CSUB Children’s Center

Division of Student Affairs

PARENT MANUAL

(661) 654-3165

http://www.csub.edu/childrenscenter/

California State University, Bakersfield

Facility License Toddler and Preschool #153810057
Facility License Infant room #153810058
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<tr>
<th><strong>Children’s Center Staff</strong></th>
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<tr>
<td><strong>Director</strong></td>
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<td><strong>Classroom 1</strong></td>
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<td><strong>Classroom 3</strong></td>
<td>Ms. Martha Lopez</td>
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Dear Parent,

Welcome to the California State University, Bakersfield Children’s Center. The Center is a service of the Division of Student Affairs. The purpose of this handbook is to give parents a written orientation to the Center's programs. Please take the time to read this handbook as it is designed to explain to you the policies and procedures of the Center.

Our programs are designed to provide your child with a quality experience. We strive to serve the needs of each child and their family while they are in our Center. The staff works very hard to make sure each child feels safe and supported.

We encourage all parents to spend time in the classroom participating with their children. We also ask that you contribute your ideas and suggestions for the operations of our Center so that we can continue to ensure that we are able to meet your needs.

At the CSUB Children’s Center, children learn through hands-on, age appropriate activities and are encouraged to explore. Throughout our program, children will learn from developmentally appropriate activities that will foster their physical, social-emotional, cognitive and language development.

We look forward to serving you and your child(ren) this year.

Sincerely,

Gladys Garcia-Jara, M.A.
Director
CSUB Children’s Center
Mission and Goals

Mission

The mission of the Children’s Center is to operate a state licensed educational child care center that provides quality child care to the children of students, faculty and staff of California State University, Bakersfield and the community. The Children’s Center supports and contributes to the Division of Student Affairs and California State University, Bakersfield’s mission, goals and values.

Goals

- Meet the needs of the whole child by creating an environment that promotes physical, social, emotional, and cognitive growth in children.
- Provide children a developmentally appropriate, nurturing, stimulating, and safe early childhood environment.
- Offer a range of interdisciplinary opportunities for observation, fieldwork, student teaching and research in Early Childhood Education for undergraduate and graduate students in collaboration with California State University, Bakersfield School of Education.
- Welcome diversity in backgrounds, lifestyle, individual differences, and needs.
- Encourage parent/teacher partnerships and involvement through two-way communication and mutual support.
- Sustain a supportive workplace that respects individual teaching styles, fosters creativity, and encourages teacher loyalty and professional growth.
- Serve as a model program for the child care community.

Philosophy

The Children’s Center at California State University, Bakersfield is dedicated to providing the highest quality developmental care for each child in a stimulating, secure and caring learning environment. The staff establishes positive personal interaction, nurturing each child’s growth and education. We plan for all areas of a child’s development and education: cognitive, emotional, social, creative, and physical.

Through planned activities, children are challenged to explore ideas, solve problems, and develop and expand skills, language, and concepts. Their sense of competence and self-worth is encouraged. The emphasis is on active, hands-on learning.
OPERATING DAYS/HOURS – 2019/2020

The Center is open five (5) days a week (Monday through Friday) from 7:00 am- 6:00 PM. The Center follows the California State University, Bakersfield days of operation schedule.

Sessions Available

Full Day: 7:00 a.m. up to 6:00 p.m.

The Center will be closed for the following holidays:

- July 04, 2019  Independence Day
- Sep. 02, 2019  Labor Day
- Nov. 11, 2019  Veteran’s Day
- Nov. 28, 2019  Thanksgiving
- Nov. 29, 2019  Lincoln’s Birthday-Moved
- Dec. 25, 2019  Christmas Day
- Dec. 26, 2019  President’s Day - Moved
- Dec. 27, 2019  Admission Day - Moved
- Dec. 30, 2019  Columbus Day - Moved
- Dec. 31, 2019  Campus Closed*
- Jan. 01, 2020  New Year’s Day
- Jan. 20, 2020  Martin Luther King, Jr.’s Birthday
- March 31, 2020  Cesar Chavez Day
- May 25, 2020  Memorial Day

The Center is open during the academic year from the first day of the Fall Semester to the last day of the Spring Semester. Summer programs are operated based on parent demand for education and child care services and the needs of the academic programs.

Open Door Policy

Our program includes a strong emphasis on parent involvement and education in all phases of the curriculum. All parents and guardians of enrolled children are encouraged to visit at any time. We believe in and practice an “open-door” policy.

Our Center welcomes children with disabilities and special needs
We follow regulations under the American with Disabilities Act

ADMISSION POLICIES

The program accepts children between the ages of 6 months to 5 years of age for child care services. Priority for admission is based on the following criteria:

- Children who have been qualified as at-risk or receive services from Children's Protective Services
- Children of low-income students.
- Children of other enrolled students.
• Children of University faculty and staff.
• Children from the community.

To qualify at the student-parent rate you must:

1) Be a currently enrolled main campus CSUB student; and
2) Be enrolled and complete a minimum of ten units per semester
3) Maintain a 2.0 GPA each semester for each term and overall

All families interested in enrolling their children must submit a Child Care Services Waiting List Application. This form is available from the CSUB Children’s Center office or online at our website. All information submitted by families must be verifiable by the Center.

Families are expected to attend the entire semester

*For Families subsidized under the California Department of Education, enrollment is based on state guidelines and schedule based on need.

ENROLLMENT POLICY

• **Infants** (Ages 6 to 18 months) must be enrolled 5 days per week full time.
  
  Full day:  4.0 hours and above
  
  • **Toddlers** (Ages 18 to 36 months) must be enrolled 5 days per week full time.
  
  Full day:  4.0 hours and above

• **Preschool Age Children** (Ages 3-5) must be enrolled 5 days per week in one of the following two enrollments:
  
  Half day:  3.8 hours or less
  
  Full day:  4.0 hours and above

The Center will offer a limited number of 3-day enrollment opportunity spaces as follows:

• Priority spaces will be given to non-subsidized students.
• If the spaces are not filled by students, faculty and staff will have second priority, followed by community parents.
• Faculty and staff selection for available spaces will be based on longevity with the Center.

Subsidized families’ attendance will be based on need.
**TUITION FEES**

*You may request a tuition fee chart at the Center’s office or online at

www.csub.edu/childrenscenter

There are four components to the Children's Center’s program fees. The first component of program fees is the subsidized funding for lower income parents provided by the California Department of Education. Program fees through this state subsidy will be determined in accordance with the Department of Education’s funding criteria and sliding fee scale. (There are limited enrollment spaces funded through the state subsidy).

The "Application Packet" consists of forms that must be submitted prior to enrollment:
- Documentation of Income Eligibility
- Documentation and Determination of Family Size
- Documentation of Need Criteria
- Health Physicals for Child(ren)
- Immunization Record
- Proof of Address

Please schedule an appointment with the Children’s Center’s Site Supervisor at (661) 654-3165 if you are interested in subsidized funding.

The second component is the Child Care Access Means Parents in School (CCAMPIS) grant. Full time, PELL grant eligible student parents working on their first bachelor’s degree may contact the Center at (661) 654-3165 or stop by the office to see if you qualify.

The third component of program fees is a Fee Reduction Scholarship provided by CSUB Associated Students Inc., which provides a 20% reduction in program fees for one child. The eligibility requirements are financial need (lowest income receives highest priority), and a minimum overall and most recent semester grade point average of 2.0. Again, there are a limited number of scholarships and a different application process.

The third component of program fees is the full cost fees for student parents not qualifying for either the state subsidy or the scholarship award. It is the intent of the Children's Center to keep the program fees for student parents as low as fiscally viable and below the prevailing rates for comparable privately operated child care programs. CSUB faculty and staff will receive a 10% discount for the monthly fee. Community members should anticipate paying the current prevailing wages for quality care in Bakersfield. Non state funded students must maintain a 2.0 GPA each semester to continue to pay the reduced price. If they receive lower than a 2.0 GPA, then they will be on probation. If they receive below a 2.0 GPA a second consecutive semester, they will be required to pay the community price for child care. Following the next semester that the student-parent receives a higher than 2.0 GPA, they may be returned to the student price.

Prior to your child’s admission to the program, you are required to submit a completed California immunization record, medical report including negative TB test, emergency authorization card and other forms including admission agreement, research release and photo permission. The use or disclosure of all information pertaining to the child and his/her family is restricted to purposes directly connected with the administration of the program. Information regarding parent’s eligibility may be reviewed by representatives of the State of California, federal government,
independent auditors or others as necessary for the administration of the program. Programs for
Children shall permit review of the child's file by the enrolling child's parent(s) or parent's
authorized representative upon request, at reasonable times in the Centers office.

California State University, Bakersfield Children’s Center serves children and families without
regard to their sex, sexual orientation, gender, ethnic group identification, race ancestry, national
origin, religion, color, or mental or physical disability.

Transportation and Field Trips

The CSUB Children’s Center does not provide any means of transportation and does not go on
field trips other than field trips within the CSUB Campus.

SIGNING IN AND SIGNING OUT

Your child is signed in and signed out each day on the child’s attendance sheet as a confirmation
of the established attendance schedule and fees. The child’s attendance sheet is a legal document
and must be signed during arrivals and departures. You must sign your child in and out using
your full signature with first and last name. The exact times each day that your child has attended
the program must be noted. If there are questions regarding days and/or hours of attendance,
attendance sheets and records may be checked. If a child is not properly signed in and signed out,
they are counted as unexcused absence for that date. Parents, who fail to sign in, may be asked
to return to the Center to complete the process.

A parent or authorized adult must accompany each child in and out of the Center. The staff will
not allow any child to leave the Center with anyone other than his or her parents unless
authorized by a parent (with written permission, telephone call or in person). If there is any
question about the person coming for the child, the staff may ask the person for photo
identification. If permission has not been received and the name is not on the emergency card or
in the file, the staff will not allow the child to leave. Noncustodial parents cannot legally be
denied access to their children unless relevant court papers are on file with the Children’s Center.

ABSENCES

Regardless of any ABSENCE parents must pay the contracted fee amount. There will be no
credit issued for any missed days that the school is open and staffed according to teacher/child
ratios (this includes family vacations, or other family emergencies). According to California
State Department of Education regulations, a child's absence must be verified. Therefore, on the
day the child returns to the school, the parent must specifically state on the sign-in-and-out sheet
the reason for the child's absence. If the child or an immediate family member, such as mom, dad
or sibling has been ill, it is necessary to note who was ill. For example, “Mom sick” or “Child’s
name and the word Sick next to it” All parents/or person picking up your child in your place,
with your consent, must ALWAYS sign their LEGIBLE, FULL SIGNATURE. A child will
receive an excused absence based on one of the following:

1. Illness or quarantine of the child or parent.
2. Family emergencies such as sickness or death of an immediate family member. Funeral of
   immediate family. Car accident and car trouble.
3. Court ordered visitation – documentation is needed
4. Car accident – limitations may apply
5. Car trouble – limitations may apply

A doctor’s note may be required if a child is absent due to illness for more than five (5) days. Best Interest days (limited to ten (10) days per fiscal year): Time Spent away from the Center for reason that are clearly in the best interest of the child. All other absences will be considered unexcused. The Center only permits 5 unexcused absences. Your child/children may be terminated from the program if he/she exceeds 5 unexcused absences.

Families that develop a pattern of attendance different from their schedule will be asked to discuss a schedule change with the Director. Parents must pay the contracted fee for early childhood education services regardless of absences. We maintain a full teaching staff anticipating full attendance each day, so we are not able to reduce fees due to illness or other reasons for absences.

If your child is going to be absent, call the room that your child attends by 8:00 AM so that the meal count can be adjusted.

**EMERGENCY INFORMATION**

In the event of an emergency, it is essential that the program staff have on file:
- Current class schedule, with classroom numbers and phone numbers
- Current address
- Home, work, and cell telephone numbers
- Physician’s name and telephone number
- Authorized individuals who may pick up your child

Notify the office within 5 “calendar days” of any changes so we can keep our information up-to-date and reliable. It is your responsibility to keep the Center informed at all times so you can be located immediately. If someone other than those persons listed on the emergency card is picking up your child, please notify the Center in advance by telephone or in writing with the name of the person. In order for the child to be released to any person not familiar to Center staff, photo identification is required. In the event of an emergency or if your child is injured or becomes ill during the day, you will be contacted first. If you cannot pick up your child within one hour of being called, you must arrange to have your child picked up within one hour. If you cannot be reached, other persons on the emergency card will be contacted in the order in which they are listed. Ill or injured children cannot be accommodated at the Center beyond one hour.

**TERMINATION OF SERVICES**

While two weeks’ notice is desirable, parents can terminate enrollment at any time. Every effort will be made to discuss with parent’s reasons for termination. (See "Fees" for refund policy).

Your child may be terminated from the program for the following reasons:
• Abusive behavior, sexual harassment or any kind of threats by parents or any other authorized person responsible for picking up/dropping off the child, toward staff or other parents.
• Extreme needs of a child that is not possible to accommodate in the program.
• Tuition fees are more than 7 days past due and no payment plan has been put in place to repay outstanding fees. If there is a payment plan in place, the plan must be honored as agreed by the parent and Director. If a payment is missed on the payment plan, the family will be terminated immediately.

GRIEVANCES

The grievance process for parents regarding any aspect of the program or performance of staff needs to proceed to resolution in the following order: consultation with the teacher or staff member involved followed by consultation with the Center Director. If no resolution is achieved, the matter is taken to the Vice President of Student Affairs, Dr. Thomas Wallace.

PROGRAM PRACTICES, VALUES AND BELIEFS

California State University, Bakersfield Children’s Center recognizes each child as an individual with potentials and abilities. Careful consideration is given in designing a curriculum of multiple interests and possibilities that appeal to different ages and abilities. A warm, caring environment combined with a well-trained, creative staff stimulates children’s social, emotional, physical, cognitive and language and literacy development. We believe that collaborative, participatory and caring relationships among parents, staff and children are essential to a successful early education and care program. Enhancing children’s relationships with each other and the adults in their lives is essential to ensuring the wellbeing of children as well as the community. To ensure that children have the best experience possible careful attention is given to the following concepts related to development, education and care.

Image of the Child and the Role of the School

The program views the children as unlimited, active learners who construct their own understandings as they interact with children, parents, teachers, other adults, and the environment; further, the children are able to communicate their knowledge, beliefs and ideas in multiple ways. From this perspective of the image of the child, the role of school is to facilitate children’s active efforts to construct, organize and modify their understandings through providing a responsive environment that offers indoor and outdoor experiences, supports social interaction with children and adults, provides experiences to use technology, and provides opportunities to include formal academic knowledge and skills necessary to express understanding, reflect, and build on prior knowledge.

Relationships

The importance of relationships and building a sense of a community as part of the educational process are central to our program. The program stresses participation, collegiality, communication and interaction among parents, children, staff, faculty and the community. In order to facilitate relationships, the program continually examines different ways to encourage communication among children, families, and program staff.
The Center seeks to develop reciprocal relationships with parents and families. Building relationships with parents begins at the time of enrollment when teachers learn about family expectations, goals, culture, structure, race, religion, and other ways they identify themselves. The Center has an open-door policy; we invite parents to stop by their children’s class to visit or observe at any time without prior notice. Parents interact frequently with teachers and are involved in curriculum development activities, volunteering, sharing interest and expertise, sharing two-way journals, sharing books or objects from home related to project studies, joining the class at mealtime, and contributing art materials and other donations, participating in assessment of their children and the program, discussion groups and special events.

Positive relationships are developed with students, the university, and the community as teachers and other program staff welcome visitors, provide information when requested, and share ways the program may assist them.

The program is designed for the children to experience as few teachers and classroom moves as possible in the program. Each child is assigned to a teacher who is responsible for working with the child and a primary care group. Teachers are responsible for primary contact with children, providing appropriate learning activities supervision, caring, wellbeing and protection. When children transition to a new class, every attempt is made for them to move with a group from their current class.

**CURRICULUM**

We offer Emergent Curriculum for Infants and Toddlers. Emergent Curriculum is a curriculum that capitalizes on your child's natural curiosity for learning while teaching them necessary skills. STEAM (Science, Technology, Engineering, Art, and Math) will form part of the daily curriculum as well.

The Preschool age children will build a strong foundation for kindergarten through STEAM curriculum.

**Lesson Plans**

Classroom lesson plans are posted monthly which focus on social/emotional, cognitive, physical and language development. Lesson plans contain activities and enhanced-interest areas that provide meaningful interaction with people, learning materials, and experiences that address a child’s individual growth and development. Teachers plan and teach according to individual needs and strengths; therefore, we are able to help make a difference in each child’s life and ultimately, in the community.

**Infant Program**

The Infant classroom maintains an adult-child ratio of one (1) adult to three (3) children. A consistent schedule helps infants feel more in control, competent and secure, but should still be flexible enough to respond to children’s individual needs. The classroom is designed with several distinct activity areas, which include:
- Art-sensory: messy play
- Large Motor: active play
- Fine Motor: eye-hand coordination
- Dramatic Play: social-emotional/imitating
- Language Development: story/music
- Nature/Science

**Toddler Program**

The Toddler classrooms maintain an adult-child ratio of one (1) adult to four (4) children. A consistent schedule helps infants feel more in control, competent and secure, but should still be flexible enough to respond to children’s individual needs. The classroom is designed with several distinct activity areas, which include:

- Art-sensory: messy play
- Large Motor: active play
- Fine Motor: eye-hand coordination
- Dramatic Play: social-emotional/imitating
- Language Development: story/music
- Nature/Science

**Preschool Program**

The Preschool classrooms maintain an adult-child ratio of one (1) adult to eight (8) children. The Preschool/School-Age program is committed to an educational program for children that foster a positive self-image and a supportive social environment. Parents are considered partners in stimulating the children’s enthusiasm for learning. We offer a developmentally appropriate curriculum designed to develop the child’s knowledge and skills in all areas — physical, social, emotional, cultural, language, cognitive, health and nutrition. The child developmental program creates an excellent environment in which to prepare children for the diversity they are likely to encounter as they grow, enter school, and seek fulfillment as adults. Our curriculum provides experiences in the following:

- Creative Activities
- Dramatic Play
- Music and Movement
- Nature/Science
- Language Development
- Reading, Writing, and Math Readiness
- Physical Development
- Social-Emotional Awareness
- Health and Safety Practices
- Field Trips
- Individual/Small Group Learning
- Kindergarten Readiness

As a supplement to our curriculum, the children will take adult-supervised walks on the campus grounds and will be going on field trips periodically. You will be given advance notice about the
field trips. In order for a child to go, a consent form must be signed by the parent and turned in to the teacher prior to the trip.

Water play activities are a part of our curriculum. If you have any objections to your child being included in this activity, please notify us in writing.

**DESIRED RESULTS DEVELOPMENTAL PROFILE**

Your child’s development will be assessed by the teacher within sixty (60) calendar days of enrollment and every six (6) months thereafter with an evaluation tool called, *The Desired Results Developmental Profile (DRDP 2015)*. Teachers observe and assess all children. The developmental profiles are used to plan and conduct age-appropriate and developmentally appropriate activities for children. Staff also plan individualized goals and objectives for your child and prepare a summary of his/her progress that is reviewed at a Parent-Teacher conference. Your input as a parent is a necessary component of this assessment. Staff will share how you can support your child’s learning at home, and you will also have the opportunity to discuss your child’s progress.

**Environment Rating Scales**

Annually our program completes an environment rating scale assessment (developed by Thelma Harms and Debbie Drayer) of each classroom to measure program quality. The scale measures various interactions that happen in a classroom between staff and children, staff, parents, and other adults and among the children themselves. It also measures the interactions children have with the many materials and activities in the environment, as well as those features, such as space, schedule and materials, that support these interactions.

**Documentation**

Documentation is a visual account of learning. It consists of a formal, systematic, selective presentation that may include observational notes, photographs, audiotapes, video, and/or the actual products of children's work (Rinaldi, 1998). Documentation serves as an individual and collective "memory" of activities, a method for reflecting on learning that leads to new experiences, a way of sharing learning with others (Vecchi, 1998). Documentation displayed in the centers affords opportunities for communication, discussion, assessment, and curriculum development between parents, children, teachers and community members.
The classroom environment is viewed as crucial to the child’s development and learning. The environment must be safe, healthy and encourage engagement and interactions that will promote all development. When observers, visitors or staff sees a situation that may compromise children’s well being, or about which they have a question they are encouraged to share with a staff member or administrator.

**Children with Special Needs**

Special needs of children are addressed based on a philosophy that stresses "full inclusion" and the belief that all children can be successful learners. Each child has the right to the services and educational opportunities provided by the program. Thus the program, rather than the child, must adapt itself to these changing and diverse needs. Each site builds a partnership with the child’s family and specialists and work together to develop a plan that is appropriate for the child and family. For those children previously identified as having special needs, staff work closely with parents and other professionals involved in serving the family so that the Individualized Educational Plan (IEP) for the child is fully implemented and the learning environment appropriately modified so that objectives are successfully attained. Instructional activities afforded by the program enhance cognitive, language and physical development of all children. Social dimensions including self-help skills, self-esteem and positive social interaction are emphasized. For children in the program for whom a problem is suspected, staff consults with parents before a child is referred for further diagnostic work. Assessment is ongoing and is part of the instructional program. Informal and formal methods are used including individualized educational and developmental plans (IEP), parent interview and survey, checklists, observation, anecdotal records and developmental profiles.

California State University, Bakersfield Children’s Center meets requirements of the *Americans with Disabilities Act* and are fully accessible.

California State University, Bakersfield Children’s Center refrains from religious instruction and worship.

**Parent Survey**

Every year in October, our program will distribute a Parent Survey and ask parents to complete the survey. This survey will assist our program in planning and conducting activities to support children’s learning and development as well as meeting family needs. The results from the survey will become part of our annual agency self-evaluation process

**Parent Involvement**

Research shows that parent/guardian involvement in a child’s classroom will increase the benefits he/she gets from our program. The Center has an open-door policy and strongly encourages parent participation in the child’s classroom activities. **Parents are the most important people in their child's world. As such, you are your child’s primary teacher.** We believe you bring specialized knowledge and experiences to the partnership. The wealth of information you have about your child’s likes and dislikes, learning style, personality, strengths, and needs are essential to your child’s education. We ask that you help us to understand how to
care for your child and support your child’s growth and development by working in partnership with us. The following suggestions may help you become involved in our program and the success of your child’s education.

- Ask the teacher about your child’s progress
- Voice concerns immediately
- Attend center functions such as field trips, and parent/child workshops
- Participate in the Parent Advisory Committee (PAC) or classroom activities

**Parent Education/Family Development Workshops**

There are parent meetings/family development workshops are held each semester at the CSUB Children’s Center campus. The program provides parent-and-child interactive workshops that focus on health and physical development. These workshops are “hands-on” and take place in the Children’s Center

**Parent Advisory Committee (PAC)**

The Parent Advisory Committee is comprised of members who may include parents, community representatives, and staff. The committee assists in planning meetings of interest to parents and makes suggestions for program improvement. Meeting topics include the sharing of program goals, fundraising activities, and program evaluation.

**Parent Teacher Conferences**

Conferences are scheduled at least twice a year upon completion of the Desired Results Developmental Profile. During this conference, goals are set by both teacher and parent based on the strengths and areas of concern found in the results of the assessment. This is an excellent opportunity to talk about your child’s progress and how our program is meeting your child’s needs and development. Parents are given a copy of the summary of their child’s developmental progress. If needed, you may schedule additional meetings with your child’s teacher.

**Daily Parent Communication**

Staff makes every effort to share information daily with parents regarding individual children. Other information or a note maybe found in the following areas:

- Classroom Daily Message Board
- Child’s daily health check form
- Child’s sign-in sheet
- Child’s folder
Parent Bulletin Board

Parent information is located in every classroom and on the main bulletin board at the entrance to the center. This bulletin board contains information of interest to families. On this bulletin board, you will find:

- Licensing Information
- Food Menu
- School Calendar
- Center’s hours of operation
- Family Resource Information

Each classroom also has a parent board that contains information about what is happening in your child’s classroom and other parent information.

Community Involvement/Fundraising

Fundraising enhances the overall quality of the program through the purchase of additional supplies, equipment, and staff training. Our fundraising includes our annual winter and spring candy sale and solicitations to corporations and individuals. Without your support and the support of the community, we could not provide a quality program.

Staff

All teachers are experienced early childhood educators who participate in a continuous program of educational development through in-service, college classes and professional organizations. All teachers possess a child development permit that authorizes them to teach young children. For the safety of your child, the Children’s Center follows Department of Social Services, Community Care Licensing regulations which require staff members to complete a rigorous background screening, including screening for criminal records. All staff members are required to obtain a health screening, T.B. Test clearance, MMR, DTAP and flu shot.

Food and Nutrition

Food Policy

CSUB Children’s Center is committed to providing nutritious, well-balanced meals to ensure that each child can grow and learn to his/her full potential.

It is California State University Bakersfield, Children Center’s policy that food may not be brought from home except when a child has dietary needs that cannot be met by the program and breast milk. If a child must have special diet due to allergies or other health, concerns the program must receive a note from the doctor indicating which food must be eliminated from a child’s diet and which food should be used to substitute. With the parent’s or legal guardian’s consent, food restriction information is posted in the kitchen and in the center or classroom where the child attends. This will ensure that the child receives appropriate nutrition that falls within CACFP guidelines.
**PLEASE NOTE: Any food brought from home for classroom functions must be commercially purchased**

*Meals Served*

Nutritional balanced meals are provided by our personal cook. Each meal meets the requirements of the National School Lunch Program. These meals are prepared daily by the central kitchen and are culturally and developmentally age appropriate. **None of these foods can be taken home.** Menus for each age group will be posted in each classroom. Menu modifications and substitutions can be made for children with special dietary needs with written notice by a medical professional. There is no charge for any food served at the Center.

Meals are served family-style. Teachers and assistants are trained to model healthy behavior and appropriate table manners at mealtimes. The children are encouraged to try new foods but are never forced to do so. Food is never used as a punishment or a reward. Mealtimes are pleasant with friendly conversation. The atmosphere is relaxed, and children are not rushed to finish before they are ready. If appropriate for age level, children assist in table setting and clean up. Family-style is used to enhance the mealtime experience.

*Sample Menu*

*Is posted in the classrooms and will be emailed to each family monthly.*

*Classroom Cooking Activities*

Food is an important part of your children’s day-to-day learning experience. On a regular basis, our staff plans nutritious and developmentally appropriate food-related classroom lessons, which include cooking activities with the children, learning how food is grown and how it gets to consumers, and sanitary food preparation practices. **We encourage parents to share their nutrition and cooking project ideas with our staff.**

*Allergies*

Any allergies should be documented and discussed with the Director and the Teacher during your enrollment interview and at any other time, as needed.

Children who have been medically diagnosed as being allergic to certain foods will be served a nutritious replacement for that portion of the menu. Parents must provide medical documentation.
Daily Health Check

Please allow a few minutes each day for your child to receive a health check by their teacher. We are unable to accept children with contagious diseases or other health problems. Please be prepared for other child care in the event that we are unable to accept your child due to a health concern. It will be helpful if you check your child every day before coming to school.

Illness Policy

For the health of all children and staff in our program, sick children cannot come to the Center. Please notify the program each day that your child will be absent due to illness. Staff will contact you if your child cannot participate in the program or if we suspect your child has symptoms of illness or a contagious disease.

If staff contacts you to pick up your child, we ask that you arrange for someone to pick up your child WITHIN ONE HOUR of being notified. When someone other than the parent comes to pick up the child, this person MUST show staff photo identification, even if his/her name is on the emergency list.

A Child May Be Excluded for The Following:
- Not feeling well enough to participate comfortably in the program activities
- Fever over 100°
- Cold and/or non-clear nasal discharge with slight fever.
- Signs or symptoms of possible severe illness (e.g., persistent crying, extreme irritability, uncontrolled coughing, difficulty breathing, wheezing, and lethargy)
- Diarrhea
- Vomiting
- Mouth Sores with drooling
- Rash that would indicate a communicable disease
- Pink Eye
- Itching that may be extreme, on the head or body
- Noticeable mites, lice, or other infestation
- Injuries which could require medical care
- Impetigo
- Ringworm

Head Lice Policy

Please check your child’s head often for head lice. Small nits are hard to see and can hatch overnight. If your child has head lice, they will not be able to attend school until all the nits are gone. Please, out of respect for CSUB Children’s Center do not bring your child to school if you know your child has either lice or nits. We will also be checking heads as part of our daily health inspection check. If find lice or nits on your child's head, we will contact you and ask you to come and pick them up immediately. The Center’s policy, when heal lice and/or nits are found is as follows:
• Parents will be immediately notified and MUST pick up their child/children within 1 hour of being notified.
• The child/children cannot return for 48 hours after the lice and/or nits are found. This will provide the family with sufficient time to apply all of the head lice cleaning measures needed to avoid a reoccurrence.
• When the child/children return, a staff member in a private setting to ensure that there are no more lice or nits on the child will check he/she. The parent MUST be present during this head check.
• If the child /children’s head is clean off all lice and nits, they will be accepted to stay at the Center.
• If lice or nits are still present, the parent MUST take the child/children back home and follow the 48-hour policy again.

Children who have been ill should not return to school until they are free of all symptoms for 24-48 hours, depending on the illness. Sometimes a medical note from a doctor may be required for returning to school. A health check will be performed prior to accepting your child. It is always the agency’s decision whether to accept a child after they have been ill.

When your child has been exposed to a contagious illness, please notify the Center immediately. The staff, in turn, will watch for symptoms of illness in the classrooms. This will help prevent epidemics in the Center.

State law also requires that all suspected cases of child abuse or neglect must be reported. Staff members may be persecuted for failure to notify the appropriate law enforcement agency immediately.

Communicable Disease

Inform the center promptly if you suspect that you or your child has a communicable disease, such as chicken pox, lice, conjunctivitis (pink eye), strep throat, and hand-foot and mouth disease, scarlet fever. Such reports are treated with confidentiality. When necessary, the Center may post a notice of possible communicable disease exposure.

Center Sanitation

Clean hands are the most effective way to keep illness out of our Center and away from the child. Hand washing procedures are posted near all sinks. All adults and children will wash hands with soap and water:
• Upon entering the classroom
• After messy play
• During water play, hands will be washed before and after.
• Before handling food
• After toileting
• After assisting a child with toileting
• After using a tissue
After hand washing, they will turn off the water using a paper towel, NOT THEIR CLEAN HANDS.

Emergency

In case of emergency due to sudden illness or accident of a child, the child’s parent will be notified immediately. If the parent or the authorized person specified on the emergency form cannot be reached, the child will be taken to a doctor (specified by the parent) or to an emergency hospital.

Please keep emergency information (persons to contact with updated phone numbers) current on your child’s emergency form.

Medication

The following steps are to be followed in order to make sure that medication is administered properly.

- Only prescription medication is to be used in the program.
- Medication may be given to children ONLY if the Authorization to Administer Medication form is completed and signed by the parent or guardian.
- Any medication received from the parent or guardian must be in the original container and include:
  - The child’s first and last names
  - The date that the prescription was filled, or was recommended by the licensed health provider
  - The name of the licensed health care provider
  - The expiration date or period of use for the medication
  - Manufacturer’s instructions, or original prescription label that details the name of the medication, the strength, and instructions for administration and storage of the medication
  - Diaper Rash Ointment: Ointment must be labeled with the child’s name and instructions for use.
  - All medications are kept on locked containers

Plan of Operation-CSUB Children’s Center

Per 101173
(c) Proposed changes to Plan of Operation that affects services to children

POLICY

Types of Incidental Medical Services that are provided at the CSUB Children's Center include the following:

- Administering Inhaled Medications
- EpiPen Jr. & EpiPen

Records that must be obtained and maintained with Parental/Authorized representative permission include the Parent Consent for Administration of Medications and Medication Chart and the Nebulizer Care Consent/Verification. The Parent Consent for Administration of
Medications and Medication Chart must be filled out by a parent/guardian in order to allow The Children’s Center to administer an EpiPen Jr and/or an EpiPen. The Nebulizer Care Consent/Verification needs to be filled out by a parent/guardian in order to allow The Children’s Center to administer a nebulizer. Attached to these forms need to be a note from the child’s doctor stating what condition the child has and the instructions to administer the medication. The Center will also need written parent consent allowing The Children’s Center Staff to administer medication to the child. The parent instructions should not conflict with what the prescription label directs. The medication will need to be stored in its original condition and not altered in any way. The front office will make a copy of the label of medication and attach it to the rest of the documents. Once these records are obtained, they will be placed and kept in the child’s folder. All medications are to be kept in the office and stored in a file cabinet labeled First Aid. During the business day, the file cabinet remains unlocked, and after business hours, we lock the cabinet. The parent on how to administer the medication and what dosage to use trains the Children’s Center staff. Parents are required to maintain any equipment, and the office staff is required to inform parents when their child’s medication is expiring. All teachers are CPR and First Aid certified. At all times, there will be at least one staff member in the classroom that is trained in administering the child’s medication.

When administering inhaled medications, the EpiPen Jr. and the EpiPen, all staff members must wear gloves in order to maintain their own health and safety. Staff members must wash their hands before and after administering medication. Used instruments need to be disposed in a BD Home Sharps Container Needle disposal.

If a disaster occurs and children need to be relocated to another facility, the office staff is in charge of transporting any medications that are needed for the children. The staff that administers the medication will be in charge of logging each time they administer the medication.

Reporting requirements to Department of Social Services including serious incidents, as well as, changes in Plan of Operation that affect children and timeframes for reporting to the Licensing Office.

Health and Safety Minor Injuries at School

During active play, especially outdoors, it is not uncommon for children to experience some bumps and bruises. If your child is injured at school, a staff member will notify you and you will receive an accident report at pick up time. The accident report will cover all the details of the injury—how it happened and what first aid or care the teacher provided. All staff is certified in CPR and First Aid, and every classroom has a first aid kit. If you have any questions about the injury or accident report, please speak to your child’s teacher or Center Director as soon as possible.

Child Guidance and Discipline

Discipline Policy

We use discipline to help children learn acceptable limits to behavior. As many young children are not ready developmentally to learn and respond to a long list of rules, discipline is in the form of redirection, gentle reminders, or more positive attention from adults in the program. Children are given opportunities to work out problems constructively, and to develop a sense of respect for self, other people, and for the environment. The staff at the center will work with the
children to follow three basic rules: the children and adults cannot harm one another, they cannot harm the center or the equipment, and the children must play in a safe manner so that they will not be hurt.

In addition, the children in the center are awarded personal rights in accordance with Section 101223 of the Licensing code. These personal rights refer to the children's right to be free from corporal punishment and to be treated with respect. A description of these rights is posted at the school and is included in the enrollment forms.

Should a child display behavior problem, he/she will be removed from the group and remain with a staff member until ready to resume play. Children, who display violent or aggressive behavior that could result in injury to themselves or others, such as biting, may be sent home for the remainder of the day. On-going communication between staff and parent is important so that the two can work together to change the behavior.

If challenging behavior persists, the parents will be contacted to discuss the child's behavior and a plan will be made to further proceed in helping him/her. Outside resources such as the Early Learning Institute, the California Parenting Institute, or the Consultation Project may be called to help in problem solving. Input from these resources may include referrals to a more appropriate placement if the center cannot meet the needs of the child.

Procedure To assist staff and parents while working with a child who displays challenging behavior, the following procedure will be followed:

1. When a staff member recognizes that a child demonstrates challenging behaviors that result in harm to others, themselves, or the environment, that child's behavior will be discussed by the Director and Master Teacher and the concerns will be brought to the parent’s attention. Conferences will be scheduled as needed. The parents will be asked about the following: other group experiences the child has had, home environment, discipline issues at home, areas where the child feels successful, etc. A plan will be developed so that staff and family can work together towards the goal of changing the challenging behavior so that the child feels consistency from both school and home. The Director or Master Teacher will communicate with the parent regarding the progress of the situation. This plan could include seeking assistance from community resources, counseling or parent education. Together the Director, Master Teacher/Teacher and the parent will review the plan to improve the behavior.

2. As the plan is implemented, the Director or Master Teacher will maintain regular contact with the parent (at least weekly) to let him/her know the child's progress at the school, and to hear how things are going at home. This contact will take place in the form of meetings, phone calls or notes. All contacts will be documented.

3. All staff members will be made aware of the plan and work together to help reach the agreed upon goals for the child. Time will be set-aside at staff meetings to discuss progress.

4. If the child's challenging or hurtful behavior decreases, the child may continue at the school, if the Director feels this is safe and appropriate. 5. If the child is unable to be successful in changing her/his behavior or the parent does not follow through with the agreements listed in the plan, the Director will consider reduction of the child's hours at the center or terminating services altogether. If the decision is made to reduce or terminate the child's hours in the center, the Director will contact the parent(s). Subsidized families will receive a Notice of Action which
gives fourteen days notification before the reduction occurs. In addition, referrals to alternative early childhood education services will be given if possible.

**Examples of Unacceptable Behavior**

**Biting:** Biting is a common concern with infants and toddlers in Child Care Centers. While it can cause emotional distress to both the biter and the other children in the Center, biting is a normal developmental behavior common in most children. Most children bite for a variety of reasons but typically do not mean to harm other children. Staff will work with parents and children to correct biting behavior. Most biters correct their behavior with the help of staff and parents.

However, there may be situations where a consistent pattern of severe biting will result in the need to exclude the child for the protection of other children. A consistent pattern would be continued biting and attempted biting throughout the day within a one (1) to two (2) week period. If this consistent pattern continues, the following steps will be implemented:

- After the first bite the parent will be notified. When a consistent pattern of severe biting has been identified, a parent conference will be conducted with the Teacher and Director to develop strategies for an individual plan of action for the child.
- If there is no improvement, a Notice of Termination may be sent to the family.

**Aggressive/Dangerous Behavior:** As children develop, they naturally push the limits and challenge rules. However, it is never appropriate for children to intentionally harm or act out against another child or adults at the Center. Staff will intervene immediately using techniques to stop inappropriate behaviors and promote appropriate behaviors.

In addition to the procedure listed above, whenever a child demonstrates consistent intentional dangerous behavior against another child or adult (hitting, severe biting, and/or fierce kicking) the following steps will be implemented:

- Staff will notify parents of their child’s behavior.
- If there is no improvement and a pattern of aggressive behavior continues a parent, conference will be conducted with the Teacher and Director to develop strategies for an individual plan of action for the child.
- If there is no improvement, a Notice of Action terminating services may be sent to the family.

**Referrals**

In some cases, outside professional help may be recommended. It is very important that home and school cooperate with mutual goals and procedures. Parents may seek information on various behavioral issues from staff at any time. If we do not have information available on a particular issue, we will gladly refer parents to service providers who may be able to help. In addition, staff will communicate all behavioral issues to parents so that they are aware of their child’s behavior while in our care.
Parents may also request a conference with their child’s Teacher or the Center Director at any time.

**Arrival and Departure**

Each child must be signed in and out of the center by a parent or designee. All sign-in sheets are located in children’s classrooms. For your child’s protection, he/she will be released only to persons authorized on the emergency card. If someone other than the authorized person must pick up your child, he/she must have written permission signed by the parent and be over eighteen (18) years of age. The person picking up must have photo identification.

Arrival to the center:
1. Every child must be accompanied into the classroom by a parent or authorized designee.
2. The parent or authorized designee must record the exact time of arrival and sign in with full legible legal printed name.
3. Be sure that a teacher in your child’s classroom knows that your child has arrived or Departure from the Center.
4. Every child must leave the Center with a parent or authorized designee.
5. The parent or authorized designee must record the exact time of departure and sign out with full legible legal printed name.
6. Be sure that a teacher in your child’s classroom knows that your child is leaving.

**Safety and Conduct**

- All drivers should drive slowly and park safely at the Center.
- Do not park in “Handicapped” and “No Parking” (red) zones. Please reserve the handicapped spaces for those who need them.
- It is against the law to leave children under thirteen (13) years of age alone in parked cars.

Never leave any child alone in the car, no matter how short the time! It is not only unsafe, but illegal.

**Tobacco/Drug Free School Policy**

Our program is committed to maintaining a safe and healthful environment for all families and staff. Therefore, the use of any tobacco or drugs on school property is prohibited at all times.

**Child Abuse Policy**

The California Penal Code states that our staff must report any unusual marks found on a child, or statements made by a child that may indicate “suspected” abuse or neglect, to the police or Child Protective Services. Failure by our staff to report suspicious situations within thirty-six (36) hours is a misdemeanor for the staff members, punishable by six (6) months in jail and/or a $1,000.00 fine. Parents whose children have birthmarks should communicate this to staff to avoid unnecessary reports.
Parking

The parking spaces closest to the school entrance are designated for fifteen (15) minute drop-off/pick-up only. These spaces can only be used for a brief amount of time by parents who are bringing or picking up children. **NO DOUBLE PARKING ALLOWED.**
Megan’s Law

The State of California passed legislation that allows you to check with local law enforcement agencies to see if there are people residing near your home or your child care center who are registered sex offenders. Registered sex offenders include people convicted of crimes ranging from indecent exposure to rape or molestation.

Car Seat Law

Effective January 1, 2012 California Vehicle Code states that children must be at least 4’9” in height and in an approved car seat until they are eight (8) years of age or older. The Children’s Center is required by law to notify Child Protective Services and our local police authorities of non-compliance with this regulation. If a car seat is needed, please contact the Center Director and we will try to assist you in obtaining one.

Buckle Up!! State laws mandate that children should always be seated and secured in car seats. Your child must be in an approved car or booster seat until they are 8 years old or 4’9”!

Visitors

Visitors who want a tour of the Center must first get approval from the Administration Office and the Children’s Center Director.

Pick Up Policy

If you are late in picking up your child, and you do not contact the center, staff will take the following steps:

1. Try to reach the persons listed on the emergency information form and ask them to pick up your child. It is extremely important that the persons listed on the emergency contact list are aware that they may be called to pick up your child. You must notify us immediately if there are changes in their contact information. Any authorized adult listed on the emergency contact list must be eighteen (18) years or older in accordance with State law.

2. If we are unable to reach you or the emergency contact person(s), we are required by law to call the police and/or Child Protective Services (CPS) to pick up your child. Calling the police and CPS is the last resort. Staff will try their utmost to locate someone to pick up your child before calling the police or CPS.

Diapering and Assisting Children in the Restroom
The following policies and procedures are to be used with children who are not potty-trained.

1. Only commercially available disposable diapers and pull-ups are used for children who are not potty-trained.
2. Based on the daily record, diapers are checked a minimum of every two hours when children are awake, and when they awaken.
3. Each time a diaper is changed, it is documented in the child’s daily record.
4. Diapers are always changed when wet or soiled.
5. While changing diapers on an elevated surface, teachers are always to keep one hand on the child.
6. Diapers and soiled underwear are changed only in the designated changing area in each classroom.
7. Diapers or soiled clothing is not changed anywhere else in the center.
8. Our changing area is located at least 3 ft. from other areas that children use and is only used for one designated group of children.
9. Changing procedures are used to evaluate teachers who change diapers.
10. Surfaces used for changing diapers or soiled clothing are NEVER used for other purposes, EVEN IF IT IS FOR JUST A FEW MINUTES.
11. Containers used for disposing of soiled diapers and diapering materials have a lid that opens and closes tightly, using a hand-free device.
12. Containers are kept closed and not accessible to children.

The Center’s staff will work diligently with each family to assist each child become fully potty trained by the age of three. The Center’s preschool classrooms are not equipped with diaper changing or potty-training equipment. Because of this, the Center requires that each child be fully potty trained before transitioning to the preschool classrooms. Should a child not be fully potty trained by the transition period, the Center reserves to keep the child in the Toddler classroom until he/she is potty-trained.

**Clothing and Personal Belongings**

At the Children’s Center, we value children’s freedom to play and explore. In a typical day your child may paint, sit in the sandbox, and climb on the play structure. You should expect that your child will get dirty during the course of the day. Children should come to school in play clothes that are comfortable and easy for him/her to manage without much adult assistance (please avoid overalls and belts, especially for children who are toilet training).

Provide tennis shoes or other closed-toe shoes so your child may safely climb and run. Please be sure your child’s shoes fit well, as poorly fitted footwear can cause accidents. For the safety of your child, backless shoes and thongs are never allowed. Shoes should have a back, so they do not slip off his/her feet. Your child must be wearing appropriate footwear to be accepted into the classroom.

**MARK ALL OF YOUR CHILD’S CLOTHING WITH PERMANENTS INK OR NAME LABELS**, this includes underwear, socks, sweaters, jackets, hats, and mittens/gloves. We encourage all children to care
for their clothing, but we cannot take responsibility for clothing that is lost at the Center.

Please keep at least one (1) extra set of clothing in your child’s cubby (appropriate to the season), including socks and underwear. This will ensure that your child will have dry clothes available after water play or a potty accident. If your child comes home in clothes that do not belong to him/her, please wash and return the next day.

**Hair Accessories**

All hair accessories must be fastened securely to your child’s hair for safety reasons.

**Toys/Personal Items**

For safety and sanitation reasons, the Center provides toys for the children. Please make sure that your child keeps toys, stuffed animals, etc., at home, unless the teacher has arranged special sharing days. This will eliminate any problems of toy ownership, breakage or loss. Check your child’s backpack/diaper bag daily, making sure there are no toys or other items inside. After services have been terminated, items will be held for one (1) week after a child is no longer enrolled. After this time, abandoned items will be discarded.

**General Policies**

**Confidentiality of Information/Records**

The use or disclosure of all information pertaining to the child and his/her family shall be restricted to purposes directly connected with the administration of the program. The agency will permit the review of the basic data file by the child’s parent(s) or parent has authorized representative upon request and at reasonable time and place.

**Discrimination and Harassment Policy**

Center programs and activities shall be free from discrimination and harassment 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.

The Center prohibits discrimination, intimidation, or harassment of any child, parent, or staff by any person associated with the Center. Prohibited harassment includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe and pervasive that it affects a child’s ability to participate in or benefit from a Center program or activity; creates an intimidating, threatening, hostile, or offensive environment; or has the purpose or effect of substantially or unreasonably interfering with a child’s ability to make adequate progress.

School staff and volunteers shall carefully guard against segregation, bias, and stereotyping in the delivery of services, including but not limited to instruction, guidance, and supervision. Any person who observes an incident of discrimination or harassment should report the incident to the Center’s compliance officer, whether or not the victim files a complaint. Upon receiving a complaint of discrimination or harassment, the Compliance Officer shall immediately investigate
the complaint in accordance with procedures specified in the CSUB Children’s Center Uniform Complaint Procedures.

The following are the Compliance Officers for the Center and are designated to handle complaints regarding discrimination and harassment and inquiries regarding the Center’s nondiscrimination policies: Director, Child Care Center, or assistant at 9001 Stockdale Hwy. Bakersfield, CA, 93311, 661-654-3165.
The Office for Civil Rights (OCR) of the U. S. Department of Education has authority to enforce federal laws in all programs and activities that receive federal funds. The California Department of Education may investigate complaints regarding discrimination through the CSUB Children’s Center Uniform Complaint Procedure.

The Parent/Guardian Is Responsible to:

1. Notify the agency if child is ill or will be absent.
2. Sign children in and out at the Center when arriving or leaving. This includes any time away from the Center during the day for a doctor’s appointment, etc. A full legible signature is required.
3. Children must be accompanied into the classroom by a parent or an authorized adult eighteen (18) years or older in accordance with State law.
4. Notify agency immediately of any changes such as address, telephone number, and class schedule.
5. Only authorized individuals with proper identification (A driver’s license or other picture ID) will be allowed to sign a child in or sign out.
6. Provide written permission if a person other than a parent is to pick up the child.
7. Fill out the off-campus sign-in/sign-out sheet located in your child’s classroom, if leaving campus while your child is still on the Center site, ex doctor’s appointments etc.
8. Provide up-to-date emergency contact person(s) and phone number(s).
9. Conduct shall be socially acceptable while on the Center premises. All children and staff are always to be treated with respect.
10. Let the teacher know if anything has happened in your child’s life that may affect their attitude or behavior at school. We want your child to have the best day he/she possibly can have at school.
11. Turn in a written request with a two (2) day notice-for copies of any information from your child’s file.
12. Always Provide at least one (2) seasonally appropriate change of clothing. If a child runs out of clothing, the parent will be notified to bring clothing or pick the child up.
13. Hold on to the child’s hand, or have the child walk by your side when walking to and from the Children’s Center. **DO**
NOT allow your child to get way ahead of you, or far behind you. Small children cannot be seen and can easily be hit by a car. This policy is strictly enforced FOR YOUR CHILD’S SAFETY.

14. Meet regularly with your child’s teacher to discuss your child’s progress and to update information.

Children’s Personal Rights

Each child receiving services from the Children’s Center shall have rights, which include, but are not limited to, the following under the law. These are “the right:

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 the 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 the authorized representative informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone numbers of the licensing agency’s complaint receiving unit, and/or information regarding confidentiality.
5. To be free to attend religious services or activities of his/her choice (out of school hours of operation) and to have visits from the spiritual advisor of his/her (parent/guardian’s written) choice.
6. Not to be locked up 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 advanced by the licensing agency.”
8. “To receive or reject medical care or health related services, except for minors for whom a guardian, conservator, or other legal authority has been appointed”

Section 80072, and 101223, Title 22, California Administrative Code
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 (3) 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
   Licensing Office Address: 770 E. Shaw Ave., Suite 300, Fresno, CA 93710
   Licensing Office Telephone #: 559-243-4588
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 Progress 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.

Earthquake/Disaster Emergency Information

In each classroom, you will find an Emergency Disaster Plan posted. The plan indicates staff assignments during an emergency evacuation, facility exit locations and temporary re-location sites. Parents should familiarize themselves with this information.

Children and staff members participate in monthly fire and disaster drills. In the event of a school emergency, children will remain at the Center until picked up by parents, or other authorized adults eighteen (18) years old and over.
In this area there is always the possibility of a major earthquake. Listed are some "Do's" and "Don'ts" that may help you in the event of such a disaster. As a part of California State University, Bakersfield, we are well equipped and trained to handle emergencies.

Disaster Preparedness

The Children’s Center maintains emergency first aid, food and water supplies for use in the event of an earthquake. Any child needing long-term prescription medication should arrange for storing medication with the earthquake supplies.

In the event of an earthquake, please pick your child up immediately. Discuss plans for picking up your child with family members and emergency contacts. Remember that in a major disaster, travel will be restricted and back up people may be needed in order to get your child from school. We will release children to the first approved adult who comes for them. We will note who came for your child and their destination. Please keep Emergency Information current. In the event that we must evacuate the classrooms, we will evacuate to the south play yard to the school.

Major Disaster, Earthquake, Tornado Etc.

In the event of a major disaster such as an earthquake, tornado, etc., all CSUB Children’s Center children will be evacuated behind (South side) of the Children’s Center by the Baseball Fields. Sign out sheets will be available for parents to pick up children at this location.

Fire or Chemical Leaks

In the event of a fire or chemical leak, all CSUB Children’s Center children will be removed from the premises. We will evacuate to Chevron’s Administrative Offices foyer. Sign out sheets will be available for parents to pick up children at this location. The address to this location is 9525 Camino Media Way (661) 395-6300.

Earthquake Do’s

- **Trust us.** We have an emergency plan and will stay and do everything we can until we can get you reunited with your child.

- **Stay where you are.** You need to keep yourself safe so you can later be reunited with your child. All parents will be required to pick up their child at a designated gate on the campus.

- **Keep your phone line open.** If your lines are not down, do not use the phone except to get medical aid if you need it. We will contact you as soon as possible.

- **Wait until we talk to you to give us authorization to release your child.** We would rather wait an extra hour than risk a more serious tragedy.
Earthquake Don’ts

• **Try to get to the Center to pick up your child.** You will be in more danger on the street than your child will be here. You would probably be stopped by roadblocks and not be able to get here.

• **Call the Center.** If you are jamming the phone line no one can get through, and more importantly, we need to be spending our time comforting the children, not talking on the phone.

• **Panic.** We know you may have a couple of anxious hours to face before you are sure your child is okay, but to panic usually leads to needless mistakes.

• **Send a stranger to pick up your child.** When an all clear is given, do not expect us to release your child to someone not authorized on your identification/emergency for
Parent Handbook Acknowledgement Form  
Fiscal Year 2019-2020

I have received and read the Parent Handbook, which also includes the admission agreement. I understand the policies and procedures described and agree to follow the stated requirements and guidelines while my child (ren) is enrolled in the CSUB Children’s Center Program.

- Admission Policies and Procedures; Interview
- Admission Priorities
- Family Fee Schedule
- Child Medical Assessment
- Attendance/Absences
- Termination Policies

__________________________________
Child Name

__________________________________  ____________
Parent Signature                 Date

Revised 07/2019