhood School Sites operating within the attendance boundaries of a qualified FRPM school, in accordance with section 17729, the contractor may enroll CSPP two-, three-, and four-year-old children whose families reside within the attendance boundary of the same qualified FRPM elementary school, followed by two year-old children whose families reside within the attendance boundary of the same qualified FRPM elementary school without establishing eligibility pursuant to *EC* 8208. These families shall, to the extent possible, be enrolled in income ranking order, lowest to highest.

After all families have been enrolled in the priorities above, contractors shall enroll children with disabilities that are not income eligible and have not been enrolled pursuant to any of the priorities above.

Enrollment Process

Notification Process

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

- School sites where there is a CDC.
- The CDC Enrollment Center.
- Public events such as the Early Learning and Kindergarten Festivals and The Celebration of the Young Child
- Flyers distributed throughout the community
- District website/public service announcements.

Documents to Bring/Application for Service

Filling out an application form in the CDC's Enrollment Center or at a CDC school site is the first step of the process. After the form is filled out, enrollment will usually be completed at the CDC Enrollment Center. The following documents are required, along with the completed application:

- Current immunization and physical examination records (signed and stamped), prior to program entrance, including tuberculin clearance; vaccines/immunizations must be current throughout services. Parents/guardians of students in any school or child-care facility, whether public or private, are no longer allowed to submit a personal beliefs exemption to a currently-required vaccine. Senate Bill (SB) 277 (Pan, 2015)
- On an annual basis a new physical examination record is requested, but not required. If the parent/guardian decides not to provide an updated physical, they will be asked to sign an opt-out form.
- Birth records or other reliable documentation indicating the relationships from each child to the parent/guardian for all children residing in the home under the age of 18;

- Proof of **all** recent income for the entire month for each working parent (within the prior two months)
- Proof of Residency (i.e. utility bill, voter registration, or other legal documents)
- **VARIABLE SCHEDULES:** Our primary goal at CDC is to provide a safe and supportive learning environment for children and families. Families with variable schedules are required to submit their weekly schedule to the site Coordinating Teacher or designated Teacher by Monday morning of each week.

Submitting a work schedule provides CDC with the information needed to ensure the child is received at the center safely, California Department of Education (CDE) mandated ratios are met, and sufficient meals are ordered for students.

Students cannot be enrolled unless all required documentation has been submitted.

- If space is available, an appointment will be made for the family to complete the enrollment process. If space is not available, they will be provided with information of other sites which have an available space, or they will be contacted later as spaces become available at their desired site.
- On the day of the appointment, the parent/guardian will need to return the completed pre-enrollment packet and the documents listed above. The appointment may take up to 2 hours.
- The enrolling parent/guardian must be present during the enrollment appointment and all paperwork required for the enrollment must be signed in the presence of a CDC staff member. This packet is considered a legal contract between parent/guardian and CDC, therefore verification of the person signing the paperwork is necessary. The enrolling parent may not complete the paperwork in advance and send an alternate to complete the enrollment. The enrolling parent/guardian is required to be present during the appointment to complete all necessary documents.
- Copies of birth records, medical documents, court orders, and many other materials received as part of the application packet cannot be returned. A copy can be requested by the legal guardian(s). These documents are considered part of the enrollment contract and will remain with CDC for five years. After five years, documents are transported to the District for destruction.
- As a means to support all families, enrollment appointments can be completed virtually, via a phone appointment and electronic signatures.

Notice of Action (NOA)

- A NOA is issued to the parent/guardian when approval, denial, disenrollment, delinquent fees and/or any changes have occurred to their child care services.
- The back of the NOA delineates the Rights of Appeal for the parent should they disagree with the agency's decision.

Appeal Process

If the parent/guardian does not agree with a decision as stated in the Notice of Action (CD-7617), the parent/guardian may appeal the intended action. To protect the right to appeal, the parent/guardian must follow the instructions as described. If the parent/guardian does not respond by the required due dates or fails to submit the required appeal information with the appeal request, the appeal may be considered abandoned.

Step 1: Complete the appeal information found on the reverse side of the Notice of Action.

Step 2: Mail or deliver the written local hearing request within 14 days of receipt to: The Office of Child Development Centers, 4400 Ladoga Avenue, Lakewood, CA 90713.

Step 3: Within 10 calendar days following the agency's receipt of the appeal request, the agency will notify the parent/guardian to establish a date and time for the hearing. The parent/guardian or an authorized representative is required to attend the hearing. If the parent/guardian or authorized representatives do not attend the hearing the parent/guardian abandons the right to appeal, and the action of the agency will be implemented.

Step 4: Within 10 calendar days following the hearing, the agency shall mail or deliver to the parent/guardian a written decision.

Step 5: If the parent/guardian disagrees with the agency's written decision, parent/guardian has 14 days from receipt of the decision to file an appeal with the California Department of Education (CDE). The appeal must include the following documents and information:

- A written statement specifying the reason you believe the agency's decision was incorrect.
- A copy of the agency's decision letter, and
- A copy of both sides of the Notice of Action

Step 6: Within 30 calendar days after receipt of the appeal CDE will issue a written decision to the parent and the agency. If your appeal is denied, the agency will stop providing child care and development services immediately upon receipt of the CDE decision letter.

How to Continue In the Program

Recertification

Full-Day CSPP families will be notified of the need to recertify in advance of the recertification date. All Full-Day families will be required to recertify:

- A family will recertify at the Enrollment Center after the completion of at least 24 months. The family will be asked to complete the application and to submit information and documentation to determine that the family meets the legal requirements for ongoing receipt of subsidized child development services.
- Information may be sent to the site to obtain the parent's/guardian's signature. These documents must be signed in the presence of a CDC staff member. This packet is considered a legal contract between the parent/ guardian and CDC, therefore verification of the person signing the paperwork is necessary.
- As a means to support all families, recertification appointments can be completed virtually, via a phone appointment and electronic signatures.

Notification of Changes

- A family may voluntarily request a reduction to their family fee by reporting a change such as in family income, days and hours of care needed, or family size. The parent/guardian must provide documentation to support the reported change. Once received, CDC will reassess the family fee rate. If a lower family fee rate is assessed, the family fee reduction takes effect on the first of the month following the receipt and approval of the required supporting documentation.
- Parents/Guardians must notify CDC of changes when the family's gross income exceeds 115% of the SMI, adjusted for family size. Families, whose adjusted monthly income exceeds 115% of the SMI, will have reached the exit threshold and are no longer income eligible for ongoing subsidized services. A Notice of Action (NOA) will be issued with this information.

Abide by Agency Policies, Procedures and Requirements

- If policies, procedures and/or requirements are not followed, disenrollment of childcare services may occur.



Program Procedures

Attendance/Absences

The Early Education and Support Division of the California Department of Education establishes the following parameters for absences from the child care centers:

- All absences must be recorded and verified. **Parents are expected to call each day the child is out and give the reason for the absence.**
- Contract hours will be established on the basis of the documented need of each parent/guardian, including travel time, and sleep time for parents who work overnight shifts.
- All parents/guardians are expected to abide by their approved contract care hours.
- When a child is ill, district policy states that they must be excluded until their temperature has been at a normal level for 24 hours and is no longer experiencing symptoms.

Excused Absences

- Excused absences include illness or quarantine of the child or of the parent/guardian (including doctor/dental appointments), family emergencies, court-ordered visitations or a reason which is clearly in the best interest of the child.
- “A family emergency” is defined as an unforeseen circumstance that causes the need for immediate action, such as may occur in the event of a natural disaster, when a member of the child’s immediate family dies, has an accident, is ill, or is required to appear in court, birth of a child, or transportation problems.
- Court ordered: If an excused absence is based on time spent with a parent or other relative as required by a court of law, the basic data file shall contain a copy of the court order
- Best interest of the child: Time spent with a parent/guardian or other relative which is clearly in the best interest of the child. Best interest of the child is defined as vacation, religious holidays, or required district testing in preparation to enter Kindergarten. Except for children who are recipients of Child Protective Services or who are “at risk” of abuse or neglect, excused absences in the best interest of the child shall be limited to 10 days per fiscal year.
- When a child’s illness exceeds ten (10) consecutive school days, it is necessary for the parent/guardian to provide a letter from the physician and date of release to return to the center.
- In addition, there may be medical conditions with shorter duration that require a physician’s note in order for the child to return to the center. For example, if a child has a diagnosis of “conjunctivitis,” “laryngitis,” or any other illness that would be contagious if medication is not prescribed.
- Any hospitalization, medical procedure, and/or as indicated by the Health Department or other Public Health Agency will need a medical clearance, which must clearly indicate the return date and specify that the child is cleared to return to full capacity. If there are any restrictions for the child when returning to the program, they must be reviewed by administrative staff prior to the child’s return to the program.

Abandonment of Care

- When a child is absent and the family has not been in communication with the CDC center, CDC staff will make several attempts to contact the family regarding the absence. If no contact is made and the child has been absent for a total of 30 consecutive calendar days, the child may be disenrolled due to Abandonment of Care and a Notice of Action will be issued to the family.

Signing In and Out

The following are specific legal requirements:

- The parent/guardian and other authorized adults will be given a PIN Code to sign the child in/out on an electronic device at the center. In the event that the electronic device is not available, the parent or designated adult will be required to sign in/out on the approved sign in/out sheet. (Authorized adult definition: a person eighteen years of age or older listed on the child's emergency form).
- Once the PIN Code is entered, and the full legal signature is added, the device will automatically time and date stamp the arrival and departure of the child, respectively.
- All authorized adults are required to have picture identification to show center staff at all times. For the safety of children, a child will not be released to an adult without proper identification.
- Contract days and hours that have been determined and set forth during the enrollment period and must be followed by all adults dropping off or picking up a child from the program (If the need for days and/or hours changes, the parent/guardian must notify the CDC Enrollment Center to make the necessary adjustments).
- A child may not arrive at the center after 9:30 A.M. without prior arrangements being made with the Coordinating Teacher. For Part Day Preschool, children must arrive no later than 15 minutes after class begins. Families are encouraged to arrive on time to ensure the child receives the full benefit of the program and the site has enough meals for all students.
- The child will be disenrolled from childcare services if the parent/guardian fails to follow the above legal requirements.

Late Pickup Procedures: Full Day Preschool

- Each time a child is picked up after closing time, or later than the contract hours agreement, a form will be presented for the parent/guardian (or authorized adult) to sign. Should there be late pick ups, the following procedures will be implemented:
 - 1 time late - Warning.
 - 2 times late - Conference with Coordinating Teacher or Classroom Teacher.
 - 3 times late - Conference with CDC Administrator.
 - 4 times late - May result in possible disenrollment from the program.

A late pick up will be dropped one year from the initial date it was incurred. Late pickups transfer with the child if the family changes centers.

Late Pickup Procedures Part Day State Preschool

- Each time a child is picked up five minutes or more after preschool class has ended, a form will be presented for the parent/guardian (or authorized adult) to sign. A copy will be given to the parent/guardian and one will be placed in the family folder. Should there be late pickups, the following procedures will be implemented:
 - 1 time late - Warning.
 - 2 times late - Conference with Coordinating Teacher or Classroom Teacher.
 - 3 times late - Conference with CDC Administrator.
 - 4 times late - May result in possible disenrollment from the program.

A late pick up will be dropped one year from the initial date it was incurred. Late pickups transfer with your child if the family changes centers.

Health and Safety

Student Behavior

- CDC staff make every attempt to meet the needs of all children through positive interactions and in partnership with the parent/guardian.
- Children between the ages of two and five develop at different rates. Staff respond with appropriate strategies based on each child's individual needs and developmental stage.
- If a student is exhibiting challenging behaviors that are impeding on their learning or that of other students, CDC administrative staff is available for consultation and to give referrals for outside support if needed.

Suspension

- Suspension is deemed necessary only as a last resort in extraordinary circumstances when there is a serious safety threat that cannot be reduced or eliminated without the removal of the child. CDC collaborates with the child's parents/guardians and uses appropriate community resources, as needed, to determine no other reasonable option is appropriate, and provides written notice through a Notice of Action to the child's parents/guardians.

Daily Health Check

- A daily health check is required of each child before being accepted into the center. All school age children need to be checked in at CDC before going to the elementary school.

Procedures for When a Child Becomes Ill or Injured

- Since CDC wants to ensure the health and safety of all children, should a child become ill or injured it is the expectation that the parent/guardian or a person on the emergency form will pick up the child within 30 minutes.
- If a child is seriously injured, the paramedics will be called to transport the child to the hospital. The parent/guardian will also be called immediately.
- Although the first day of any illness is usually considered the most communicable period, the child must be excused until they have been free of illness symptoms for 24 hours and has a normal temperature for 24 hours. Center staff may request a doctor's note to avoid the spread of illness and ensure the well-being of the child.
- Any hospitalization, medical procedure, and/or as indicated by the Health Department or other Public Health Agency will need a medical clearance, which must clearly indicate the return date and specify that the child is cleared to return to full capacity. If there are any restrictions for the child when returning to the program, they must be reviewed by administrative staff prior to the child's return to the program.

Pandemic, State of Emergency, or Outbreak

- In the presence of a global pandemic, state of emergency or outbreak CDC will consult with the school district, the local health department, and the Centers for Disease Control as well as our licensing agency to determine the best practices for moving forward. The guidance received will determine how CDC operates on a daily basis with regard to cleaning, disinfecting, sanitizing, student to staff ratios, class sizes, daily health check of students, staff, and visitors, etc. As each situation evolves, parents/guardians will be kept up to date as changes occur. The health and safety of students and staff will remain a number one priority.

Medication

- If a child needs medication given at the center, parents/guardians should request the form “Medication at School – Parent Request Form”. Medication cannot be given (including “over the counter” medication such as cough drops) until the form is completed by the physician/nurse practitioner, signed by the parent, returned to the center, reviewed and approved by the CDC Program Administrators and/or school nurse.

Change of Clothing and Diapers

- An individualized diapering plan will be developed for each child in collaboration between the site staff and the family.
- Parents will provide a change of clothing for each preschool age child and for older children upon request.
- Parents/guardians will provide diapers and wipes for their child during the time their child uses diapers while at CDC.
- Parents/guardians are responsible for providing diapers that are the appropriate size for their child. Diapers that are too small or too large can cause discomfort, leakage, and may interfere with the child’s ability to move freely.

Head Lice

- Based on licensing regulations 101223(a)(2), 101226.1 as well as Section 1596.81, from the Health and Safety Code, Reference: Sections 1596.72, 1596.73, 1596.81 and 1596.95. Preschool students may not attend CDC with head lice or nits. This policy is different from the TK-12 policy where students can attend school with nits. The preschool regulations state no nits or lice are allowed.

Hand Washing

Hand washing is the single most effective way of preventing the spread of germs in any classroom. For this reason, all adults and children are required to wash their hands at specific times of their day as part of their daily routine.

This includes, but is not limited to:

- At arrival
- Prior to meal time
- After handling finger food, messy art, or classroom pets
- After using the restroom
- After outdoor play

Students are instructed on proper hand washing techniques throughout the school year and during the summer program.

Classroom Policies

Classroom Volunteers

Parents/guardians are an integral part of the CDC program and encourages parents/guardians to participate in the classroom. Volunteering provides the opportunity to gain new skills, enhance skills they already have, and may be used as job experience. It also provides extra support to the classroom and is a wonderful way for parents/guardians to be a part of their child’s education.

The following requirements must be met by the classroom volunteers in order to meet Licensing, State and district guidelines:

- Must be at least 18 years of age.
- Must be under the direct supervision of the classroom teacher at all times, and never be left alone with children (may not take children to the restroom).
- May not have siblings under their care while volunteering in the classroom.
- Must be in good health physically, and mentally capable of performing assigned tasks.
- Must have a negative TB test, proof of current vaccinations; Pertussis, Measles and Influenza, proof of taking the Mandated Report Training, provide a current copy of a photo identification and complete the LBUSD VIPs application.
- Once the application has been reviewed by CDC staff, the parent will be contacted to begin their volunteer service. The site will provide them with a VIPs name badge.

Cell Phone Usage

- Teaching staff will have use of their cell phones, iPads, and/or tablets in the classroom as tools to collect student data for student assessments.
- Child Care Workers (while on duty), VIPs, and parents are not permitted to use cellphones while in the classroom unless an emergency arises. All persons are asked to put away all personal belongings.
- Students in our program may possess electronics, including cellular telephones, iPad or electronic wristband. Devices shall be turned off during the time the student is at the center and kept in their backpack. IMPORTANT: the District does not reimburse for any items that are lost, stolen, or damaged.

Classroom Management

The CDC program utilizes a positive approach to guiding children's behavior. Redirection is primarily used to address inappropriate behavior. If repetitive behavior persists, the parent will be contacted and together the CDC Teacher, Coordinating Teacher, and the parent will develop an action plan. Consistency is the key to guiding children. Cooperation from the parent is expected and required for continued enrollment.

Our classroom environments, schedules and activities follow all State and Licensing requirements and are designed to capture the interest of young children. Positive attitudes towards school, self, and long-term changes in behavior are educational goals for each child. The staff focuses on positive and effective approaches in building self-esteem and teaching children how to develop self-discipline. Awards, special events and additional opportunities for student recognition help to build confidence and pride. The CDC staff maintains high expectations for student behavior. School rules, rights and responsibilities are clearly established as well as consequences for inappropriate behavior.

Strategies CDC staff use to help children learn respect and make positive choices include:

- Redirecting them to appropriate activities
- Offering another activity choice or area in the classroom
- Consistent daily routines
- Developing behavior action plans
- Developing the classroom rules with children
- Positive reinforcement
- Regulation strategies
- Teaching children how to calm themselves in frustrating situations
- **Physical fighting, biting, hitting staff, throwing items, and other unsafe behavior may result in a suspension. More information can be found in Section *Suspensions* in the Family Handbook.**



Personal Belongings and Toys

The CDC Program provides many enriching materials for children. Toys of any sort, including electronics, should not be taken to a CDC site. Toys from home can be disruptive to the program. Important: both CDC and the District do not reimburse for lost, stolen, or broken items.

Student Dress Guidelines

Each elementary school maintains its own attire policy. Families will receive specific guidelines from their school regarding appropriate clothing and footwear for children.

CDC has adopted each school's uniform policy for CDC's preschool program. The purpose of the uniform policy is to establish a positive school climate which ultimately results in a quality educational environment for all students. CDC appreciates the parent's/guardian's commitment to sending their child to school every day, prepared to learn in their school uniform. CDC is committed to helping families acquire uniforms if they are experiencing financial hardships.

The following student dress standards have been established to ensure the instructional program at the school may operate fully and effectively for all students free of interference and distraction and without hazard or threat to students' health, safety and welfare. School sites have the responsibility to identify and restrict attire that may lead to unsafe conditions. If it is determined that particular clothing is gang-related, the school site may prohibit students from wearing the identified attire. Each school site will notify parents of the specific school uniform requirements of the school.

Acceptable Attire

- Shorts (closer to the knee than to the hips)
- Skirt/dress/skort (closer to the knee than to the hips)
- Blouse or shirt that is appropriate for a school environment.
- Closed footwear (with socks) that covers the entire foot
- Jeans (clean, not faded or torn) *Must be confirmed at the school site.*
- Slacks: dress or casual
- Outer clothing must completely cover underclothes

Unacceptable Attire

- Spaghetti straps, tank tops, T-Straps, tube or halter tops
- Inappropriate logo T-Shirts/sweatshirt
- Tight/revealing clothes
- Jumpers
- Blouses or tops that bare the midriff at any time
- Visible undergarments
- Oversized, baggy or saggy clothing
- Open sandals, high heel shoes, slipper-type shoes, flip-flops and thongs (crocs)
- Caps (baseball, etc.) (May be worn outdoors for sun protection)
- Jewelry items that may potentially cause injury
- Metal hair combs or other barrettes that may cause injury
- Irreplaceable items that may be lost, broken, or damaged



Please note: The State of California has determined that “A pupil who goes to school without the proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself/herself for the classroom before entering.” (California Administrative Code, Title V, Section 302) 1994.

Sun Protection

Students may use sun-protective clothing, including, but not limited to, hats and sunglasses when outdoors. Each school shall allow pupils the use of sunscreen during the school day without a physician's note or prescription. Sunscreen is not considered an over-the-counter medication. However, the Center must have written approval with instructions from the parent prior to administering. This approval will be kept in the child's family file at the site.

Full Day Preschool: Blanket Policy

Each child must have a sheet and blanket to nap every day, and the sheet and blanket should be washed weekly or when soiled. Therefore, the center will provide a sheet and a blanket for each student. Sheets are sent home every Friday or at the end of the week to be washed and returned on Monday or the first day of the week back in the program. Sheets and blankets should be returned to the classroom when the child will no longer be attending that classroom.

Outdoor Play

Playground Supervision

- Playground safety is the responsibility of every staff member.
- Each morning staff check the playground and remove any sticks, excess sand, leaves or other such hazards.
- Contact sports are not a part of the CDC program. Activities such as touch or flag football, soccer, basketball, or baseball are subject to the site principal's approval and specific regulations by age group.
- Running, pushing and chasing are discouraged on the playground unless as a part of a supervised game.
- Staff monitor and remind children to always stand outside danger areas such as basketball courts and kickball or baseball diamonds unless in a group activity.
- Children are encouraged to climb the apparatus instead of climbing on unsafe items like tables, fences, buildings, trees or installations.
- CDC staff provide several materials and activities during outdoor time to discourage children from real or pretend fighting and rough play.
- All games are open to any student who wants to play. Turn-taking may be necessary.
- When a student is hurt on a school playground, first and foremost, staff will offer first aid and notify parents of the injury if further treatment is needed.
- Playgrounds are split into supervision zones. By splitting the playground into zones, it allows for better positioning for supervision by staff.
- Staff review the rules and expectations prior to going outside with students.
- Students are expected to conform to school regulations, follow all directions, be respectful to staff and others in authority and refrain from the use of profane and vulgar language.

Slide

- Children should climb up the ladder, one step at a time, one child at a time.
- Children should slide down in a seated position, feet forward only.
- Students are taught not to put or take unsafe materials or additional toys on the slide when they use it.

Apparatus

- Playground equipment is designed for specific age groups to ensure safety and appropriate use. Alternative materials and activities are always available so that all children can actively participate in outdoor play, regardless of age or ability.
- Children should not carry any objects when they are climbing on any apparatus.
- Bars are for children who can reach them without help.
- Bars must always be grasped by both hands. Hands should be the last part of the body to leave the bars.
- Standing on bars, attempting to jump from them, or hanging by the knees is strongly discouraged.
- Students are taught to wait to start until the prior user is halfway across the bars.
- The number of children on an apparatus at one time is limited based on the size of the apparatus.
- All children using the apparatus or bars should go in the same direction.

Sand Areas

- Specific toys and materials are provided for sand play.
- Water for sand play is supplied by staff.
- Sandboxes will be covered after each use and the sand is changed out often.

Water Table

- Water tables are filled before students arrive at school.
- Water and plastic containers, boats, dolls and other play props are supplied for water play.
- Water tables must be drained and cleaned daily.

General Procedures

Uniform Complaint Procedure

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

Disenrollment Procedures

Request For Disenrollment From The Program

If the parent/guardian decides to disenroll from the program they must:

- Notify the site or the CDC Enrollment Center
- Complete the “Request for Disenrollment” form personally or communicate the disenrollment information to CDC staff.

Once disenrolled from CDC, a space is not guaranteed to be available for the family if they need child care services with CDC in the future. If the chosen program is at capacity, another site with openings will be offered as an alternative

Disenrollment of Services

When disenrollment from child care services occurs, a family may re-enroll in six months unless permanently excluded for reasons listed below.

- **Exclusion** - A family may be **permanently** excluded from the program for any of the following:
 - A false statement made by a parent or guardian on any provided documentation.
 - Failure of parent/guardian to comply with State regulations and district policies and procedures which govern the operation of the CDC.
 - Failure of a family to meet or maintain eligibility and need requirements.
 - Failure of parents/guardians to maintain a current and accurate list of at least three persons that can be reached in case of an emergency.
 - Failure of parent or guardian to respond promptly when asked to remove child from center because of child's illness or injury.
 - Failure of parent or guardian to pick up the child by the center's closing time. (Please see Late Pick-up Procedures, Parent Handbook).
 - Conduct of a parent/guardian that disrupts the smooth and efficient operation of the program and/or compromises the health or safety of a child or a staff member. "Per California Education code, 32210, 32211, and 44811, and penal codes, 415 and 626, disruptive behavior of a parent that affects the orderly operation of a Child Development Center can result in immediate disenrollment of services from the program."
 - Child has been expelled from the program. More information can be found in Section *Suspensions* in the Family Handbook.



Staff and Support Personnel

Staffing

- CDC teachers and Coordinating Teachers are required to meet certain educational qualifications and must receive their certifications through the California Commission on Teacher Credentialing.
- Each center is staffed by a highly qualified Coordinating Teacher and Teachers who have child development training and appropriate certifications to teach in child development programs.
- The staffing is determined by the number and ages of children enrolled in the center. The appropriate adult/child ratios are maintained to meet state guidelines and licensing requirements.
- Program operation is enhanced through the service of Intermediate Office Assistants, Custodians, Child Care Workers and volunteers.

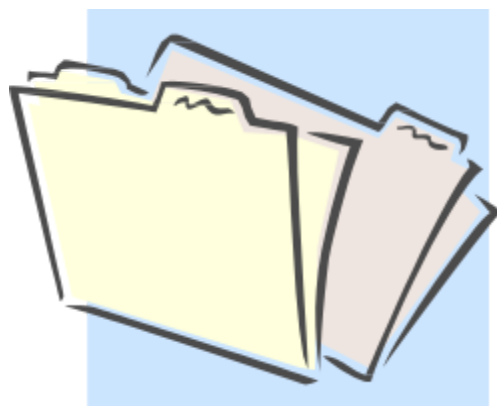
Support Personnel

- In addition to CDC staff, specialized program support services are provided by specially trained personnel available through the School District's Office of Child Development and Student Enrollment Center, 4400 Ladoga Avenue, Lakewood, CA 90713.

Reporting of Suspected Child Abuse

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

The next pages are copies of documents parents/guardians signed during the enrollment process. They are for the family's files and information. Parents/guardians should not sign and return as CDC already has these copies on file in the Family Folder.





OFFICE OF CHILD DEVELOPMENT CENTERS

4400 Ladoga Avenue, Lakewood, CA 90713 ♦ (562) 429-8636 ♦ FAX (562) 496-3208

COMPLETE IN DUPLICATE

(Original to child's personal folder)

(Copy to parent)

Center

MONTHLY FEE - CONTRACT HOURS AGREEMENT

Contract hours and the daily fee are established in conformance with regulations and guidelines of the State Department of Education.

Child

Contract hours (School schedule): to

Contract hours (No school schedule): to

Days: M T W TH F

Hours under elementary school supervision to

Hours in Center:

A. Preschool and School Age Care when elementary school is in session.

B. School Age Care on days when elementary school is not in session and pupil free days.

Family monthly fee computation:

Family Gross Income / Number in Family / Hours per day / Time Code / Monthly Fee

A. / / / /

B. / / / /

Hours of attendance must conform to your contract agreement. Any change in hours needed for child care must be reported immediately, and a new contract hour agreement will be provided.

As program staffing is based on contract hour agreements, you are reminded that the monthly **fee is due for every contracted day regardless of attendance**. The fee for the days of the month must be paid prior to sign-in time of the first day of attendance for the month. It is to be paid in the exact amount by cash, check or money order. **NO REFUNDS CAN BE MADE.**

Signed

Parent/Guardian

Date

Signed

Authorized Agency Representative

Date



OFFICE OF CHILD DEVELOPMENT CENTERS

4400 Ladoga Avenue, Lakewood, CA 90713

(562) 429-8636 • Fax (562) 496-3208

Original in Family Folder

Copy to Parent

NOTICE OF PROGRAM ELIGIBILITY, NEED AND REQUIREMENT TO RECOVER CHILD CARE COSTS PROVIDED AS A RESULT OF FRAUD OR DECEIT

Any false statement/s made related to employment, training, incapacitation, family size, etc. or if a parent/guardian fails to notify the Child Development Center within **five** calendar days when the family's income exceeds the exit threshold established by the California Department of Education, Early Education Support Division. The parent/guardian will be required to pay for the actual cost of child care during this time, as the need for care has not been substantiated. In addition, if it appears that a parent/guardian has made a false statement, their enrollment files may be turned over to the District Attorney's Office which could result in criminal prosecution.

Due to State of California legal requirements*, the Child Development Center Parent Handbook on page 11 received by you states the following:

"A child may be permanently excluded from the program...for any of the following causes:

- **A false statement made by a parent or guardian on any provided documentation.**
- **Failure of parent or guardian to comply with State regulations, and district policies and procedures** which govern the operation of the Child Development Centers.
- **Failure of a family to notify the agency when the family's gross income exceeds 85 percent of the SMI, adjusted for family size."**

The State Department of Education, Child Development Division, required the Long Beach Unified School District Child Development Centers to make all reasonable effort to recover any child care costs which were provided as a result of fraud or deceit. Reasonable effort to recover the cost of such child care services may include:

- Establishing an appropriate repayment plan
- Small claims court
- Referral to the District Attorney

Evidence of fraud or deceit in determining initial or ongoing eligibility for child development services and / or initial or ongoing parent fees will also result in permanent disenrollment of child development services.

I understand the above requirements for Eligibility and Need and understand the Requirement to Recover Child Care Costs, and sign under penalty of perjury that my current enrollment documents are accurate.

Parent/Guardian's Printed Name

Signature of Enrolling Party

Date

Center

Child's/Children's Names:

Approved:
CDC Director

CDC-536
Ldr. 4/5/18



Site Name

PARENT AGREEMENT

Child's Name

Parent's / Guardian's Name

Please initial the following items:

- _____ I give permission for my child to go with the class on short walking trips within the school's perimeter and to walk to another location in the event of an emergency where evacuation is necessary. Each site has an emergency evacuation plan posted that may be reviewed by parents.
- _____ I give permission to have pictures taken of my child for use in the classroom and CDC office.
- _____ I have received my copy of the Student Media Authorization and Release.
- _____ I have received a copy of the Uniform Complaint Procedures.
- _____ I have received my copy of the Parent Handbook for the children's centers programs and understand the program requirements regarding: eligibility, exclusions, signing in/out, and late pick up.
- _____ I have received a copy of the Lead Poisoning Facts.

Registration and Follow-up

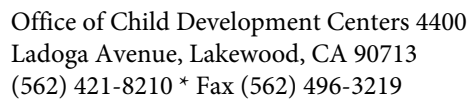
- _____ The parent is expected to notify the teacher of any changes in address, phone number, or emergency phone numbers.
- _____ The parent is expected to provide an annual physician's report for the child.
- _____ The parent is expected to follow-up on all requests for health and dental services for the child.
- _____ The parent is expected to attend scheduled parent-teacher conferences.

I understand the Child Development Centers program does not have insurance to cover the cost of treatment in the case of accidental injury. Select one option:

- _____ I have decided to participate in the insurance plan available.
- _____ I already have adequate insurance protection.
- _____ I do not wish to participate in the insurance plan available.

Parent's / Guardian's Signature _____

Date _____



Student Media Authorization and Release

CDC-241



Office of Child Development Centers

4400 Ladoga Ave., Lakewood, CA 90713 ♦ (562) 429-8636 ♦ FAX (562) 496-3208

HOME LANGUAGE SURVEY

Name of Student: _____
(Child Last Name) (Child First Name) (Child Middle Name)

Age of Student: _____ Grade Level: _____ Teacher Name: _____

Directions to Parents and Guardians:

The California *Education Code* contains legal requirements which direct schools to assess the English language proficiency of students. The process begins with determining the language(s) spoken in the home of each student. The responses to the home language survey will assist in determining if a student's proficiency in English should be tested. This information is essential in order for the school to provide adequate instructional programs and services.

As parents or guardians, your cooperation is requested in complying with these requirements. Please respond to each of the four questions listed below as accurately as possible. For each question, write the name(s) of the language(s) that apply in the space provided. Please do not leave any question unanswered. If an error is made completing this home language survey, you may request correction before your student's English proficiency is assessed.

1. Which language did your child learn when he/she first began to talk? _____
2. Which language does your child most frequently speak at home? _____
3. Which language do you (the parents or guardians) most frequently use when speaking with your child? _____
4. Which language is most often spoken by adults in the home? (parents, guardians, grandparents, or any other adults) _____

Please sign and date this form in the spaces provided below, then return this form to your child's teacher. Thank you for your cooperation.

Signature of Parent or Guardian

Date

ENCUESTA DEL IDIOMA EN EL HOGAR

Nombre de Alumno/a: _____
(Apellido del Niño/a) (Primer Nombre del Niño/a) (Segundo Nombre del Niño/a)

Edad de Alumno/a: _____ Grado: _____ Nombre de Maestra: _____

Instrucciones para padres y tutores:

El *Código de Educación* de California contiene requisitos legales que guían a las escuelas a dar un examen de proficiencia en inglés a los estudiantes. El proceso comienza con determinar el idioma o idiomas que se hablan en el hogar de cada estudiante. Las respuestas a esta encuesta del idioma ayudarán al personal de la escuela saber si el estudiante debe tomar el examen. Esta información es esencial para que la escuela pueda proveer programas y servicios adecuados a los estudiantes.

Como padre o tutor, su cooperación es necesaria para cumplir con estos requisitos. Por favor responda a cada una de las cuatro preguntas siguientes de la forma más precisa posible. Para cada pregunta, escriba el nombre(s) del idioma(s) que corresponde en el espacio suministrado. Por favor, responda a todas las preguntas. Si contestó con error a las preguntas de esta encuesta de idioma, Ud. puede solicitar corrección de su respuesta antes de que la proficiencia de su estudiante sea evaluada.

1. ¿Qué idioma aprendió su hijo cuando empezó a hablar? _____
2. ¿Qué idioma habla su hijo en casa con más frecuencia? _____
3. ¿Qué idioma utilizan ustedes (los padres o tutores) con más frecuencia cuando hablan con su hijo? _____
4. ¿Qué idioma se habla con más frecuencia entre los adultos en el hogar (padres, tutores, abuelos o cualquier otro adulto)? _____

Por favor firme y feche este formulario en el espacio suministrado a continuación y devuelva el formulario al maestro de su hijo. Muchas gracias por su cooperación.

Firma del padre/madre o tutor

Fecha



OFFICE OF CHILD DEVELOPMENT CENTERS

4400 Ladoga Ave., Lakewood, CA 90713 ♦ (562) 429-8636 ♦ FAX (562) 496-3208

Date _____

Center _____

REQUEST FOR SOCIAL SERVICES

The Child Development Centers Program has a social service team component that is designed to provide information to assist families in resolving special problems. The social service team includes a site teacher, nurse, nutritionist, counselor and program coordinators.

_____ **Yes, I would like information sent to me for the areas checked below.**

_____ **Not interested at this time**

- _____ Behavior Management
- _____ Anti Bullying
- _____ Crisis Intervention
- _____ Employment and Training Placement
- _____ Family Resource Program
- _____ Health and Dental Care
- _____ Nutrition or (Cal Fresh & WIC)
- _____ Housing and Basic Needs
- _____ Legal and Immigration Services
- _____ Recreation
- _____ Shelters/Transitional Housing for Ages 10-25
- _____ Tutoring, Homework Help and Literacy
- _____ Other _____

_____ **I would like to speak with a member of the social services team for assistance in resolving a problem.**

Nature of problem: _____

Names of children enrolled in Child Development Centers:

Child's Name _____ D.O.B. _____ Center / Program _____

Child's Name _____ D.O.B. _____ Center / Program _____

Child's Name _____ D.O.B. _____ Center / Program _____

Child's Name _____ D.O.B. _____ Center / Program _____

Parent's signature

Print name

Phone (work)

Phone (home)

Follow-up by CDC Office: Action taken _____

Date of follow-up: _____



OFFICE OF CHILD DEVELOPMENT CENTERS

4400 Ladoga Avenue, Lakewood, CA 90713

(562) 429-8636 ♦ FAX (562) 496-3208

Center Stamp

Complete in Duplicate

Pupil Sign In and Out Requirements

Dear Parent/Guardian:

State of California regulations for the Child Development Centers legally require parents/guardians to sign their children in and out of the center on a daily basis. The following are specific legal requirements:

- a. The parent/guardian or other **authorized adult** will scan the site QR-Code using their mobile device to open the signing webpage for the site or use the electronic device provided by the center to enter their assigned PIN number, which will automatically date and time stamp the arrival and departure of the child. If the electronic device is not available, the time and signature will be manually recorded in the sign in/out book provided by center staff. **(Authorized Adult Definition: A person eighteen - 18 – years of age or older and listed on the emergency form)**
- b. The electronic or written entry must be signed with a full legal signature.
- c. The full legal signature of the parent/guardian must match the application signature submitted during enrollment.
- d. All adults are required to have picture identification to show the center staff at all times. It is recommended you keep a picture of your id in your cell phone and remind all other authorized guardians to do the same.
- e. Contract hours that have been determined and set forth during the enrollment period must be followed by all adults dropping off or picking up children from the program. If contract hours are not convenient, the parent/guardian may work with the Coordinating Teacher to adjust the contract hours.
- f. A child may not arrive at the childcare center after 9:30 a.m. without making prior arrangements with the Coordinating Teacher at the site. Reasons for arriving late might be a doctor's appointment or family emergency and would occur rarely. For State Preschool, children must arrive no later than 15 minutes after class begins.
- g. For School Age children, if a child is picked up early from the elementary school, the parent/guardian or authorized adult must sign the child out from the CDC.
- h. If the parent/guardian or other authorized adult fails to properly sign a child in or out without a full legal signature and/or with the correct time stated on the sign in/out sheets, a warning will be given. After the third incident, your child(ren) may be disenrolled. Warnings will be removed at the end of the fiscal year (July 1 – June 30). If the family changes centers, the pupil sign in/out warnings received at one center transfer to any future centers within a fiscal year.
- i. PIN numbers cannot be shared with others as the PIN number is assigned to each person specifically.

Regulations for the above legal requirements are as follows:

- The State of California auditors determine earned reimbursement to the District for childcare services based upon examination of attendance records including sign in/out sheets. Errors in these records negatively affect funding to the Child Development Program.
- When a child is not signed out of the CDC and is not present, the staff immediately initiates a search for the child. School and CDC personnel must survey the surrounding area. Phone calls are made to persons on the Emergency Information form, CDC Office, District Security, and the Police Department to ensure the child's safety.

I have read this bulletin and I am aware of the requirements and possible disenrollment from the program if my child has not been signed in/out accurately.

Parent's Name

Child's Name

Parent Signature

Date

Approved:
CDC Director

(CDC-420)
7/2020



**Long Beach Unified School District
Office of Child Development Centers**

Pupil Sign In and Out Record of Late Pick Up

Fiscal Year

Child's Name

Parent/Guardian's Name

Center Name_____

Your child(ren) was not properly signed in or out of the center on the following date(s):

	Date	Reason	CT / Teacher Signature	Parent Signature
1 st Warning				
2 nd Warning				
3 rd Disenrollment				

Indicate the infraction by putting the appropriate letter from page 1 in the reason column.

*Reminder: Warnings will be removed at the end of each fiscal year (July 1 – June 30)

Approved:
CDC Director

(CDC-420)
7/2020

PERSONAL RIGHTS

Child Care Centers

Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers.

- (a) Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:
- (1) To be accorded dignity in his/her personal relationships with staff and other persons.
 - (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
 - (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
 - (4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
 - (5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.
 - (6) Not to be locked in any room, building, or facility premises by day or night.
 - (7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:

Department of Social Services - Community Care Licensing Division

NAME

Los Angeles Child Care East

ADDRESS

1000 Corporate Center Drive, Suite 200 B

Licensing Complaint Hotline (844) 538-8766

CITY

Monterey Park, CA

ZIP CODE

91754

AREA CODE/TELEPHONE NUMBER

(323) 981-3350

DETACH HERE

TO: PARENT/GUARDIAN/CHILD OR AUTHORIZED REPRESENTATIVE:

PLACE IN CHILD'S FILE

Upon satisfactory and full disclosure of the personal rights as explained, complete the following acknowledgment:

ACKNOWLEDGMENT: I/We have been personally advised of, and have received a copy of the personal rights contained in the California Code of Regulations, Title 22, at the time of admission to:

(PRINT THE NAME OF THE FACILITY)

(PRINT THE ADDRESS OF THE FACILITY)

(PRINT THE NAME OF THE CHILD)

(SIGNATURE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(TITLE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(DATE)

PERSONAL RIGHTS

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 - (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
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Department of Social Services - Community Care Licensing Division

NAME

El Segundo Regional Office

ADDRESS

300 N. Continental Blvd. Suite 290A

Licensing Complaint Hotline (844) 538-8766

CITY

El Segundo, CA

ZIP CODE

90245

AREA CODE/TELEPHONE NUMBER

424-301-3077

DETACH HERE

TO: PARENT/GUARDIAN/CHILD OR AUTHORIZED REPRESENTATIVE:

PLACE IN CHILD'S FILE

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(PRINT THE ADDRESS OF THE FACILITY)

(PRINT THE NAME OF THE CHILD)

(SIGNATURE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(TITLE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(DATE)

CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS

PARENTS' RIGHTS

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.

Licensing Office Name: Community Care Licensing Division: Los Angeles Child Care East

Licensing Office Address: 1000 Corporate Center Dr., Suite 200 B, Monterey Park 91754

Licensing Office Telephone #: 323-981-3350

7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form.

NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.

For the Department of Justice "Registered Sex Offender" database, go to www.meganslaw.ca.gov

LIC 995 (9/08)

(Detach Here - Give Upper Portion to Parents)

ACKNOWLEDGEMENT OF NOTIFICATION OF PARENTS' RIGHTS (Parent/Authorized Representative Signature Required)

I, the parent/authorized representative of _____, have received a copy of the "CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS" and the CAREGIVER BACKGROUND CHECK PROCESS form from the licensee.

Name of Child Care Center

Signature (Parent/Authorized Representative)

Date

NOTE: This Acknowledgement must be kept in child's file and a copy of the Notification given to parent/authorized representative.

For the Department of Justice "Registered Sex Offender" database go to www.meganslaw.ca.gov

LIC 995 (9/08)

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5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.

Licensing Office Name: Community Care Licensing Division: El Segundo Regional Office

Licensing Office Address: 300 N. Continental Blvd. Suite 290A, El Segundo, CA 90245

Licensing Office Telephone #: 424-301-3077

7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
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OFFICE OF CHILD DEVELOPMENT CENTERS

4400 Ladoga Ave., Lakewood, CA 90713

(562) 429-8636 ♦ FAX (562) 496-3208

1 copy to parent

1 copy to family folder, signed by parent.

Center Stamp

PARENT'S RIGHTS AND HEARING REQUEST APPEAL PROCEDURES

1. If you do not agree with the agency's action as stated in the Notice of Action (CD-7617), you may appeal the intended action. To protect your appeal rights, you must follow the instructions described on the back of the Notice of Action. If you do not respond by the required due dates or fail to submit the required appeal information with your appeal request, your appeal may be considered abandoned.
2. Mail or deliver your local hearing request within 14 days of receipt of the Notice of Action to the above address.
3. Within ten (10) calendar days following the agency's receipt of your appeal request, the agency will notify you of the time and place of the hearing. You or your authorized representative are required to attend the hearing. If you or your representative do not attend the hearing, you abandon your rights to an appeal, and the action of the agency will be implemented.
4. Within ten (10) calendar days following the hearing, the agency shall mail or deliver to you a written decision.
5. If you disagree with the written decision of the agency, you have 19 days from the date of the written decision to file an appeal with the California Department of Education (CDE). Your appeal to CDE must include the following documents and information: (1) a written statement specifying the reasons you believe the agency's decision was incorrect, (2) a copy of the agency's decision letter, and (3) a copy of both sides of the Notice of Action. Mail your appeal to the following address:

California Department of Education
Child Development Division
1430 N Street, Suite 3410
Sacramento, CA 95814
Attn: Appeals Coordinator

6. Within 30 calendar days after the receipt of your appeal, CDD will issue a written decision to you and the agency. *If your appeal is denied, the agency will stop providing child care and development services immediately upon receipt of CDE's decision letter.*

Approved:
CDC Director

(CDC-451)
ldrv: 7/10

I have received a copy of the Parent's Rights and Hearing Request procedures form.

Parent's/Guardian's Name

Parent's/Guardian's Signature

Child's Name

Date



OFFICE OF CHILD DEVELOPMENT CENTERS

4400 Ladoga Avenue, Lakewood, CA 90713

(562) 429-8636 • Fax (562) 496-3208

To: CDC Parents/Guardians

Subject: Daily Health Check for Each Child / Client

- Child Development programs funded by the State of California Child Development Division must comply with the requirements of the State Department of Social Services, Licensing Division, in order to continue providing services. All parents or guardians who enroll children in Child Development programs must also comply with these provisions to maintain eligibility for services.
- State legislation and licensing regulations, which provide funding for Child Development programs, require a daily health check for **each child**.

Manual of Policies and Procedures, Community Care Licensing Division, 101226.1 states:

1. "No child shall be accepted without contact between the center staff and the adult bringing the child to the center."
2. The license shall require that the adult bringing the child shall **REMAIN** until the child is accepted.

* **School age children MUST be checked at the CDC site before going to the elementary classroom. The student is the responsibility of the Center and must remain on the school campus after being signed in.**
3. The adult who brings the child to, and removes the child from the center shall sign the child in / out.

The Child Development Centers' health policy requires that children who have any of the following signs of illness will not be in attendance at the center: *Fever 101°F (oral) or 100°F (under the arm) or more; general symptoms of illness such as: sore throat, heavy coughing, vomiting, ear pain, stiff neck, diarrhea, rash or headache.*

Although the first day of any illness is usually considered the most communicable period, your child must be excused until he / she has been free of illness symptoms for 24 hours and has a normal temperature for 24 hours.

We appreciate your cooperation in arranging the time necessary for compliance with the regulations.

CDC-469
3-18

CDC Director

I have received the regulations requiring a daily health check by a staff member before a child is signed in at the center. I will arrange for the adult who brings my child to comply with the requirements of the Child Development Program.

Parent/Guardian Signature

Date



Office of Child Development Centers

4400 Ladoga Ave., Lakewood, CA 90713

(562) 429-8636 ♦ Fax (562) 496-3208

Dear Parents/Guardians:

This bulletin is intended to inform parents of the Child Development Centers (CDC) toileting procedures. We want all parents to understand the procedures and to inform CDC staff of any questions or concerns.

The CDC staff is well trained and they willingly assume their duties and responsibilities with a caring attitude towards children and parents.

The following guidelines are used by Center staff when toileting or diapering children ages two (2) and up:

- Toileting is scheduled into the daily routine at least once every two hours. Children are also toileted on an as-needed basis.
- Children, both in diapers and out, are notified when it is time to use the restroom or when they need a diaper change. All children will be asked if they would like to sit on the toilet. No child is forced to use the toilet if they refuse. Children in diapers will use the restroom at the same time as toilet-trained children.
- Staff members wash their hands before and after assisting a child in diaper changing or toileting. Staff also wear latex gloves when assisting a child.
- Parents/guardians are responsible for providing sufficient supplies of diapers, change of underwear, and spare clothing. "Independent clothing" is preferred – pants with elastic waists, no belts with buckles, stockings, or overalls.
- Children are encouraged to be part of the toileting process. Children using the toilet do as much as they can by themselves. Teachers provide help as needed, with the understanding that the children need to develop self-help skills.
- Teachers will use wipes or toilet tissue to clean the children. Children who are able will be asked to attempt to clean themselves.
- Children are encouraged to dress themselves to the extent possible. Teachers will assist children in dressing, as needed.
- Children will wash their hands after any trip to the restroom.
- Soiled clothing is wrapped in a plastic bag and placed into the child's cubby to be taken home by the parent/guardian at the end of the day. For health reasons, staff will not wash/rinse soiled clothing.

Please provide a change of clothing for your child. If his/her clothing becomes soiled you will need to bring clean clothing the following day.

Please contact the Coordinating Teacher at your site if you have any further questions.



Office of Child Development Centers

4400 Ladoga Ave., Lakewood, CA 90713

(562) 429-8636 ♦ Fax (562) 496-3208

Site Name

I, _____ have read the letter on toileting procedures in the CDC Centers.

Please check one of the following options:

_____ I want him/her to be assisted with toileting/diapering by the staff in the manner described in this letter.

_____ I do not want my child to be assisted with toileting/diapering by the staff. Please call me at (_____) _____ and I will take care of it myself.

Signature of Parent/Guardian

Date

Approved: CDC Director

Yo, _____ he leído la carta para los padres sobre el procedimiento de accidentes de baño en los centros de CDC.

Por favor marque una de las siguientes opciones:

_____ Quiero que el personal le ayude a my hijo/a a ir al baño o cambiar pañales de la manera descrita en esta carta.

_____ No quiero que el personal le ayude a my hijo/a a ir al baño o cambiar pañales. Por favor llámeme al (_____) _____ y yo personalmente le ayudare.

Firma del Padre/Guardián

Fecha

Aprobado: Director de CDC

(CDC-413)
3/24



OFFICE OF CHILD DEVELOPMENT CENTERS

4400 Ladoga Avenue, Lakewood, CA 90713

(562) 429-8636 • Fax (562) 496-3208

Complete in Duplicate

Original to family folder

Copy to parent/guardian

To: Parents/Guardians

Subject: Student Absence Legal Requirements

During a recent compliance review from the California Department of Education, updated legal requirements for student absences were distributed. The requirements are delineated below. Please review the information and sign at the bottom of the page indicating that you have read and understand the legal requirements for student absences.

Excused Absences

There is no limitation on the amount of excused absences. Student absences can be excused for the following reasons:

- Illness or Quarantine of Child
 - Illness preventing the child from attending the center is an excused absence. If a child's illness exceeds ten consecutive days of center operation, a written verification from the doctor stating the nature of the illness and the approximate length of confinement is needed.
 - Family fee will be charged.
- Illness or Quarantine of Parent
 - Parent illness preventing the child's attendance is an excused absence, if documented. After ten consecutive days, a statement from the doctor is needed.
 - Family fee will be charged.
- Family Emergency
 - A family emergency preventing the child from attending the center is an excused absence, if documented. "A family emergency" shall be considered to exist when unforeseen circumstances cause the need for immediate action, such as may occur in the event of a natural disaster, when a member of the child's immediate family dies, has an accident, is ill, or is required to appear in court, birth of a child, or transportation problems.
 - Family fee will be charged.
- Court Ordered
 - If a copy of a court order or divorce is on file in the child's folder giving the non-enrolling parent visitation rights, the absence is excused.
 - The enrolling parent must complete the form, Absence Verification (CDC-277), listing the reason as "Parent Visitation". These days would not count as "vacation".
 - Payment of family fee continues during these absences.
- Best Interest of the Child
 - Best Interest of the Child: Time spent with a parent / guardian or other relative which is clearly in the best interest of the child. Best Interest of the Child is defined as vacation, religious holidays, required district testing in preparation to enter Kindergarten. Except for children who are recipients of Child Protective

Services or who are “at risk” of abuse or neglect, excused absences in the best interest of the child shall be limited to 10 days per fiscal year.

- o Family fee will be charged.

Unexcused Absences

Due to financial loss to the program, students with unexcused absences will be immediately terminated from participation in the program. Twenty unexcused absences **may** be allowed prior to termination from the program if it is pre-approved by the CDC Director. The parent must complete the Parent Request for Use of Unexcused Absence form (CDC-444). Unexcused absences are defined as follows:

- o Any absence due to a reason other than those defined as excused absences, suspensions, absences without verification (e.g. when a parent gives no reason for an absence), or when best interest days exceed the 10 days that are allowed shall be considered an unexcused absence. Parent must read and sign Unexcused Absence Days form (CDC-195).
- o Family fee will be charged.

I have read and understand the Child Development Center attendance policy.

Parent Signature_____

Date_____

Approved:
CDC Director

CDC-575
02/13 ldrv



OFFICE OF CHILD DEVELOPMENT CENTERS

4400 Ladoga Avenue, Lakewood, CA 90713

(562) 429-8636 • Fax (562) 496-3208

PARENT GROUPS

Each class or site will have a site parent group. The meetings will be scheduled cooperatively by the Parent Education Coordinator, Coordinating Teacher, Teachers and Parents. There should be a minimum of 2 educational meetings during the year. Additional meetings may be scheduled for potlucks, picnics, etc.

Each site group will elect a chairperson, representative and alternate representative to the Parent Advisory Council, and any other officers deemed necessary.

A report of each meeting held, with a sign-in list of those attending will be forwarded to the CDC office.

Participation in fund raising cannot be required and monthly dues are not acceptable. Parents may wish to donate non-food items for the class but this would be strictly on a volunteer basis. Parent participation in fund raisers will be on a **VOLUNTEER BASIS**. All monies will be handled by parents.

THE SITE STAFF MAY NOT BE INVOLVED IN COLLECTING OR SPENDING PARENT FUNDS.

If parents wish to maintain a treasury they must make arrangements for all collecting, banking and dispersing of the funds. Any plan for money raising projects will be submitted for approval on "Request of Approval of Parent Association Fundraisers" (CDC-255), and approval must be received before implementing the plan.

If the parents request information from the Coordinating Teacher as to appropriate use of parent funds for the benefit of the children, suggestions may be given, but **NO STAFF PERSON WILL MAKE REQUESTS OF THE PARENT GROUP FOR USE OF PARENT FUNDS.** Any activity provided with parent funds must be provided for **ALL** children regardless of parent participation in contributing to the treasury.

If a parent group wishes to use parent group money for a site activity during class hours, the parent chairman will complete and submit to the Coordinating Teacher "Request for Approval of Center Activity with Parent Funds" (CDC-405). The form will be submitted in duplicate with ample time to permit the Coordinating Teacher to forward one copy to the CDC Program Coordinator two weeks prior to the proposed activity.

Approved: CDC Director

MC: 4/10 CDC-449

I have read the above policy on Parent Groups.

Parent's / Guardian's Signature _____ Date _____



Office of the Child Development Centers

4400 Ladoga Ave., Lakewood, CA 90713

(562) 429-8636 ♦ FAX (562) 496-3208

Complete in Duplicate: original to parent, copy to child's file

Late Pickup Procedures: State Preschool, Full Day and School Age Programs

State Preschool: Each time a child is picked up five or more minutes after preschool class has ended the following procedures will be implemented:

Full Day and School Age Programs: Each time a child is picked up after closing time, or later than the contract hours agreement the following procedures will be implemented. **Reminder: any time beyond the center's closing time of 5:30 p.m. is considered late.**

Child's Name _____ School _____ Teacher _____

Date	Time	Reason	Infraction	The Following Plan Has Been Agreed Upon
			1 -time late - Warning	
			2 – times late: Conference with Coordinating Teacher or classroom teacher	
			3 – times late: Conference with Program Coordinator /Specialist	
			4 – times late: May result in possible termination from the program.	

Late pickups transfer with your child if the family changes State Preschool centers within the school year. A late pick up will be dropped one year from the initial date it was incurred. I have read and received a copy of the procedure.

Parent/Guardian Signature

Parent/Guardian Print Name

Date

Completar en Duplicado: 1 Copia para los padres, una copia para el expediente familiar
Procedimiento que se Aplica por Tardanzas: Preescolar estatal, preescolar de Día Completo y Centros de Edad Escolar

Preescolar Estatal: Cada vez que recoja a su niño/a hasta 5 minutos después de que termina la clase, se implementara el siguiente procedimiento:

Preescolar de Día Completo y Centros de Edad Escolar: Cada vez que recoja a su niño/a después de la hora de cerrar, o después de las horas de contrato, se implementara el siguiente procedimiento. **Recordatorio: cualquier tiempo después de la hora del cerrar de 5:30 p.m. se considera tarde.**

Nombre de niño/a _____ Escuela _____ Maestro(a) _____

Fecha	Tiempo	Razón	Infracción	El Siguiete Plan ha Sido Acordado
			1 -vez tarde - Solo se les dará un aviso	
			2-veces tarde - Conferencia con la Maestra/o Coordinadora o con la maestra/o del salón	
			3 -veces tarde - Conferencia con la Coordinadora/o del Programa	
			4- veces tarde - Podría resultar finalización del programa CDC.	

Si su niño/a se transfiere a otra guardería las tardanzas se transfieren con el/ella. Una tardanza se anulara después de un año de que sucedió. He leído y recibido una copia de este procedimiento.

Firma del Padre/Guardián

Letra de Molde del Padre/Guardián

Fecha

Approved: CDC Director

CDC-523



OFFICE OF CHILD DEVELOPMENT CENTERS

4400 Ladoga Ave., Lakewood, CA 90713
(562) 429-8636 • FAX (562) 496-3208

CHILD DEVELOPMENT CENTERS STUDENT DRESS STANDARDS: UNIFORMS FOR PRESCHOOL STUDENTS

The Long Beach Unified School District recognizes that preschool is the foundation to school success, as such our students are a part of that school's campus and will now wear the designated school uniform. The Child Development Program has adopted the uniform policy that each school has chosen as their dress standard. Please refer to the information attached for the specific uniform colors. All preschool students will be expected to be wearing the designated school uniform. Should you need assistance with uniforms, please notify the Coordinating Teacher or classroom teacher.

During the Thanksgiving, winter, spring and summer breaks uniform is not required. The following student dress standards have been established to insure that the instructional program at the school may operate fully and effectively for all students free of interference and distraction and without hazard or threat to students' health, safety and welfare. Clothing worn to school must be neat and clean. School sites have the responsibility to identify and restrict attire that may lead to unsafe conditions. If it is determined that particular clothing is gang-related, the school site may prohibit students from wearing the identified attire. Each school site will notify parents of the specific school uniform requirements of the school.

Acceptable Attire

- Shorts (closer to the knee than to the hips)
- Skirt/dresses/skort (closer to the knee than to the hips)
- Blouses or shirts that are appropriate for a school environment.
- Closed footwear (with socks) that covers the entire foot
- Jeans (clean, not faded or torn)
- Slacks: dress or casual
- Outer clothing must completely cover underclothes

Unacceptable Attire

- Spaghetti straps, tank tops, T-Straps, tube or halter tops
- Inappropriate logo T-Shirts/sweatshirt
- Tight/revealing clothes
- One piece outfits, such as sun suits
- Blouses or tops that bare the midriff at any time
- Visible undergarments
- Oversized, baggy or saggy clothing
- Open sandals, high heeled shoes, slipper-type shoes, flip-flops and thongs
- Caps (baseball, etc.) (Approved for sun protection)
- Jewelry items that may potentially cause injury
- Metal hair combs or other barrettes that may cause injury.
- Irreplaceable items that may be lost, broken or damaged.

Sun Protection – Each school shall allow students to use sun-protective clothing, including, but not limited to, hats and sunglasses when outdoors. Each school shall allow pupils the use of sunscreen during the school day without a physician's note or prescription. Sunscreen is not considered an over-the-counter medication. School personnel are not required to assist pupils in applying sunscreen.

Please note: The State of California has determined that "A pupil who goes to school without the proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself/herself for the classroom before entering." (California Administrative Code, Title V, Section 302) 1994.

I agree to abide by the student dress code.

Student Name _____

Site _____

Parent/Guardian Signature _____

Date _____

Parent/Guardian Print Name _____



OFFICE OF CHILD DEVELOPMENT CENTERS

4400 Ladoga Ave., Lakewood, CA 90713

(562) 429-8636 ♦ FAX (562) 496-3208

Center _____

California State Preschool Program – Part Day Parent/Guardian Involvement Agreement

Child's Name _____

Parent's / Guardian's Name _____

Parent/Guardian Participation and Attendance

1) The parent, or authorized adult, is encouraged to participate in the classroom working with the teaching staff at least 8 hours per month.

2) The parent/guardian is encouraged to attend parent meetings.

Note: The parent/guardian who does not participate in the classroom or attend parent meetings is requested to meet with the teacher and work out a schedule to do projects at home or to serve the program in other ways.

3) The parent, or authorized adult, must bring the child to class and pick the child up on time. This person must be 18 years of age or older, have a photo I.D. and a VIP application approved.

4) The parent, or authorized adult, is to properly sign the child "In" and "Out" on the electronic device or Attendance Sheet with his/her full signature. The parent/guardian must write in the exact time and not the scheduled class hours.

5) No child will be received in the center 15 minutes after class begins, without prior arrangements made with the Coordinating Teacher or Teacher in Charge.

6) The parent is expected to notify staff when the child is going to be absent. The call should be made during the first half hour of the class session.

7) The parent/guardian must provide the teacher with a note explaining the reason for the child's absence. The CDC has an absence form that the parent / guardian may use to make this task easier.

8) If a student is absent for more than 10 days a physician's note is required.

I have read and understand the parent/guardian involvement expectations.

Parent's / Guardian's Signature _____ Date _____



Office of Child Development Centers

4400 Ladoga Avenue, Lakewood, CA 90713

(562) 421-8210 ♦ FAX (562) 496-3219

Transitional Kindergarten: Important Information

Information Regarding Students attending Transitional Kindergarten:

- **Class Schedule:** Students attending Transitional Kindergarten will attend class based on the elementary school's bell schedule:
 - The first two weeks of school are minimum days.
 - Thursdays are early dismissal days.
 - Minimum days will be scheduled on days when parent conferences are scheduled.

Families can refer to their corresponding school site for further information regarding their Transitional Kindergarten class schedule.

- **Signing Out:** Students must be signed out on a daily basis. Students can be signed out by:
 - Using the classroom tablet.
 - Signing the physical attendance sheet.
- **Parents/Guardians** are required to do a hand-to-hand drop off of their child. CDC staff is required to conduct a daily health check of the child PRIOR to accepting the child into the program each day. For this reason, the parent/guardian must stay with the child until the child has been accepted into the program.
- **Parents/Guardians** are required to sign out their child IN THE CLASSROOM to ensure a hand-to-hand dismissal from CDC staff to the authorized adult picking up.

Long Beach Unified School District
Uniform Complaint Procedures (UCP) Annual Notice
2024-2025

For students, employees, parents/guardians, school and district advisory committee members, private school officials, and other interested parties

The Long Beach Unified School District annually notifies its students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, appropriate private school officials, and other interested parties of the Uniform Complaint Procedures (UCP) process. The UCP Annual Notice is available at lbschool.net on the Uniform Complaint Procedures webpage found under "U" in the A-Z index.

The Long Beach Unified School District is primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group, and all programs and activities that are subject to the UCP (and any other state or federal educational program the State Superintendent of Public Instruction of the California Department of Education or designee deems appropriate).

Programs and Activities Subject to the UCP

Accommodations for Pregnant and Parenting Pupils	Every Student Succeeds Act
Adult Education	Local Control and Accountability Plans (LCAP)
After School Education and Safety	Migrant Education
Agricultural Career Technical Education	Physical Education Instructional Minutes
Career Technical and Technical Education; Career Technical; Technical Training	Pupil Fees
Child Care and Development Programs	Reasonable Accommodations to a Lactating Pupil
Compensatory Education	Regional Occupational Centers and Programs
Consolidated Categorical Aid Programs	School Plans for Student Achievement
Course Periods without Educational Content	School Site Councils (SSC)
Discrimination, harassment, intimidation, or bullying against any protected group as identified under sections 200 and 220 and Section 11135 of the Government Code, including any actual or perceived characteristic as set forth in Section 422.55 of the Penal Code, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by an educational institution, as defined in Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance.	State Preschool
	State Preschool Health and Safety Issues Exempt from Licensing

Educational and graduation requirements for pupils in foster Care, pupils who are homeless, pupils of military families, pupils formerly in Juvenile Court now enrolled in a school district, pupils who are migratory, and pupils participating in a newcomer program	And any other state or federal educational program the State Superintendent of Public Instruction (SSPI) or designee deems appropriate.
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Filing a UCP Complaint

A UCP complaint shall be filed no later than one year from the date the alleged violation occurred.

For complaints relating to Local Control and Accountability Plans (LCAP), the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that was adopted by our agency.

A pupil enrolled in any of our public schools shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee complaint may be filed with the principal of a school or our superintendent or their designee.

A pupil fee or LCAP complaint may be filed anonymously, that is, without an identifying signature, if the complainant provides evidence or information leading to evidence to support an allegation of noncompliance.

Responsibilities of the District

We shall post a standardized notice, in addition to this notice, with educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly in Juvenile Court now enrolled in a school district.

The District advises complainants of the opportunity to appeal an Investigation Report of complaints regarding programs within the scope of the UCP to the Department of Education (CDE).

The District advises the complainant of civil law remedies, including injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

Copies of our UCP procedures shall be available free of charge.

For UCP Complaints Regarding State Preschool Health and Safety Issues Pursuant to Section 1596.7925 of the California Health and Safety Code (HSC)

In order to identify appropriate subjects of state preschool health and safety issues pursuant to Section 1596.7925 of the California *Health and Safety Code (HSC)* a notice shall be posted in each California state preschool program classroom in each school in our agency.

- The health and safety requirements under Title 5 of the California Code of Regulations apply to California state preschool programs pursuant to HSC section 1596.7925.

- Where to obtain a form to file a complaint: Complaint Forms can be obtained and complaints can be filed with the preschool program administrator or their designee.

The notice is in addition to this UCP annual notice and addresses parents, guardians, pupils, and teachers of (1) the health and safety requirements under Title 5 of the California *Code of Regulations* (5 CCR) that apply to California state preschool programs pursuant to HSC Section 1596.7925, and (2) Complaint Forms can be obtained and complaints can be filed with the preschool program administrator or their designee.

Contact Information

Complaints within the scope of the UCP are to be filed with the person responsible for processing complaints:

UCP Compliance Officer

Kimberly Dalton

Director of Human Resources

1515 Hughes Way, Long Beach, CA 90810

(562) 997-8108

kdalton@lbschools.net

Equity Compliance Officer

Steve Rockenbach

Director of Employee Relations

1515 Hughes Way, Long Beach, CA 90810

(562) 997-8222

srockenbach@lbschools.net

The above contact is knowledgeable about the laws and programs that they are assigned to investigate in LBUSD.

Uniform Complaint Procedures

The Uniform Complaint Procedures (UCP) process may be used for complaints alleging non-compliance of state and federal laws and regulations governing educational programs or discrimination. Not all complaints are within the scope of the UCP, even if they involve alleged violations of law. The issues that may involve filing a complaint under the UCP can be found in the LBUSD Annual Notice. Please refer to the Annual Notice to determine if your complaint meets the description of a UCP. Most parents'/guardians' concerns can be resolved informally with the school principal or with the assistance of the corresponding level office. If this is not possible, this form may be used to file a formal complaint. Complaints shall be filed no later than one year from the date the alleged violation occurred.

I. Complainant Contact Information

Name _____ Date _____

Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Email Address: _____

Please check: ☐ Parent/Guardian ☐ Student ☐ District Employee ☐ Other _____

II. Complaint information

School/Site _____ Date(s) of Incident(s) _____

The District will investigate, mediate, if necessary, and report to the complainant within 60 calendar days. The complainant has the right to appeal the final report to the California Department of Education within 30 calendar days of receiving the decision.

III. Subject of the Complaint (Check all that apply):

☐ Discrimination ☐ Harassment ☐ Intimidation ☐ Bullying

On the basis of protected group status as identified under Education Code Section 200 and 220, and Government Code Section 11135, including any actual or perceived characteristic, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics (check those that apply):

- | | | | | |
|--|--|--|--------------------------------------|---|
| ☐ Race | ☐ Color | ☐ Ancestry | ☐ Nationality | ☐ National Origin |
| ☐ Immigration Status | ☐ Ethnic Group ID | ☐ Ethnicity | ☐ Religion | ☐ Pregnancy |
| ☐ Parental Status | ☐ Disability | ☐ Medical Condition | ☐ Sex | ☐ Sexual Orientation |
| ☐ Genetic Information | ☐ Gender Identity | ☐ Gender Expression | ☐ Gender | ☐ Marital Status |

☐ Retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to the Uniform Complaint Procedure.

☐ Violation of law or regulation governing the following program(s):

- | | |
|--|--|
| ☐ Accommodations for Pregnant and Parenting Pupils | ☐ Adult Education |
| ☐ After School Education and Safety | ☐ Agricultural Career Technical Education |
| ☐ Career Technical and Technical Education; Career Technical; Technical Training Programs | |
| ☐ Child Care and Development | ☐ Compensatory Education |
| ☐ Consolidated Categorical Aid Programs ☐ Course Periods without Educational Content (grades 9-12) | |
| ☐ Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils of military families, pupils formerly in Juvenile Court now enrolled in a school district, pupils who are migratory and pupils participating in a newcomer program | |
| ☐ Every Student Succeeds Act | ☐ Migrant Education |
| ☐ Physical Education Instructional Minutes | ☐ LCAP |
| ☐ Reasonable Accommodations to a Lactating Pupil | ☐ Pupil Fees |
| ☐ Regional Occupational Centers and Programs | ☐ School Plans for Student Achievement |
| ☐ School Site Councils (SSC) | ☐ State Preschool |
| ☐ State Preschool Health and Safety Issues Exempt from Licensing | |

IV. Additional information

Please describe the specific nature of your complaint, in detail, including the date(s), name(s) of people involved in the complaint, and any information regarding previous meetings or discussions with the site or District personnel. You may attach additional pages as needed.

Whether or not you choose to use this form, your complaint ***must be submitted in writing*** to the District. You may submit your Complaint to any school or district office, or directly to the person below. All UCP complaints shall be filed not later than one year from the date the alleged violation occurred. Complaints alleging unlawful discrimination shall be initiated no later than six months from the date of the alleged discrimination or the date the complainant first obtained knowledge of the facts of the discrimination. Complaints will be investigated in a manner that protects the confidentiality of the parties to the extent necessary to conduct the investigation. The Board of Education prohibits retaliation in any form for the filing of a complaint or participation in the complaint procedure.

Return your complaint to:

UCP Compliance Officer
Kimberly Dalton
Director of Human Resources
1515 Hughes Way, Long Beach, CA 90810
(562) 997-8108
kdalton@lbschools.net

MEDICAL STATEMENT TO REQUEST SPECIAL MEALS AND/OR ACCOMMODATIONS

This form is for medical purposes only, not personal or religious preferences.

Please fill out completely and return to school cafeteria supervisor or email ChildNutrition@lbschools.net.

1. Name of Student:	2. Student ID #:	3. Date of Birth:	4. Grade Level:
5. School Name:	6. Meals Needed: ☐ Breakfast ☐ Lunch ☐ Supper/After School Program After School Program Name: _____		
7. Name of Parent or Guardian:	8. Phone Number of Parent/Guardian:	9. Email of Parent/Guardian:	
10. Description of Child or Participant's Physical or Mental Impairment Requiring a Special Meal or Accommodations:			
11. Explanation of Diet Prescription and/or Accommodation to Ensure Proper Implementation:			
12. Does the Student Need Food Texture Modifications? (if Yes, SELECT ONLY ONE; if No, leave blank): ☐ Chopped ☐ Ground ☐ Pureed			
13. Foods to be Omitted and Appropriate Substitutions: <u>Foods To Be Restricted</u> ☐ Fluid Cow's Milk ☐ Cheese ☐ Yogurt ☐ All Products with Traces of Dairy (Bread, Whey, etc.) ☐ Whole Eggs (Scrambled Eggs, Egg Patties, etc.) ☐ All Products with Traces of Egg (Waffles, Ranch, etc.) ☐ Gluten/Wheat ☐ Peanuts ☐ Tree Nuts ☐ Soy Beans (Edamame, Tofu, Soy Milk, etc.) ☐ All Products with Traces of Soy ☐ Seafood (Fish, Shellfish, etc.) ☐ Sesame ☐ Other (Please Specify): <u>Suggested Substitutions</u> ☐ Soy Milk			
14. Is the Food Allergy Life Threatening? ☐ Yes ☐ No		15. Adaptive Equipment to be Used:	
16. Signature of State Licensed Healthcare Professional*:	17. Printed Name:	18. Phone Number:	19. Date:

*For this purpose, a state licensed healthcare professional in California is a licensed physician, a physician assistant, nurse practitioner, or registered dietitian.

The information on this form should be updated to reflect the current medical and/or nutritional needs of the participant.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027 (PDF), found online at How to File a Program Discrimination Complaint 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, Mail Stop 9410 Washington, D.C. 20250-9410;
2. fax: 202-690-7442; or
3. email: Program.Intake@usda.gov.

This institution is an equal opportunity provider

INSTRUCTIONS

1. **Name of Child or Participant:** Print the name of the child or participant to whom the information pertains.
2. **Student ID #:** Print the child or participant's school identification number, if known.
3. **Date of Birth:** Print the date of birth of the child or participant.
4. **Grade Level:** Print the child or participant's grade level.
5. **School Name:** Print the name of the site where meals will be served.
6. **Meals Needed:** Indicate all the meals the child participates in at school. If child participates in an after-school program, print which program.
7. **Name of Parent or Guardian:** Print the name of the person requesting the child or participant's medical statement.
8. **Phone Number of Parent/Guardian:** Print the phone number of parent or guardian.
9. **Email of Parent/Guardian:** Print the email address of parent or guardian.
10. **Description of Child or Participant's Physical or Mental Impairment Requiring a Special Meal or Accommodations:** Describe how the physical or mental impairment restricts the child or participant's diet.
11. **Explanation of Diet Prescription and/or Accommodation to Ensure Proper Implementation:** Describe a specific diet or accommodation that has been prescribed by the state healthcare professional.
12. **Indicate Texture:** If the child or participant needs a modified food texture for medical reasons, select ONE option. All foods will be of selected texture. If the child or participant does not need modified food textures, skip to the next section.
13. **Foods to be Restricted:** Check or list specific foods that must be omitted (e.g., restrict fluid cow's milk).
Suggested Substitutions: List specific foods to include in the diet (e.g., soy milk).
14. **Is the Condition Life Threatening?** : Check "Yes" if the food allergy is life threatening or requires and Epi-pen. If the allergy is not life threatening, check "No".
15. **Adaptive Equipment to be Used:** Describe specific equipment required to assist the child or participant with dining (e.g., sippy cup, large handled spoon, wheel-chair accessible furniture, etc.).
16. **Signature of State Licensed Healthcare Professional:** Signature of state licensed healthcare professional requesting the special meal or accommodation.
17. **Printed Name:** Print name of state licensed healthcare professional.
18. **Phone Number:** Phone number of state licensed healthcare professional.
19. **Date:** Date state licensed healthcare professional signed form.

Citations are from Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act (ADA) of 1990, and ADA Amendment Act of 2008:

A person with a disability is defined as any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment.

Physical or mental impairment means (a) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory; speech; organs; cardiovascular; reproductive, digestive, genito-urinary; hemic and lymphatic; skin; and endocrine; or (b) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.
information on this form should be updated to reflect the current medical and/or nutritional needs of the participant.

Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

Major bodily functions have been added to major life activities and include the functions of the immune system; normal cell growth; and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

"Has a record of such an impairment" means a person has, or has been classified (or misclassified) as having, a history of mental or physical impairment that substantially limits one or more major life activities.

**Parent/Guardian's Form for Declining Participation
In the Child And Adult Care Food Program**

All child care facilities participating in the Child and Adult Care Food Program (CACFP) are required to offer meals to children in their care according to state and federal guidelines.

As a parent/guardian, you have chosen to decline the provider's or center's offered food and will furnish all food for your child. Return the original to your provider or center.

Child's Last Name	Child's First Name	School Sites
Parent/Guardian's Reason for Declining the CACFP		
Parent/Guardian's Signature		Date
		Date
Additional Comments		

Please keep a copy in the child's file and forward the original to the Nutrition Services Branch.

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 (AD-3027), found online at 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
- (3) E-mail: program.intake@usda.gov

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(562) 421-8210

CDC Policy: Celebrations

School staff shall encourage parents, guardians, or other volunteers to support the district's nutrition education program by considering nutritional quality when selecting any snacks, they donate for occasional class parties. Class parties or celebrations shall be held after the student's designated meal period (breakfast, lunch or snack). Each CDC site staff will determine an appropriate recognition for children's celebrations. This may include singing of songs, birthday hats, crowns, stickers etc. Whatever form of celebration is chosen, it should be the same for each child.

Treats may be served using the following criteria:

- As an instructional activity, the children and teacher may make a food treat served to all children, to honor the celebration.
- For safety reasons, no candles may be used.
- Parents may donate store bought unopened items to support the celebration. Homemade food items cannot be shared.
- To ensure equal treatment of all children, birthday celebrations will be recognized on a monthly basis not individually. Teachers will share the monthly dates for birthday celebrations.
- Religious and medical restrictions will be observed for each individual classroom/center.

Each center's staff will decide which celebrations will be observed in your child's classroom. The instructional time is extremely valuable and social activities should not take too much time away from the instructional time. For this reason, the number of celebrations will be limited to ensure that the instructional time met.

This center has decided to recognize the following celebrations:

- 1.
- 2.
- 3.

If you have any questions or concerns regarding these guidelines, please consult with the Coordinating Teacher assigned to your site.



Office of Child Development Centers

4400 Ladoga Ave Lakewood, CA 90713

(562) 421-8210 ♦ FAX (562) 496-3219

End of Year Celebrations CDC Policy

BACKGROUND

Each year the question is raised about “graduation” from Pre-School to Kindergarten. The Child Development Center program does not consider a graduation ceremony (with or without caps and gowns) an appropriate end-of-year activity for preschoolers. Therefore, LBUSD CDC does not allow graduation ceremonies in LBUSD CDC programs. This policy also aligns with the LBUSD Head Start program. We can provide end-of-year programming for all children that is developmentally appropriate and supported by our curriculum.

POLICY

Our pre-school program is the start to our student's educational journey. We have based our policy about preschool graduation ceremonies on solid research into appropriate and meaningful end-of-year experiences for four-year-olds. Sound early childhood education curricula and child development theories stress the importance of children's active involvement. The field of child development has evolved to recognize that developmentally appropriate hands-on experiences can be more meaningful for young children than adult-centered activities. Graduation is a culminating activity celebrating successful completion of a course of study. It is premature to celebrate graduation from preschool, when in fact, children have just started their educational journey. Teachers and families can use some simple ideas to achieve the same goal celebrating children's accomplishments and supporting them as they move on to the next class or school.

EXAMPLES OF APPROPRAITE ACTIVITIES:

- Picnic-Store Bought Foods Only
- Game Day
- Special Class Program/Concert
- Certificate Distribution
- Scrap Book Party
- T-shirt Decorating
- Field Trip to Local Park
- Pizza Party
- Ice Cream Social



OFFICE OF CHILD DEVELOPMENT CENTERS

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POSSESSION OF CELLULAR PHONES AND OTHER PERSONAL ELECTRONIC SIGNALING DEVICES AT THE CHILD CARE CENTER

Students may possess or use personal electronic signaling devices, including but not limited to cellular telephones, iPads, electronic wrist bands.

Permitted devices shall:

1. Be turned off during the time the student is at the center and kept in backpack and at any other time directed by a district employee.
2. Not disrupt the educational program or center activity. If a disruption occurs, the employee shall direct the student to turn off the device and/or confiscate it. If a school employee finds it necessary to confiscate a device, he/she may either return it at the end of the day or keep it until the Coordinating Teacher/Teacher has consulted with the student's parent/guardian. A student who violates this policy may be prohibited from possessing a personal electronic signaling device at the center or school related events.

In the event of an immediate emergency, parents can call the center directly at _____ and ask to speak with center staff or the student if necessary.

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health related purposes. (Education code 48901.5)

Name of Center: _____ Date: _____

Child's Name: _____

Parent/Guardian's Name: _____ Signature: _____



Business Department - Business Services

Operations Branch

Integrated Pest Management Coordinator

Long Beach Unified School District Integrated Pest Management Plan (IPM)

Contacts

Long Beach Unified School District - Operations Branch

School District Name

2425 Webster Ave., Long Beach, CA 90810

Address

Jose A. De La Mora

District IPM Coordinator

562-997-7551

IPM Coordinator's Phone Number

jdelamora@lbschools.net

Email Address

IPM Statement

It is the goal of the Long Beach Unified School District to implement IPM by focusing on long-term prevention or suppression of pests through accurate pest identification, by frequent monitoring for pest presence, by applying appropriate action levels, and by making the habitat less conducive to pests using sanitation and mechanical and physical controls. Pesticides that are effective will be used in a manner that minimizes risks to people, property, and the environment, and only after other options have been shown ineffective.

Pest Management Objectives

Recognizing that the health and safety of students and staff is our first priority, our objective is to focus on long-term pest prevention in order to maintain a safe and productive learning environment for all. Pest management will be achieved by following integrated pest management procedures which call for the most appropriate and least-hazardous method of control. Effective sanitation shall be enforced and buildings regularly cleaned and repaired in order to prevent infestations, minimize the use of pesticides, and eliminate the need for routine applications.

IPM Team

Name of Team Member	Title/Role in IPM Program
Jose De La Mora	Director - Operations Dept.
David Van Westerhuyzen	Director - Maintenance Dept.
Dr. Elio Mendoza	Principal, EPHS
Barbara Palafox	Executive Secretary, Office of School Support Services
Roberto Vidal	Community Liaison
Everardo Avila	Pest Control Technician
Ninski Menchavez	Building Maintenance Worker

Pest Management Contracting

✓	Pest management services are contracted to a licensed pest control business Pest Control Business Name: Animal Pest Management; Orkin
✓	Prior to entering into a contract, the school district has confirmed that the pest control business understand the training and requirement and other requirements of the Healthy Schools Act.

Pest Identification, Monitoring, and Inspection

- Pest identification is done by: LBUSD Pest Control, LB Health Dept., LA County Greater Vector Control, LA County Health Department, and Target Specialty Products.
- Monitoring and inspecting for pests and conditions that lead to problems are done regularly by: LBUSD Grounds Dept., Custodial Services, Maintenance, and Pest Control staff and results are communicated to the IPM Coordinator.
- Specific information about monitoring and inspecting for pests, such as locations, times, or techniques include:
 - Site reports area of concern via the work order system.
 - Area reported is inspected to determine the routes of entry and the threshold level of pests.
 - Plan for taking care of the concern is developed.
 - Grounds, custodial, and maintenance staff will begin exclusion activities and pest monitoring tools and apply non-toxic products if necessary.

Pests and Non-Chemical Management Practices

This school district has identified the following pests and routinely uses the following non-chemical practices to prevent pests from reaching the action level.

Pest	Remove Food	Fix leaks	Seal cracks	Install barriers	Physical removal	Traps	Manage irrigation	Other
Roaches	✓	✓	✓	✓	✓	✓		Seal openings, cracks and crevices
Mice	✓	✓	✓	✓	✓	✓		Repair faulty plumbing. Seal electrical conduit and open outlets. Seal openings larger than ¼ inch.
Rats	✓	✓	✓	✓	✓	✓		Repair faulty plumbing. Seal electrical conduit and open outlets. Seal openings larger than ¼ inch.
Ants	✓	✓	✓	✓	✓		✓	Avoid excessively dry or soggy turf. Trim overgrown trees and shrubbery. Remove trees and shrubbery infested with pests.
Termite		✓		✓	✓		✓	Remove and replace any wood members infested with termites whenever possible and economically feasible.
Unwanted vegetation					✓		✓	Implement use of weed cloth and mulch where applicable

Chemical Pest Management Practices

If non-chemical methods are ineffective, the school district will consider pesticide use only after careful monitoring indicates that they are needed according to pre-established action levels and will use pesticides that pose the least possible hazard and are effective in a manner that minimizes risks to people, property, and the environment.

This school district expects the following pesticide (pesticide products and active ingredients) to be applied during the year. This list includes pesticides that will be applied by school district staff or licensed pest control business.

Landscape

Name of Pesticide (Common Name)	Active Ingredients	Safety Level
AquaCap	N-(1-ethylpropyl)-3, 4-dimethyl-2, 6-dinitrobenzenamine	Caution
Atrimmec	Dikegulac-sodium	Caution
Drive XLR8	Dimethylamine salt of quinclorac: 3, 7-dichloro-8-quinolinecarboxylic acid	Caution
Fusilade II	Fluazifop-P-butyl, Butyl®-2[4-[[5-trifluoromethyl]-2-pyridinyl]oxy]phenoxy]propanoate	Caution
Mosquito Dunks	Bacillus thuringiensis subspecies israelensis solids, spores and insecticidal toxins	Caution
Pro Spreader Activator	Alkyl phenol ethoxylate, isopropanol, and fatty acid	Caution
SedgeHammer	Halosulfuron-methyl	Caution
Sluggo	Iron Phosphate	Caution
SpeedZone Southern	2,4-D,2-ethylhexyl ester; Mecoprop-p acid; Dicamba acid; Carfentrazone-ethyl	Caution

Structural

Name of Pesticide (Common Name)	Active Ingredients	Safety Level
CB-80	Piperonyl Butoxide, Pyrethrins	Caution
D-Force HPX	Deltamethrin	Caution
Essentria IC-3	Rosemary Oil, Geraniol, Peppermint Oil	Caution
Fastrac All Weather Blox	Bromethalin	Caution
Fastrac Pellets	Bromethalin	Caution
Microcare	Piperonyl Butoxide, Pyrethrins	Caution
P.T. P.I.	Prescription Treatment, Pyrethrins, a botanical insecticide, Piperonyl butoxide, technical	Caution
Suspend SC	Deltamethrin	Caution
Termidor SC	Fipronil	Caution
VectorLex WSP	Bacillus sphaerica 2362	Caution
P.T. Wasp Freeze II	Prescription Treatment d-trans Allethrin, Phenothrin	Caution

Healthy Schools Act

✓	This school district complies with the notifications, posting, recordkeeping, and all other requirements of the Healthy Schools Act (Education Code Section 17608 – 17613, 48980.3; Food & Agricultural Code 13180 – 13188)
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Training

School district employees who make pesticide applications annually receive the following training prior to pesticide use:

✓	Pesticide specific safety training (Title 3 California Code of Regulations 672.4)
✓	School IPM training course approved by the Department of Pesticide Regulation (Education Code Section 16714; Food & Agricultural Code Section 13189.5)

Submittal of Pesticide Use Reports

✓	Reports of all pesticides applied by school district staff during the calendar year, except pesticides exempt* from HSA recordkeeping, are submitted to the Department of Pesticide Regulation at least annually, by January 30 of the following year, using the form provided at www.cdpr.ca.gov/schoolipm . (Education Code 16711)
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Notifications

The school district has made this IPM plan publicly available by the following methods:

✓	This IPM can be found online at the following address: www.lbschools.net > A-Z Index > in the sections for Operations, Grounds, Healthy Schools Act, Pest Management, and Integrated Pest Management.
✓	This IPM is sent out to all parents, guardians, and staff annually

Review

✓	This IPM plan will be reviewed (and revised, if needed) at least annually, to ensure that the information provided is still true and correct.
	Revise By: June 2025

I acknowledge that I have reviewed this school district's IPM Plan and it is true and correct.

Signature: 
Jose A. De La Mora, IPM Coordinator

Date: May 24, 2024

* These pesticides are exempt from all Healthy Schools Act requirements, excepting training requirements: 1) product used in self-contained baits or traps; 2) gels or pastes used as crack and crevice treatments; 3) antimicrobials, and 4) pesticides exempt from U.S. EPA registration (Education Code Section 17610.5)

Approved by:



Alan Reising
Business Services Administrator



EFFECTS OF LEAD EXPOSURE

Children 1-6 years old are the most at risk for lead poisoning.

- Lead poisoning can harm a child's nervous system and brain when they are still forming, causing learning and behavior problems that may last a lifetime.
- Lead can lead to a low blood count (anemia).
- Even small amounts of lead in the body can make it hard for children to learn, pay attention, and succeed in school.
- Higher amounts of lead exposure can damage the nervous system, kidneys, and other major organs. Very high exposure can lead to seizures or death.

LEAD POISONING FACTS

- Buildup of lead in the body is referred to as lead poisoning.
- Lead is a naturally occurring metal that has been used in many products and is harmful to the human body.
- There is no known safe level of lead in the body.
- Small amounts of lead in the body can cause lifelong learning and behavior problems.
- Lead poisoning is one of the most common environmental illnesses in California children.
- The United States has taken many steps to remove sources of lead, but lead is still around us.

IN THE US:

- Lead in house paint was severely reduced in 1978.
- Lead solder in food cans was banned in the 1980s.
- Lead in gasoline was removed in the early 1990s.



LEAD IN TAP WATER

The only way to know if tap water has lead is to have it tested.



Tap water is more likely to have lead if:

- Plumbing materials, including fixtures, solder (used for joining metals), or service lines have lead in them.
- Water does not come from a public water system (e.g., a private well).

To reduce any potential exposure to lead in tap water:

- **Flush the pipes in your home**
Let water run at least 30 seconds before using it for cooking, drinking, or baby formula (if used). If water has not been used for 6 hours or longer, let water run until it feels cold (1 to 5 minutes.)*
- **Use only cold tap water for cooking, drinking, or baby formula (if used)**
If water needs to be heated, use cold water and heat on stove or in microwave.
- **Care for your plumbing**
Lead solder should not be used for plumbing work. Periodically remove faucet strainers and run water for 3-5 minutes.*

- **Filter your water**

Consider using a water filter certified to remove lead.

WARNING! Some water crocks have lead. Do not give a child water from a water crock unless you know the crock does not have lead.



(*Water saving tip: Collect your running water and use it to water plants not intended for eating.)

- For information on testing your water for lead, visit the Environmental Protection Agency at their [website](#) or call (800) 426-4791. You can also visit the California Department of Public Health's website at www.cdph.ca.gov.



POTENTIAL SOURCES OF LEAD

- Old paint, especially if it is chipped or peeling or if the home has been recently repaired or remodeled
- House dust
- Soil
- Some imported dishes, pots and water crocks. Some older dishware, especially if it is cracked, chipped, or worn
- Work clothes and shoes worn if working with lead
- Some food, candies and spices from other countries
- Some jewelry, toys, and other consumer products
- Some traditional home remedies and traditional make-up
- Lead fishing weights and lead bullets
- Water, especially if plumbing materials contain lead

SYMPTOMS OF LEAD EXPOSURE



Most children who have lead poisoning do not look or act sick. Symptoms, if any, may be confused with common childhood complaints such as

stomachache, crankiness, headaches, or loss of appetite.



A blood lead test is free if you have Medi-Cal or if you are in the Child Health and Disability Prevention Program (CHDP). Children on Medi-Cal, CHDP, Head Start, WIC, or at risk for lead poisoning, should be tested at age 1 and 2. Health insurance plans also will pay for this test. Ask your child's doctor about blood lead testing.

For more information, go to the California Childhood Lead Poisoning Prevention Branch's [website](#), or call them at (510) 620-5600.

The information and images found on this publication are adapted from the California Department of Public Health Childhood Lead Poisoning Prevention Program.

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