

# **Los Rios Community College District**

## **Child Development Centers**

### **Policies and Procedures**

**American River College • Cosumnes River College • Sacramento City College**

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The Child Development Centers of Los Rios Community College District provide full and part day early care and education programs for children. The Centers are licensed by the State of California, Health and Human Services Agency, Department of Social Services. The program operates according to the Manual of Policies and Procedures of the Community Care Licensing Division, Child Care Center Licensing Requirements, Title 22 and California Department of Education Title 5 regulations. The program is subsidized by the California Department of Education, Early Education Division, the California Department of Social Services, Child Care and Development Division, and the Child and Adult Care Food Program. Our programs also work collaboratively with the college Early Childhood Education (ECE) Department faculty to serve as classroom labs for college students preparing for a future as an ECE professional. Our centers provide children with quality early care and education that meets their individual needs, as well as support families with a variety of services to help them achieve their educational, professional, and/or personal goals.

#### **ADMISSION and ELIGIBILITY**

Admission to the Center will take into consideration the child's full schedule including childcare provided outside the Center and work study/student work requirements. Families must meet eligibility requirements regarding income and need as established by the California Department of Education, Early Education Division. Applications are screened according to eligibility guidelines, assigned a priority number and enrolled according to the regulations of the California Departments of Education and Social Services. Families are enrolled based on their priority number and status as described in the LRCCD Child Development Centers Family Enrollment Priorities - addendum 1.

If the basis of need is educational training, child care and development services shall be limited in total to 6 years from the initiation of services based on enrollment in educational programs. Student families must be making satisfactory academic progress for their children to remain enrolled in the child development center by earning a 2.0 grade point average or higher. Student's academic progress will be checked at the recertification appointment. The first time the parent does not meet the standards for adequate progress, the parent may continue to receive services for one additional certification period to improve progress.

#### **ARRIVAL and PICKUP PROCEDURES**

The parent or designated adult is required to bring and pick up the child(ren) at the center. The parent or designated adult must use a full signature when signing the child in or out of the center. (Title 22 Section 101229.1) Extended family and friends are asked to wait in the lobby while parents/guardians pick up their child(ren).

A child(ren) will not be released to anyone other than the parent or legal guardian unless their name is listed on the Identification and Emergency Form (LIC700). The adult picking up the child must have photo identification and be at least 18 years of age.

Families that consistently fail to follow their contract schedule will be required to meet with the

CDC Supervisor to determine a plan of action to meet the needs of the family and follow center guidelines.

#### Late Pick Up

When a child is picked up after their scheduled pick up time, or after the center is scheduled to close, the following procedures will take place:

1st late pick up: Parent(s) will be given a verbal reminder of their scheduled hours; staff will note the date, time and person that gave the reminder in the child's file.

2nd late pick up: Parent(s) will be notified of the late pick up in writing. Written reminder will include the date and time of the first and second late pick ups.

3rd late pick up: Parent(s) will be required to meet with the CDC supervisor to determine whether the family needs additional support, and to help the parent(s) make a plan for on time pick up.

4th late pick up: Second written warning will be given, notifying the family that another late pick up will result in termination from the program.

5th late pick up: Notice of Action will be issued that child care will be terminated.

If a child is not picked up when the center is scheduled to close, and staff are unable to make contact with the enrolled parent or anyone listed on the child's Identification and Emergency Form (LIC700), Campus Police will be contacted to take the child(ren) to the Children's Receiving Home of Sacramento.

### **ATTENDANCE and ABSENCE POLICIES**

Families are required to notify the center/classroom before 8:30 am each day if their child(ren) will be absent. Failure to notify the center regarding the absence of a child may result in an unexcused absence.

Each absence must be explained and documented. The California Departments of Education and Social Services have very specific attendance guidelines. Excused absences include illness/quarantine or doctor appointment of the child or parent; court ordered visitations are excused with appropriate documentation. Family emergencies such as no transportation, bereavement of family members or illness of siblings are excused.

Each child is allowed ten "Best Interest" days per academic year (July to June). These days may be used for vacations, visiting family, canceled classes etc. All "Best Interest" days over ten are unexcused absences. If a family has excessive unexcused absences, the supervisor will meet with the family to determine if there are support services needed. When a child has been absent and the family has not been in communication with the center or responded to communication attempts, a Notice of Action to disenroll the family will be issued after 30 days.

### **CIVIL RIGHTS COMPLAINT PROCEDURE**

All Los Rios Community College District Child Development Centers participate in the USDA, Child and Adult Care Food Program. In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender

identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

**mail:**

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

**fax:**

(833) 256-1665 or (202) 690-7442; or

**email:**

Program.Intake@usda.gov

**This institution is an equal opportunity provider.**

## **CLOTHING**

Children should wear comfortable play clothes so they can easily dress and undress without assistance (easy zippers, elastic waistbands, no belts, etc). This will help reduce bathroom accidents.

Shoes should be worn that fasten securely (i.e. not flip flops) and allow the child to run and climb safely.

Paint, sand and water activities are an important part of our program. Children should wear clothes that can be easily washed. All children MUST have a change of clothing at the Center for days when accidents occur. All clothing should be labeled; the Center is not responsible for lost items.

Children should have a sweater or jacket on cool mornings. Children go outside every day except in severe weather.

Families should check children's cubbies daily for soiled clothing. Any items borrowed from the Center must be laundered and returned as soon as possible.

## **CONFIDENTIALITY**

All staff are required to respect a code of confidentiality concerning information about children and families enrolled in the center. Families are encouraged to share any information about children with the program supervisor and classroom teachers. Information about children will be shared only on a "need to know" basis. Staff respect the privacy of the children and families and respond to their needs as professionals. The disclosure of all information pertaining to the child and their family shall be restricted to purposes directly related to the administration of the program. All information pertaining to a child's family is confidential and will not be disclosed without the parent's written consent.

## **DIAPERS**

The centers of the Los Rios Community College District have met with their individual Family Advisory Councils and it has been determined that the families will provide diapers for their own children. This is a cost the program is not able to assume. Families that need financial assistance purchasing diapers should consult with their teachers or supervisor to see if college resources are available.

## **EQUAL ACCESS**

At Los Rios Community College District, we value equity and diversity. That's why we work toward just and fair inclusion into a society in which all people can participate, prosper, and reach their full potential.

No person shall be unlawfully discriminated against, harassed, or excluded from any benefits, activities, or programs because they possess of any of the following characteristics (actual or perceived):

- Ethnic group identification
- Race or color
- Sex, gender, gender identity, or gender expression
- Pregnancy or childbirth-related condition
- Sexual orientation or sexual identity
- Religion or religious creed
- Age (over forty)
- National origin or ancestry
- Physical or mental disability
- Medical condition
- Political affiliation or belief
- Military and veteran status
- Marital status

In addition, retaliation against a person who files a complaint, refers a matter for investigation, participates in an investigation, or serves as an advocate for a complainant or respondent is prohibited by district policy.

In order to help children to the best of our ability, it is important that families disclose any special needs a child may have. If a child has an Individual Educational Plan (IEP) or an Individual Family Services Plan (IFSP) please be sure to give a copy to the office so our staff can help meet the goals of that plan while the child is attending the Child Development Center. CDC staff are available to attend families' annual IEP meetings in order to contribute to the plan and learn how to best support the child.

## **FAIR HEARING POLICY**

In accordance with California Department of Education, Early Education Division guidelines, if services are changed or discontinued, families will be given a Notice of Action stating the action date and the reason for the action.

If a family is terminated from the program for any reason or does not agree with a judgment and/or decision made regarding eligibility for services, families are entitled to a fair hearing. The procedure for requesting a fair hearing is on the reverse side of the Notice for Action.

## **FEES**

Fees for subsidized families are set by the California Department of Education (Title 5 Regulations, sections and non-subsidized fees are set by the Los Rios Community College Financial Office based on the Sacramento Regional Market Rate for childcare services. All fees, when applicable, are paid in advance and within one week of the invoice date. There is no fee credit or refund of payment for days missed due to illness, etc. Child Care bills are based on the hours stated on the "Notice of Action" or "Agreement for Non-Subsidized Enrollment". Payments are made based on individual college procedures. Proper receipt of payment must be returned to the Child Development Center Office by the due date stated on the invoice. In the case of delinquent Child Care bills, families may be disenrolled and a hold will be placed on academic records.

The following factors are utilized when determining the fee to be assessed for each family:

1. The adjusted monthly family income
2. Family size
3. The child who is enrolled for the longest period
4. No adjustment shall be made for excused or unexcused absences

## **FIELD TRIP POLICY**

The Child Development Centers do not conduct any field trips off campus. The CDC's are fortunate to operate on college campuses that are rich with educational opportunities for children to explore. Teachers take children on walks to various places and departments on campus, as well as invite visitors from the campus community to share experiences with children at the center.

## **ILLNESS AND HEALTH POLICY**

Children should be kept at home when they are ill. Reasons for exclusion from care include the following:

1. Fever over 100 degrees
2. Runny noses with yellow mucus (allergy mucus is usually clear)
3. Cough
4. Diarrhea
5. Difficulty breathing
6. Sore throat
7. Rash
8. Change in the child's typical behavior

Children may return to school after 24 hours of normal temperature without the use of fever-reducing medications **and** no symptoms of illness. Contagious diseases spread fast in a child care setting; please help stop the spread by keeping children home when they are ill.

Families should call the office when children have contracted one of the common communicable childhood diseases such as measles, chicken pox, impetigo, scabies, conjunctivitis, head lice, hand, foot, and mouth, etc. so that staff can alert other families. The child's personal information will be kept confidential.

CDC staff, students, and children practice health precautions by using the most effective means of preventing the spread of disease, including frequent hand washing and disinfecting tables and classroom materials on a routine basis.

Children will have a daily health inspection prior to entering the group. The adult bringing the child must remain until the child has been accepted. (Title 22 Section 101226.1)

Special medical needs will require a meeting with parent(s) and staff to address specific needs and conditions. In cases in which a child needs medication, the center supervisor will meet with the parent to develop a care plan, including physician authorization, related to the illness and the administration of medication.

If a child becomes ill at the Center, staff will locate the family using the most current information provided. It is important to inform the teachers and office when contact information changes. In the event that a parent cannot be reached, center staff will call persons listed on the emergency contact list to pick up the child(ren).

### **MANDATED REPORTING**

The Child Development Center staff and all those employed at Los Rios Community College District are mandated under the laws of the State of California – Health and Human Services Agency to cooperate fully with the rules and reporting requirements of the California Department of Social Services, Children's Protective Services. If staff observe anything that they suspect may be signs of physical, emotional, or sexual abuse or neglect of a child, the necessary agency will be notified immediately. As mandated reporters, staff must inform the proper officials if any type of abuse inflicted on an individual is known or suspected.

### **OPEN DOOR POLICY**

The Child Development Centers have an open door policy, which means that enrolled parents are welcome to come in and visit our program at any time. The center staff values families' ideas, thoughts, and questions. As positive relationships are developed, staff are better equipped to focus on the needs of children. Parents need not make an appointment to visit, and we welcome families to participate in daily activities whenever possible. For longer conversations with the Director or classroom teacher, please make an appointment.

### **PROGRAM SELF EVALUATION (PSE)**

The teaching staff and supervisors from each of the Los Rios Community College Child Development Centers: American River College, Cosumnes River College, and Sacramento City College, complete the Program Self Evaluation each year.

Findings from previous Program Self Evaluations (PSE) are reviewed to plan for the year. An agency wide training is held in August to train staff on the recommendations from the previous year.

Each site supervisor meets with their respective teaching teams again in January to review group reports from the Desired Results Developmental Profiles (DRDPs). Findings are used in planning both group and individual activities to guide children's continued development and growth.

The site supervisors, with input from the program director, meet twice in May to aggregate site level data from the program review instrument, DRDPs, Environment Rating Scales (ERS), and Parent Surveys. The aggregated data is used to complete the PSE and determine areas that meet and do not meet standards. The PSE is then submitted to the program director for approval.

The PSE is presented to the Los Rios Community College Board of Directors for approval.

### **RECORDS AND LICENSING REQUIREMENTS**

A complete and current file is maintained on site for each child. Information provided in the file is held in confidence. The forms support the funding set by the California State Department of Education, Title 5 and meet licensing requirements set by the California Department of Social Services, Title 22.

The following forms must be in each child's file. Children will not be allowed to attend the Program without them.

Confidential Application (CD9600 & 9600A)	Identification and Emergency
Notice of Action (CD 7617)	Information (LIC 700)
Income Documentation	Physician's Report (LIC 701)
Verification of Family Size	Allergy Statement/Shot Record
Employment Verification	Child Development Center Contract
Food Program Eligibility (NSD 3101)	Medical Emergency Consent Form
College Enrollment Print Out	Parent's Rights (LIC995)
Training Verification	Personal Rights (LIC 613A)
Grade Report for Each Semester	Program Consent Form
Family Needs Assessment	Child's History

The Child Development Centers are licensed by the California Department of Social Services (CDSS) and comply with all applicable legal regulations. The CDSS has the authority to interview children or staff and to inspect and audit child or facility records without prior consent. (CDSS Title 22 Section 101200)

The Child Development Center staff is mandated under the laws of the State of California – Health and Human Services Agency to cooperate fully with the rules and reporting requirements of the California Department of Social Services, Children's Protective Services.

### **RELIGIOUS INSTRUCTION OR WORSHIP**

The Child Development Centers of Los Rios Community College District refrain from religious instruction or worship.

## TERMINATION POLICY

The following circumstances are cause for termination of a child's or family's enrollment:

- ❖ When the family changes residency outside of California
- ❖ When the recalculation of income based on provided documentation indicates that the family's adjusted monthly income based on family size exceeds the income threshold set forth on the signed income policy and the family does not meet the requirements for another eligibility.
- ❖ When there is substantiated evidence of **fraud** that invalidates the initial certification or recertification. This includes but is not limited to: increased earnings not reported; cash aid fraud; parent/employer collusion to falsify work; false statements that affect eligibility or payment; child is not dependent of enrolled family
- ❖ A child who requires a higher level of supervision than the program is able to provide with reasonable accommodations due to the child's social, emotional, cognitive or safety needs. See expulsion and suspension policy addendum 2.
- ❖ All adults, whether they are students or not, are expected to follow the "Student Standard of Conduct" while in the Child Development Center classrooms and other areas (inside and outside) of the center, as well as on campus. Services will be terminated IMMEDIATELY for willful disruptive behavior (i.e. yelling, using profanity, physical aggression) on the part of a parent or responsible adult at the discretion of the college administration.
- ❖ Families who fail to comply with policies and procedures as stated in the application packet, contract, family handbook and the district Child Development Center's Policies and Procedures.
- ❖ Abandonment of Care. When a child has been absent and the family has not been in communication with the center or responded to communication attempts, a notice of action to disenroll the family will be issued after 30 days.
- ❖ Failure to pay family fees within 7 calendar days from the date the fees were due.
- ❖ At the certification appointment, if it is determined by grade reports that a parent has not made satisfactory progress towards an educational goal, families may receive care for one more certification period, at which point the parent(s) must show satisfactory progress to continue receiving services.



## RESOURCES

Each campus child development center maintains a website for current and prospective families that has program information and family resources:

### **American River College Child Development Center website**

<https://arc.losrios.edu/student-resources/child-development-center>

### **Cosumnes River College Child Development Center website**

<http://www.crc.losrios.edu/cdc/>

### **Sacramento City College Child Development Center website**

<http://www.scc.losrios.edu/cdc/>

### **The Teaching Pyramid (Parenting resources and tips)**

"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 WestEd Center for Child and Family Studies offers comprehensive professional development packages for infant/toddler, preschool, and early elementary educators. WestEd'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 Early Learning and Development System."

<http://www.cainclusion.org/teachingpyramid/index.html>

### **Child Action**

Child Action, Inc. is a private, nonprofit corporation created in 1976 to provide for the education and social welfare of children and families by *organizing, sponsoring and administering services* to children.

<http://www.childaction.org/>

### **Sacramento County Office of Education-Early Learning**

The Sacramento County Office of Education plays a leadership role in advocating for high-quality early care and education programs for all children in Sacramento County.

<http://www.sacramentocountyearlylearning.org/>

## **Addendum 1**

### **LRCCD Child Development Centers Family Enrollment Priorities**

Enrollment for the LRCCD Child Development Centers for families that meet eligibility criteria is as follows:

1. Children in Child Protective Services or that are at risk
2. Children with Special Needs (IEP or IFSP, 5% minimum)
3. Siblings of currently enrolled children
4. Student Families (Subsidized Program)
  - a. Of these, families are assigned a ranking number based on family size and income, and lowest income is 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 has a primary home language other than English shall be enrolled first.
  - c. If there are no families with a child that has a primary home language other than English, the child that has been on the waiting list for the longest time shall be admitted first.
5. Community Families (Subsidized Program)
  - a. Of these, families are assigned a ranking number based on family size and income, and lowest income is 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 has a primary home language other than English shall be enrolled first.
  - c. If there are no families with a child that has a primary home language other than English, the child that has been on the waiting list for the longest time shall be admitted first.
6. Full Fee Families
  - a. Families with income that exceeds the subsidized income ceiling for their family size.

#### **CSPP Only**

7. Children from families whose income is no more than 15 percent above the eligibility income threshold. Within this priority category, priority shall be given to three- and four-year-old children with exceptional needs interested in enrolling beyond those already enrolled in the percent of funded enrollment set aside

pursuant to Section 8208, then to four-year-old children before three-year-old children without exceptional needs.

8. Children from families that meet eligibility criteria without having a need for services
  - a. Of these, families are assigned a ranking number based on family size and income, and lowest income is enrolled first.
  - b. Student families
  - 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 a primary home language other than English shall be enrolled first.
  - d. If there are no families with a child that has a primary home language other than English, the child that has been on the waiting list for the longest time shall be admitted first.
9. CSPP Neighborhood School Site site (CRC) - A California preschool program operating within the attendance boundaries of a qualified free and reduced priced meals school, in accordance with Section 8217, may enroll any three- and four-year-old children whose families reside within the attendance boundary of the qualified elementary school. These children shall, to the extent possible, be enrolled by lowest to highest income.
  - a. Of these, families are assigned a ranking number based on family size and income, and lowest income is enrolled first.
  - b. Student families
  - 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 a primary home language other than English shall be enrolled first.
  - d. If there are no families with a child that has a primary home language other than English, the child that has been on the waiting list for the longest time shall be admitted first.

## **Addendum 2**

### **Los Rios Community College District (LRCCD) Child Development Centers Expulsion and Suspension Policy**

The LRCCD Child Development Centers are committed to creating a positive learning environment that focuses on preventing expulsions and suspensions, encouraging partnerships between programs and families to support healthy development, and ensuring fairness, equity and continuous improvement to support children's social, emotional and behavioral health.

The Child Development Centers maintain a focus on fostering social emotional development and responding to challenging behaviors by incorporating positive discipline practices and policies before ever considering expulsion or suspension from early childhood programs.

#### Prevention of expulsion and suspension:

In an effort to prevent expulsion and suspension of children, the Los Rios Child Development Centers shall provide the following, in policy and practice, and in a consistent and non-discriminatory manner:

- Use developmentally appropriate practices that provide for stimulating and interactive learning environments, diversity, age appropriate expectations, small group activities, teachable moments and knowledge of research-based evidence and best practices in child development, early learning and education.
- Invest in professional development, training and education to ensure educators have the competencies to support children's social and emotional health.
- Develop and implement classroom schedules that meet the needs of the children.
- Adapt learning environments to promote healthy social interactions with others.
- Develop healthy and nurturing relationships with children.
- Develop strong partnerships and relationships with parents.
- Develop and implement classroom expectations that are developmentally appropriate, clear and consistent.
- Provide family engagement opportunities.
- Ensure fairness and equity.

#### Other Options Prior to Suspension or Expulsion

Prior to the expulsion of any child from this program, the staff and director will follow these guidelines:

- Identify and engage mental and behavioral health consultants and community resources after obtaining parent permission.
- Conference with parents to discuss positive behavior interventions and development of goals.
- Document efforts to prevent and reduce expulsion.
- Provide reasonable accommodations.

#### Transition Procedures

If an expulsion must occur, the center staff and director will assist the family in transitioning to another program by identifying and engaging mental / behavioral health consultants and community resources to assist in determining the most appropriate placement for the child.