CARMEL CHILD DEVELOPMENT CENTER

at Carmelo School
8460 Carmel Valley Road
Carmel, CA 93923



Parent HANDBOOK

Carmel Unified School District
Carmel Child Development Center at Carmelo

PROGRAM PURPOSE AND PHILOSOPHY

Program Purpose

1. To provide a developmentally appropriate preschool program for children aged birth to 6 years in an atmosphere which promotes active learning, exploration, and opportunities for decision making.
2. To serve the community by providing affordable, quality childcare in a safe and nurturing environment on a full-day, ten-month basis, August-May.

Program Philosophy

The Carmel Child Development Center (CCDC) provides a safe and nurturing environment while offering a developmentally appropriate program designed to develop each child's critical thinking, sense of competence and positive feeling toward learning. We believe children are active learners who learn best from activities that are concrete, real and relevant to their lives. Our program is based on the premise that children learn about the world through their social interactions. Children are encouraged to be active participants in discussions and explorations with the class.

Children flourish in an atmosphere that encourages freedom within boundaries. Routines and limits provide the child with security when they are defined, understood and consistent. We believe multicultural and anti-bias curriculum experiences enrich the lives of all children by encouraging acceptance and appreciation of our similarities and differences. The program refrains from religious instruction and worship.

We draw upon the fundamental beliefs of the Reggio Emilia Approach to early childhood education, including a great respect for children and their competence. There is teacher mindfulness regarding: an aesthetically pleasing environment with authentic materials; meaningful conversations with children; an emergent curriculum which reflects the interests of our families and community; and documentation and visibility of children's work.

Carmel Child Development Center Frameworks and Curriculum

The California Department of Education (CDE), Early Education Division (EED), uses the Desired Results System to improve program quality in early care and education programs across the state and align curriculum with Common Core. The Desired Results System consists of 6 Desired Results, program standards and assessment tools. The assessment tools consist of a developmental profile (DRDP) to measure children's progress towards the Desired Results, an environment rating scale (ECERS) to assess the learning environment, and a family survey to assess family's progress towards the Desired Results for Families. The CDE publishes and requires programs to base curriculum upon the CA Preschool Learning Foundations and CA Preschool Curriculum Framework to assure program quality. All state preschools use the Desired Results System.

The Teaching Pyramid approach provides a systematic framework that promotes social and emotional development, provides support for children's appropriate behavior, prevents challenging behavior, and addresses problematic behavior. The West Ed Center for Child and Family Studies offers comprehensive professional development packages for infant/toddler, preschool, and early elementary educators. West Ed's Teaching Pyramid is based on evidence-based practice originally developed by the Center on the Social Emotional Foundations in Early Learning (CSEFEL),

authorized by California Department of Education (CDE), and aligned with California's Preschool learning foundations and curriculum framework.

Tools of the Mind curriculum focuses on the development of Self-Regulation skills in preschool age students. It teaches proactive, positive classroom management techniques, mathematics and science activities, literacy development, and developing and sustaining mature make-believe play for preschool aged students.

Reggio Emilia philosophy as a professional learning community supports one another as we examine and reflect on the reciprocity between theory and daily practice in the classroom. We incorporate last year's staff development focus into daily practice. Our teaching is intentional and based on documentation. The philosophy is rooted in the pedagogy of listening, the umbrella under which we teach respect and recognition of children's competence. We understand that children learn from their interactions with adults, peers, and materials, thus they have the right to access opportunities to do so. We value meaningful conversations which promote critical thinking skills; open-ended questions; "wonder out loud".

Student Assessments

Teachers use the "Desired Results Developmental Profile" (DRDP) as an on-going assessment tool. This developmentally appropriate tool has been developed by the Child Development Division of the California Department of Education. Assessments support children's learning, using a variety of methods such as observations, anecdotal notes, photos, work samples, and rating scales which are collected in a portfolio. Assessments obtain information on all areas of children's development and learning, including cognitive skills, language, social-emotional development, approaches to learning, health, and physical development (including self-help skills). The variety of assessment methods are sensitive to and informed by family culture, experiences, children's abilities and disabilities, and home language; are meaningful and accurate; and are used in settings familiar to the children. The first assessment is completed within 60 calendar days of enrollment and every 6 months thereafter.

Five fundamental purposes of appropriate assessment practices for young children are:

1. To provide teachers feedback on their teaching practices and to help teachers plan developmentally appropriate curriculum and environment for their students.
2. To document children's growing competencies, interests and needs.
3. To help parents understand their children's developing skills and abilities, and to guide parents in providing experiences that will most effectively supplement teachers' efforts.
4. To arrange for developmental screening and referral for diagnostic assessment when indicated.
5. To plan program improvements.

In addition to the DRDP, teachers in the 4-year-old wing assess the students in pre-literacy skill development. Three benchmark assessments are completed in September, December, and March.

Parent/Teacher conferences with written reports are offered twice a year, October and April. At that time, teachers share the portfolios with parents and the assessment process.

Anti-Bias Philosophy and Education

The fundamentals of our anti-bias philosophy and goals of our anti-bias education are:

- To foster a positive self-identity within the context of a group identity.
- To facilitate knowledgeable, empathic interactions with people who are different from oneself.

- To foster critical thinking about bias.
- To help children stand up for themselves and others in the face of bias.

An anti-bias philosophy is integral to all aspects of daily classroom life to help children develop positive attitudes about differences. Preschool teachers:

- Create physical environments that include images of all our children, children of all races, working people of all genders and ages.
- Provide books and toys of similar diversity.
- Consider gender biases and strive to eliminate them.
  a. Teachers offer girls as much physical freedom or use of large motor equipment as they offer boys:
  b. They allow boys freedom to express feelings.
  c. They do not automatically help more often or do more for the girls than the boys.
  d. They are careful not to compliment girls more on appearance and boys on achievement.
  e. They intervene in children's conversations, such as "Girls can't play with that."
- Consider and respect individual learning styles.
- Provide activities which are developmentally appropriate for the children in their classrooms.

Days and Hours of Operation

CCDC is open ten months during the year, following the CUSD School Calendar with four days added at the beginning of the school year and one in January. We are open from 7:00 a.m. until 6:00 p.m. daily.

Contracted Days for the Preschool (2 years to turning 4 after September 2nd of current school year):

Options for enrolling are:
Five days per week.
Three days per week (Monday/Wednesday/Friday); or
Two days per week (Tuesday/Thursday).
You can opt for half days or full days. The half-day program ends promptly at 12:30 p.m.

Contracted Days for UPK students (Turns 5 between September 2, 2026 and September 1, 2027):

Enrollment requires a Monday-Friday schedule. There are no partial week schedules available.

Fees: There is a non-refundable annual registration fee of $100.00 per student. UPK only, and students with CSPP funding are exempt from the registration fee. Payment and registration packet for next year are due in April, for returning students. A 30-day notice is required for a change of contract or withdrawal from the program. You are responsible for the appropriate tuition during the 30 days.

CSPP: Carmel Unified School District receives state funding to provide free or reduced rate Preschool and childcare to families whose income and needs meet the eligibility criteria set by the State of California. Children must be at least three years old by December 2nd of the current school year to qualify or may receive funding after their 3rd birthday. Please call the school at 624-8047 for more information.

Tuition: Tuition is based on an annual cost depending on your schedule. Please see the rate chart. Payment is divided into ten equal amounts paid over ten months (August through May). In the case of separate households, only one parent will contract for payment of tuition and fees. Payment

information will not be given to the other parent. **If your monthly payment is late three times, we reserve the right to cancel your contract.**

Tuition Due Date: All tuition is due in advance. You can sign up for courtesy email reminders. Tuition is due on the **25th** of the month before service regardless of whether you receive your email or not. Checks will not be deposited before the 1st of the tuition month. If payments are not received by the 25th of the month, they are considered late, and you will be charged a $15.00 per child late fee. If the 25th falls on a weekend or holiday, payment is due the preceding workday. If payment is not received before the 1st of the month of service, you will be charged an additional $15.00 late fee, for a total late fee amount of $30.00 per child. *All due dates and late fees will be strictly enforced.* Past due accounts will be billed after a late fee has been added. You will be charged an additional $15.00 fee for any balance still payable as of the 10th of the month. *Your contract will be canceled for non-payment of fees or delinquent payments*. Delinquent accounts will be sent to a collection agency. **Tuition may be requested early in some months if there are holidays that limit our time available for processing.**

Additional Days: Additional days may be added during the year on a space-available basis. Rates are **$85.00** to add a full day and **$60.00** to add a half-day from July 1 through June 30 of the current year. Payment is due in advance. **This does not apply to CSPP students.**

Attendance: All children are encouraged to be here by 9:00 a.m. to participate in the morning program. We ask that a call is made to the office at 624-8047 before 9:00 a.m. if your child will not be attending on his/her scheduled day. Please state the specific illness or reason that your child will not be attending. There will be no adjustment in tuition for absences.

Refund Policy: There will be no credits, trading of days, or refunds for days your child is not in attendance. This includes days you take off for illness, family vacations, days we are closed due to the forces of nature, etc.

Returned Check: A service charge of $45.00 will be billed for a returned check. You must pay for the returned check and fee by money order. All future payments must be paid by cash, certified check, or money order. This is a CUSD policy, and no exceptions will be made.

Delinquent Fee Payment Plan: Family fees are due in advance of service and considered delinquent if not paid by the 5th of the month. If an account is delinquent past this date an installment repayment plan will be made directly between the family and the bookkeeper. This plan will outline a plan for a payment in whole or a portion of the past due amount to be made on an agreed upon schedule.

Cancellation and Changing of Contract: If you request to change your contracted days a 30-day notice is required. Rates and terms are subject to change if the school calendar is changed or an error is discovered. We will give you a 30-day notice if rates are to be increased.

Confidentiality of Records: A variety of records are maintained on children enrolled in Child Development Center programs; developmental profiles, health information, etc. Parents are advised that either parent may request a parent conference to review her/his child's records. However, records related to the parent's eligibility and support services provided to the parent, such as sign-in sheets, a record of payment, information gathered to determine eligibility for a subsidy, or social service referrals will not be released to the non-contracted parent unless requested by a valid subpoena. Furthermore, all confidential

records may be shared with CUSD personnel only and will not be shared with outside agencies or individuals without consent from legal parents/guardians.

Statement of Confidentiality

We shall maintain confidentiality and shall respect the family's right to privacy, refraining from disclosure of confidential information and intrusion into family life. Although the content of the file is confidential, it is immediately available to administrators or teaching staff who have consent from a parent or legal guardian for access to records, the child's parents or legal guardian, and regulatory authorities.

- No optional or supplementary services are offered.
- The Department of Social Services Licensing has the right to interview children and staff and review all files at any time.
- District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics.
- This program refrains from religious instruction or worship.
- We welcome the enrollment of children with exceptional needs.

OPERATIONAL POLICIES

Arrival and Departure

The person who delivers your child to school or picks your child up from school must come into the classroom and sign the official log, this is a licensing regulation and is for your child's safety. The person delivering your child must also contact a teacher before leaving for a health check. Likewise, the person picking your child up must inform a teacher of their departure in addition to signing out on the log. Persons dropping off and picking up children must use a complete signature on the log. Final departure times are 12:30 and 6:00. Please arrive at least 10 minutes before ensuring a timely departure.

The official log is extremely important; please do not forget to sign your child in and out each day. This log is NOT for children to sign or write on. Check in with a teacher verbally before signing in and out your child. A teacher needs to have an accurate record of how many, and which children are present at any time in case of emergency. The same teacher who greeted your child in the morning may not be present in the late afternoon. If any child is not signed out, the teacher must ask, search, or somehow determine whether he/she has indeed gone home safely.

Per licensing requirements, siblings are required to stay within arm's length of parents during drop off and pick up and are not allowed to play in the classroom or on the playground. Infants & children enrolled in rooms 1 - 3 may not play in the older wing yards.

Late Pick-up:

Any child who is left at any Carmel Unified School District Child Development Program beyond 6:00pm (12:30 for half day children) will be considered LATE. The half day program ends at 12:30 pm, even if you are on the premises. If your child is picked up after 12:45 you will be assessed a full afternoon fee.
If your child is here past 6:00 pm, we will follow the procedure listed below.

1. Call you home.
2. Call your work.
3. Call the individuals listed as emergency numbers on your child's card.
4. Call the Monterey County Sheriff's Department if we are unable to contact a responsible party.
5. The following LATE FEES will apply to cover staff overtime costs, **no warning will be given for pickup after 6:00 pm, you will be charged:**

6:01 pm to 6:14 pm	$25.00
6:15 pm to 6:29 pm	$50.00
After 6:30 pm call the Sheriff and charge	$75.00 plus $1.00 per minute

IF A PARENT/GUARDIAN IS LATE 3 TIMES, THE CHILD WILL BE DROPPED FROM THE PROGRAM.

Parents/Guardians must sign (electronically online registration) that they have read the **Late Policy** and agreed to its terms. Parents/guardians are responsible for informing anyone (ie: ex-spouses, family members, babysitters, etc.) who might be picking their child up from school about the Late Policy and the seriousness of its consequences.

Emergencies

You will be asked to fill out an Emergency Card as part of your Pre-registration packet. This card is kept in a special box in the office, and the staff will use it when necessary, to notify you in an emergency. Please take the time to fill out both sides of the card thoroughly. On the Emergency Card, you must list other adults we can notify in case of an emergency, as well as any other adults who are authorized to pick your child up from school. No child will be released to a person who is not authorized on the Emergency Card. If you change physicians, phone number(s) or individuals to contact in an emergency it is essential that you notify the CCDC secretary so that she can update the card. We have each family fill out a new Emergency Card at the beginning of each new school year to ensure that we have current information.

CCDC has regular fire and earthquake drills throughout the year. We have teacher representatives on the school district's Emergency Preparedness Committee, and our staff has CPR and First Aid training every two years.

Site Visit

Site Visits include a tour of the facility, an introduction to available staff, a brief observation time in the child's classroom, a discussion about admission requirements (paperwork, financial, and program) and a review of policies and procedures.

Behavioral Expectations

Listed below are some rules regarding safety and property for preschool children. Our goal at Carmelo is to help children understand how their behavior contributes to the formation of relationships with teachers and classmates, their ability to solve problems, and to experience success at school. It is the task of the teachers to teach children appropriate social behavior at school. The teachers may access support from the school district's school psychologist when necessary.

- Children are expected to transition through daily routines cooperatively.
- Children will be expected to rest quietly during nap time.
- Children are expected to follow the directions provided by a teacher.
  Example: "Walk in the classroom," "Keep the paint at the easel."
- Children are expected to touch teachers and classmates in a gentle, respectful manner.

- On-going incidents of physical acts that inflict harm on others may result in observations by and consultation with the school district psychologist to develop a positive behavior plan.
- Children are expected to use language that is respectful and friendly to others.
- On-going use of language that is considered vulgar, hurtful, or inappropriate, may result in observations by and consultation with the school district psychologist to develop a positive behavior plan.

Discipline

Children participating in an active learning environment develop a sense of personal control (self-regulation) and self-discipline. Teachers encourage children to use their words to solve disagreements. Teachers set clear expectations for the children and use positive redirection. They explain logical consequences and use positive language. Teaching staff never use corporal punishment such as shaking or hitting and do not engage in psychological abuse or coercion. Neither threats or derogatory remarks, nor withholding food is ever used as a form of discipline.

If there is an on-going problem with a child's behavior the teacher will meet with the parent and the site director privately. A conference with the psychologist, teacher and parent will be arranged to develop a positive behavior support plan, if necessary.

Occasionally disenrollment occurs when a parent's or child's needs cannot be met. After following our "Procedures for Addressing Challenging Behaviors at School" We reserve the right to disenroll any child who presents a risk to the health or safety of other children or staff, or any child whose needs cannot be met in our program. Refusal or inability to follow our policies may also result in disenrollment.

Outside Playground Expectations:

1. Only adults are allowed to open any and all doors and gates.
2. Per licensing requirements, siblings are required to stay with parents during drop off and pick up and are not allowed to play in the classroom or on the playground.
3. Children must tell a teacher when they need to leave the play area to go to their cubby, water fountain, bathroom, or to greet family members.
4. The playground is age appropriate for children that are enrolled in each wing.
5. The tire swing is closed unless a teacher is present.
6. Younger wing children will be supervised while using the bathroom.
7. All food must be eaten while sitting down in a chair or on a bench.

Inside Behavior Expectations:

1. Children must always be supervised by an adult. When a family member leaves, children must be with a teacher and never left in a classroom alone.
2. Per licensing requirements, siblings are required to stay with parents during drop off and pick up and are not allowed to play in the classroom or on the playground.
3. Children are expected to use gentle touches and words with people and materials.
4. When children arrive at school each day, they must wash their hands.
5. All food must be eaten while sitting down in a chair or on a bench.
6. Children will walk in the classrooms.

Property

All classroom materials and personal property are to be respected and handled with care. If a child uses materials in a destructive or inappropriate manner, he/she may lose the privilege of using the materials and be directed to choose a different activity.

Outdoor Policy

Outdoor play is an essential part of our daily curriculum, as weather permits. It is important for parents to provide the appropriate clothing, shoes, and outerwear for the weather conditions.

Children should wear clothing that is dry and layered for warmth in cold weather. In warm weather, children often participate in water play activities outside. There are both shady and sunny areas of the playground. Children are also encouraged to get plenty of drinks to replenish body fluids. Parents are encouraged to provide sunscreen or sunblock with UVB and UVA protection of SPF 15 or higher to apply to exposed skin. Parents apply sunscreen before children arrive at school. Teachers will reapply as needed (only with written parental permission to do so) on hot, sunny days in the afternoon.

Nut Free Campus Possibility

Occasionally, there are students enrolled at Carmelo School that have a life-threatening allergic reaction to peanuts and other nuts. It is extremely important that these children do not eat nuts, or anything made with nuts. This means that all classrooms at Carmelo, including the Infant Room, Preschool, Transitional Kindergarten, and Office areas will be totally NUT FREE ZONES.

FOR THE 2026/27 SCHOOL YEAR CARMELO WILL BE A NUT FREE CAMPUS

Thank you for your cooperation in making the school environment safe.

Appropriate Conduct: We always strive to maintain a warm, nurturing environment in which children feel welcome, comfortable, and have the opportunity to see adults modeling appropriate behavior. Accordingly, all parents on the premises or participating in any program activities must engage in proper conduct on the premises and our program, including but not limited to, requiring parents to leave the premises in the event of inappropriate behavior including but not limited to profane language, threats, yelling or physical contact.

Occasionally disenrollment occurs when a parent's or child's needs cannot be met. We reserve the right to dis-enroll any child who presents a risk to the health or safety of other children or staff, or any child whose needs cannot be met in our program after we have followed all steps of our procedures for addressing challenging behaviors. Refusal or inability to follow our policies including our Health Policy may also result in disenrollment.

Snacks: Nutritious snacks are provided to all students in the morning and afternoon. We will make reasonable accommodations for dietary restrictions.

Nutrition/Lunch

We serve a mid-morning and mid-afternoon snack each day. Children and teachers eat together at the picnic tables or inside the classroom. It provides an opportunity for conversation in a relaxed atmosphere while sharing nutritious food. The food groups are all represented in the various snacks throughout the day and week. Sometimes snack involves a cooking project.

Children may bring their own lunch to school; however, a hot lunch may be provided through CUSD at no charge. **Lunches must be ordered by 9:00am to receive free school district lunches.** If school lunch is provided, no food from home will be served. Applications can be obtained from the CCDC secretary and must be submitted to CUSD Nutrition Services. All food brought from home should be labeled with the child's name. Please use ice packs to keep any lunch items cool, as lunches are stored in the children's cubbies.

At lunch time, children and teachers eat together. This provides another occasion for teachers to engage children in conversation. Food is not shared. We stress that Mom or Dad pack the lunch in reusable containers they want their own child to eat. It is a good idea to keep lunch small. Please avoid sweetened foods and beverages.

Starting your kids off right by packing school lunches with nutritious foods that taste good will help them to establish healthy eating habits for life. Information on USDA's guidelines and serving sizes are available upon request.

Classroom Hours

Carmelo is open from 7:00am to 6:00pm. Please wait outside of the school until 7:00 am. Classrooms and play structures which are not being supervised by Carmelo Staff will be off-limits to students and families. We appreciate your support and commitment in ensuring our facilities are safe and secure.

Per licensing requirements, siblings are required to stay with parents during drop off and pick up and are NOT allowed to play in the classroom or on the playground.

Parking

Please note our **5 M.P.H. speed limit sign** posted at the entrance to our parking lot. Remember to drive in slowly and pull out carefully. **The parking spots along the grass closest to the front of the school are reserved for you so that you don't have to walk your children across the parking lot. Always hold your child's hand when going to and coming from your car. Please don't let him/her run ahead of you. He/she might inadvertently run in the back of a car that is starting to back out. If you will be standing in or by the parking lot talking with other adults, please either hold your child's hand or make sure he/she is already seated safely in the car with the doors closed.**
Please make sure the GATE is latched behind you. Please do not teach your child to open the gates. Only adults should open gates and doors. There is also parking available in the back of our school. This lot is accessed off Schulte Road, turn in at Carmel Valley High School and drive through to the back of our school.

Your child's safety is our number one concern so please take extra care as you come and go at CCDC.

Grievance Procedure

If a parent has a concern or problem of any type with the program, environment, philosophy, or related issues, it is vital that it be discussed and resolved to the satisfaction of all parties.

a. Parents should first address their concern to their child's teacher.

b. If the concern is not resolved by the teachers or does not relate to the teachers' responsibility, the parent should voice that concern to the Child Development Program Director, Gina Wolcott.

c. If the concern is not resolved by the Director, the parent should contact the Program Administrator, at the District Office, 624-1546 x2010

d. If the concern is not resolved by the district administration, the parent should contact CA Dept. of Education following the procedure outlined on the back of the Notice of Action.

Equal Access:

District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation, or the perception of one or more of such characteristics.

Health Policy

In the school environment where there are many children, illnesses can be easily transmitted from child to child. While we want children to attend school as consistently as possible, it is extremely important to avoid exposing classmates and staff to infectious illnesses. For some of our students and staff with chronic medical conditions, a common illness can cause serious complications.

Teachers are required to do a brief health inspection of each child daily upon arrival. Children who show signs of illness or infection will not be admitted for the day. Parents must come immediately or make arrangements for the child to be picked up if he/she becomes ill during the day.

Please keep your child home if he/she has any of these symptoms:

- **Fever of 100.4 degrees or above (must be free of a fever for at least 24 hours before returning without the use of fever-reducing medication).**
- **Nasal discharge** that is profuse
- **Pink eye (**inflamed red eyes or any eye discharge)
- **Skin rash/sores,** if there is a concern for contagious disease, contact your healthcare provider
- **Diarrhea** within a 24-hour period regardless of cause/frequency
- **Vomiting** within a 24-hour period regardless of cause/frequency
- **Earache** if fever is present and/or pain prevents participation
- **Relentless Cough** not relating to underlying chronic condition such as asthma

All children must be free of these symptoms before returning to school.

If you or your child contracts a **communicable disease** such as ***chicken pox, scabies, ringworm, strep throat, pink eye (conjunctivitis), head lice, fifth disease, COVID, etc.***, please contact Carmelo as soon as possible, so that other parents may be notified about the exposure.

When your child is at school, it is the role of the teacher to decide whether your child's illness and need for care are more significant than can be provided without compromising the health and safety of the other children.

Parents must come immediately or make arrangements for their child to be picked up within one hour after notification if he/she becomes ill, with any of the above symptoms, during the day:

Children who are ill may wait in the office until they can be picked up. A comfortable, supervised space will be made available for them. However, we are not licensed or equipped to treat children who are ill. **Child Protective Services may be called if an ill child is left at school for a second time, for more than one hour. Please have a backup plan in place should your child need to be picked up.**

Health Services

The implementation and coordination of Health Services is the responsibility of our District Health Specialist, who works under the supervision of the school district office in collaboration with site administrators.

At CCDC the duties of the Health Specialist include making daily visits to our classrooms and providing health appraisals with parents when necessary. Should health or developmental concerns arise, parents will be notified and encouraged to meet with the Health Specialist.

Clothing

Children should wear comfortable, washable play clothes to school. They must always wear shoes and at least one outer layer. They participate in a wide variety of activities at CCDC and often get dirty and/or wet. Please make sure all clothing, including jackets and sweaters, are ***well marked*** with your child's name.

Each child needs an extra set of clothes at school ***each day.*** The temperature can change dramatically throughout the day, so shorts, a bathing suit, sweatpants, and a sweatshirt can all be necessary for one day at school. With water play activities and ongoing toilet training, it is essential to make sure your child has an extra pair of underwear and pants at school also.

Toys from Home

Please do not have your child bring toys from home unless it is your child's special sharing day (of which you will be informed). Toys from home often get lost, broken or fought over.

Parent Communication

Communication between parents, teachers and other staff members is critically important to all of us at CCDC. As discussed in the "Parent Involvement" section of this handbook, we have many formal channels of communication in place; Our website on carmelunified.org, classroom documentation, children's portfolios, "What We Did Today" pages on the daily log sheets. As well as, Parent/ Teacher Conferences in the fall and spring, our Back-to-School-Night, and the periodic emails. **Being conscientious of the environment, we have implemented the procedure of sending Parent Notifications, etc. via email and putting a copy on top of the sign in sheets for everyone to see.** Parent Square is the primary universal communication app for all CUSD including Carmelo.

Of even greater importance are the daily communication parents and teachers have as their children arrive and depart. The CCDC teachers are in partnership with parents to help promote each child's development and to consistently seek opportunities to discuss the many and various child-rearing issues as they arise. Teachers solicit support, suggestions, and feedback from parents and encourage parents to do the same with them. Teachers and families work together to help children participate successfully in the early childhood setting when professional values and practices differ from family

values and practices. Parents may request a parent/teacher conference at any time, and teachers are available for phone conversations during naptime in the afternoons.

Transitions

Transitions can be stressful as well as exciting for all of us. Parents and young children experience many transitions as they enter and move through preschool and then go on to kindergarten at the elementary school. We are particularly sensitive to the needs of young children as they make these transitions.

As children move from one classroom to another the teachers will meet, oftentimes with parents, to review the child's developmental portfolio and share important information about the child. In the last few months of a school year the children meet the teacher and visit the older classrooms to which they will be going with their parents at Open House. In the spring we disperse information about the kindergarten programs in the district and when they will have their "Transition to Kindergarten" parent meetings. We pass on each child's developmental assessment to the kindergarten teachers.

Birthdays

If you would like to celebrate your child's birthday at school, please contact your child's teacher to set up the best time for a classroom celebration. No treats or gifts will be sent home in cubbies.

Some families donate to the Carmelo Parent Organization Family Fund in honor of their child's birthday. Or you may donate a book in your child's name to the school. This is a greatly appreciated donation and adds to the birthday celebration both on the actual day and forever after. We will have a sticker with your child's name on it put on the inside cover.

If you are having a party at home, please do not put invitations in the cubbies, our student directory lists mailing addresses, emails, and phone numbers will be available in the office.

Holidays and Other Celebrations:

Conversations about holiday traditions or events, initiated by children, are encouraged by teachers, monitored for bias, and inclusive of all children in the class. Parents are not allowed to use cubbies to distribute invitations, gifts, etc. Only CCDC staff, CPO and district approved articles may use cubbies for communications. This includes all holidays. Parent participation is always encouraged. As part of our anti-bias curriculum, we invite parents to come into the classroom to share their family's holiday traditions with their child's class. It is important for children to learn about how other families celebrate. All parent presentations/activities will be planned through the classroom teacher(s) in advance. All foods brought from home for presentations or celebrations will be consumed at school during snack/lunch (not sent home on cubbies). Gifts are occasionally made by children with the intention of teaching the joy of giving and will be sent home. The child will choose the recipient.

Nap/rest time

All children in the program, who attend full days, are given the opportunity to nap after lunch from about 1:00 until 3:00. Preschool children really need this rest time to help them relax and unwind from their busy morning schedule. This quiet time enables them to have a more positive afternoon and be a happier child at home with you at the end of the day. Restful music is played during naptime, and a staff member will give back rubs to the resting children. You may bring a small stuffed animal, pillow, and/or a blanket for a nap if desired.

Field Trips

CCDC takes a variety of field trips that greatly enhance our program. Many of these are walking trips (including walking across Carmel Valley Road to the Fire Station in October.) Some of the classes take nature walks through the neighboring fields and to the riverbed. Preschool classes sometimes take trips on a CUSD school bus. Safety precautions that will be used to safeguard the children on trips include having a cell phone accessible to call for help whenever necessary while on the trip, having first-aid supplies on the trip, having all children's emergency information, and having alternate transportation arrangements if there is a problem with the transportation vehicles during the trip.

Field trip dates are noted on our Website and on our monthly classroom calendar. Field trip permission/waiver forms must be signed before every field trip on a school bus. Parents are encouraged to join in any or all field trips. Extra adults are always needed, and it makes the trip especially meaningful for your own child.

Parent Involvement

CCDC encourages all parents to be involved in our program in many ways. Research and practice have proven that parent involvement provides benefits to the child, the parent, and the teacher. Children are very happy when their parents take part in activities at the school. Each classroom has a parent volunteer sign-up. In addition to family celebrations shared with the class, parents can take part in the everyday classroom community by volunteering on a regularly scheduled time. The teachers welcome planning with you to ensure a rewarding experience for you and the children. Communication with parents is very important to us. Teachers are available to talk with you daily regarding your child and how his/her day went at CCDC. We also have a "What We Did Today" page posted on the sign-in sheets each afternoon. This is to give you a few specifics that will help you initiate conversation with your child about something that happened at school that day.
CCDC puts lots of announcements and reminders out via email and Parent Square. Parents are always welcome in the classroom. Each fall there is a Back-to-School-Night for parents to visit with teachers and other parents and to hear about the children's program here at CCDC and the Carmelo Parent Organization. As noted in the Assessment Section, parent conferences are held in the fall and in the spring, but you may certainly request a conference with a teacher, head teacher or site director at any time you have concerns or questions. Communication from you to us is so valuable. Please inform your child's teacher if something out of the ordinary is happening at home such as moving, houseguests, illness of a family member, death of a pet, etc. Changes of all kinds affect the children, and our awareness of those changes can allow us to help the child talk about and deal with the situation. Teachers and parents have a joint responsibility for the healthy growth and education of children. The CCDC staff acknowledges that joint responsibility and shares in your aspirations for your children. We strive to keep open communication between your family and us so we can best serve you and your child.

Open Door Policy: Parents are welcome to visit the classrooms at any time when a Staff member is present. Various classrooms close throughout each day and are off limits to students and families when closed. CCDC staff members work in partnership with colleagues and parents, communicating regularly to ensure successful fulfillment of program and individual goals and to meet each child's individual needs while providing consistency to all children. We value parent participation, realizing both their involvement and evaluation are essential to a quality program.

Staff

All members of the CCDC staff are Carmel Unified School District employees.
The CCDC staff consists of:

CCDC Program Director:
Gina Wolcott

CCDC Teachers:
Jenelle Beach
Kerry Clausen
Erica Daniels
Talia Elazar
Cristina Hernandez
Janelle Sullivan
Rebecca Chamberlain
Marlene Jimenez
Sandra Kohn
Lina Serrato
Theresa Curatolo
Holly DeStefano
Margarita Martinez Rivera
Molly Stafford
Jemma Winstone
Liz Masten
Kristen Rianda
Daryl Albertson

CCDC Paraeducators & Childcare Program Assistants
Grace Mendoza
Isaac Magdaleno
Heather Siino Wickiser
Sam Reidy
Jenny Angier

Health Aide
Kristin Cardinalli

Administrative Secretary:
Terry Gasper
Bookkeeper:
Marie Dart Newell
Custodian:
Karelia Cabrera

The CCDC teachers are all trained Early Childhood Education professionals. They are experienced, creative, and caring teachers who listen to parent goals for their children and are respectful of cultural and family differences. Each group of children will be assigned a teacher who will have primary responsibility for working with that group. This allows the teachers to provide ongoing personal contact, meaningful learning activities, supervision, and immediate care as needed.

All Staff members are fingerprinted and checked for a criminal background as required by law. All teachers and support staff are legally mandated child abuse reporters. If a staff member reasonably suspects that a child is the victim of child abuse or neglect, he/she is required by law to report it.

Classroom Daily Schedules

The Younger Two-Year-Old Program (Room 3)

7:00 – 8:00	Welcome and Health Checks, Combined/Room 1
8:00 – 8:15	Clean up, Finish Work/Play and Transition into Room 3
8:15 – 9:00	Toileting/Diaper Time, Children's Free Exploration, and Playtime
9:00 – 9:30	Teacher Directed Activity
9:30 – 10:00	Hand Washing then Morning Snack Time
10:00 – 10:30	Clean up Classroom and Transition to Outside Exploration
10:30 – 11:00	Group 1 Circle Time – Group 2 to outside Exploration
11:00 – 11:30	Group 2 Circle Time – Group 1 Outside Exploration
11:30 – 12:00	Hand Washing then lunch
12:00 – 12:45	Outside Play, Toileting/Diaper Time
12:30	**Morning Program Ends – ½ Day Children Depart for the Day**
12:45 – 3:00	Quiet Rest Time/Nap
3:00 – 3:30	Toileting/Diaper Time
3:30 – 4:00	Hand Washing then Snack
4:00 – 5:00	Indoor or Outdoor Exploration – together Rooms 1 - 3
5:00 – 6:00	All Classes combined in Room 2 or Outside
	**Schedules are subject to adjustments due to weather, special events, and to meet needs and interests of the children*

Older Two-Year-Old Program (Room 2)

7:00 – 8:00	Welcome and Health Checks, Combined Room 1
8:00 – 9:00	Open Centers
9:00 – 9:30	Teacher Directed Activity
9:30 – 9:50	Morning Snack
9:50 – 10:10	Morning Gathering/Potty Time
10:10 – 10:30	Outside Exploration All
10:30 – 11:00	Group 1 Circle Time – Group 2 Outside Exploration
11:00 – 11:30	Group 2 Circle Time – Group 1 Group Outside Exploration
11:30 – 12:00	Lunch
12:00 – 12:30	Outside Play
12:30	**Morning Program Ends – ½ Day Children Depart for the Day**
12:45 – 3:00	Quiet Rest Time/Nap
3:00 – 3:30	Toileting/Diaper Time
3:30 - 4:00	Hand Washing then Snack
4:00 –5:00	Indoor or Outdoor Exploration – Rooms 1 - 3
5:00 - 6:00	All Classes combined in Room 2 or Outside

	**Schedules are subject to adjustments due to weather, special events, and to meet needs and interests of the children*

Three-Year-Old Program (Room 1)

7:00 – 8:00	Welcome and Health Checks, Breakfast Club, all Classes in Younger Wing/Room 1
8:00 – 8:30	Open Centers
8:30 – 9:45	Outdoor Exploration
9:45 – 10:15	Snack Time
10:15 – 10:45	Small Group
10:45 – 11:50	Inside Work Time
11:50 – 12:10	Small Group Story Time
12:10 – 12:30	Lunch
12:30	**Morning Program Ends – ½ day Children Depart for the Day**
12:30 – 1:00	Outdoor Exploration for Full Day Children
1:00 – 3:00	Quiet Rest Time/Nap
3:00 – 3:30	Toileting/Diaper Time
3:30 - 4:00	Hand Washing then Snack
4:00 – 5:00	Indoor or Outdoor Exploration - Rooms 1 - 3
5:00 - 6:00	All Classes combined in Room 2 or Outside
	**Schedules are subject to adjustments due to weather, special events, and to meet needs and interests of the children*

Three/Four-Year-Old Program (Room 4)

7:00 – 8:30	Welcome and Health Checks, Combine Room 5
8:30 – 9:20	Group Play in Room 5, then Clean up and Transition to Room 4
9:30 – 9:45	Circle Time
9:45 – 10:00	Hand Washing and Snack
10:00 – 10:45	Outside Exploration
10:45 – 11:45	Centers
11:45 – 12:00	Closing Activity
12:00 – 12:30	Wash Hands and Lunch
12:30 – 12:45	Outside Exploration
12:30	**Morning Program Ends – ½ Day Children Depart for the Day**
12:50 – 1:00	Hygiene/Transition to Nap Room
1:00 – 3:00	Nap/Quiet Rest Time
3:00 – 3:30	Hygiene then Snack
3:30 – 3:45	Large Group Circle
3:45 – 4:45	Older Wing Combine – Indoor or Outdoor Exploration
4:45 – 5:00	Older Wing Transitions to Younger Wing

	**Schedules are subject to adjustments due to weather, special events, and to meet needs and interests of the children*

Three/Four-Year-Old Program (Room 5)

7:00 – 8:00	Welcome and Health Checks
8:00 – 9:00	Open Centers
9:00 – 9:30	Outdoor Exploration
9:30 – 10:00	Hand Washing and Snack
10:00 – 11:00	Group Circle/Outdoor Play
11:00 – 12:00	Indoor Play Planning & Dramatic Play Block
11:45 – 12:00	Small Group Circle
12:00 – 12:30	Handwashing/lunch
12:30	**Morning Program Ends – ½ Day Children Depart for the Day**
12:30 – 12:50	Outside Exploration
12:50 – 1:00	Hygiene/Transition to Nap Room
1:00 – 3:00	Nap/Quiet Rest Time
3:00 – 3:25	Hygiene then Snack
3:30 – 3:45	Large Group Circle
3:45 – 4:45	Older Wing Combine – Indoor or Outdoor Exploration
4:45 – 5:00	Older Wing Transitions to Younger Wing
5:00 – 6:00	Indoor or Outdoor Exploration – All Classes in Younger Wing/Room 2
	**Schedules are subject to adjustments due to weather, special events, and to meet needs and interests of the children*

Four/Five-Year-Old Program (Room 7)

7:00 – 8:00	Welcome and Health Checks, All Classes in Combine in Room 5
8:00 – 9:00	Free choice/Table Activities
9:00 – 9:30	Outdoor Exploration
9:30 – 10:00	Handwashing & Snack
10:00 – 11:00	Circle Time & Play Planning
11:00 – 11:30	Play Planning/Play Block
11:30 – 12:00	Class Meeting
12:00 – 12:30	Lunch
12:30	**Morning Program Ends – ½ Day Children Depart for the Day**
12:45 – 3:00	Quiet Rest Time/Nap
3:00 – 3:30	Hand Washing and Snack
3:30 – 4:45	Older Wing Combine – Indoor or Outdoor Exploration
5:00 – 6:00	Indoor or Outdoor Exploration – All Classes in Younger Wing/Room2
	**Schedules are subject to adjustments due to weather, special events, and to meet needs and interests of the children*

UPK (Room 8)

7:00 – 8:00	Welcome and Health Checks
8:00 – 9:00	Free choice/Table Activities
9:00 – 9:15	Full Class Circle
9:15 – 9:30	Morning Snack
9:30 – 10:15	Outdoor Exploration
10:15 – 10:45	Circle Time
10:45 – 11:15	Circle Time
11:15 - 12:00	Open Centers
12:00 – 12:30	Lunch
12:30	**Morning Program Ends – ½ Day Children Depart for the Day**
1:00 – 3:00	Quiet Rest Time/Nap
3:00 – 3:30	Hand Washing and Snack
3:30 – 4:45	Older Wing Combine – Indoor or Outdoor Exploration
4:45 – 6:00	Indoor or Outdoor Exploration – All Classes in Younger Wing/Room2
	**Schedules are subject to adjustments due to weather, special events, and to meet needs and interests of the children*

UPK (Room 9)

7:00 – 7:45	Welcome and Health Checks, All Classes in Combine in Room 5
7:45 – 8:00	Transition to Room 8
8:00 – 9:00	Open Centers/Teacher Directed Activity
9:00 – 9:30	Handwashing & Snack
9:30 – 10:00	Circle Time
10:00 – 10:30	Circle Time
10:30 – 11:00	Outside Exploration
11:00 – 12:00	Play Block
12:00 - 12:30	Lunch
12:30	**Morning Program Ends – ½ Day Children Depart for the Day**
12:45 – 3:00	Quiet Rest Time/Nap
3:00 – 3:30	Hand Washing and Snack

3:30 – 4:45	Older Wing Combine – Indoor or Outdoor Exploration
4:45 – 6:00	Indoor or Outdoor Exploration – All Classes in Younger Wing/Room2
	**Schedules are subject to adjustments due to weather, special events, and to meet needs and interests of the children*

CARMELO PARENTS ORGANIZATION (CPO)

CPO is a formal parent club founded in 1995. We meet once a month to discuss fundraising, school, community building, and ways to make Carmelo the best school it can be. Parents and teachers are encouraged to attend. Meeting day and time will be determined at the first meeting of the year. **We Need Your Help.** Every family can contribute to our school.

CPO Objectives are:

- Create an early, strong sense of connection between family and community
- Purchase materials and equipment for the classrooms
- Distribute discretionary emergency funds for families in need
- Offer parent education

CPO Activities are:

- Back to School Nights
- Coffee and Donuts in Breezeway
- Trike-A-Thon
- Fall Feast
- Teacher Appreciation Luncheon
- Parent Education Nights
- Spring Fundraiser
- Spring Family Gathering

CPO Officers and Committee Chairs:

CPO President:
Attends monthly meetings, sets the agenda, and presides over the meeting. This person is the liaison between CPO and school administration, as well as representing the organization externally if the need arises.
CPO Vice-President:
Communicates/assists President, coordinates major fundraising and community events—liaison between CPO and community.
CPO Secretary:
Attends monthly CPO meetings, records, and distributes minutes.
CPO Treasurer:
Attends monthly CPO meetings, keeps financial records, creates and distributes financial statements, is responsible for all bank transactions.

Room Parents

Room Parents are a crucial liaison between CPO and your child's classroom. Duties include Communicating the teacher's wish list, soliciting parent volunteers, donations, participation, and arranging Teacher Appreciation.

Trike-a-Thon This fundraiser (like a Walk-a-Thon) is a Carmelo tradition. The entire school participates as the children ride their bikes, trikes, or scooters in laps around the blacktop. Parents and friends sponsor their child's efforts through pledges. CPO hosts a Silent Auction of classroom projects and food items. Many volunteers are required to make this a success. The kids LOVE it!

Fall Feast Family Potluck in March

Hospitality This committee helps organize food needs for Carmelo events such as Graduation, Teacher Appreciation, and other events.

NONDISCRIMINATION NOTICE

District programs, activities, and practices shall be free from discrimination based on race; color; ancestry; nationality; national origin; ethnic group identification; age; religion; marital, pregnancy, or parental status; physical or mental disability; sex; sexual orientation; gender; gender identity or expression; genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. The district provides equal access to designated youth groups, such as the Boy Scouts, Girl Scouts and others.

The district's coordinator for nondiscrimination manages the district's efforts to comply with state and federal nondiscrimination laws and to answer inquiries regarding the district's nondiscrimination policies, as well as policies related to sexual harassment, Special Education, 504 Plans, and the National School Lunch Program. The coordinator may be contacted at:

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