

**PARENT
HANDBOOK
THE OFFICE OF
CHILD
DEVELOPMENT**

**10800 FARRAGUT DRIVE
CULVER CITY, CA 90230**

Phone (310)842-4230

Fax (310)842-4288

**CULVER CITY UNIFIED SCHOOL
DISTRICT**

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WELCOME!

Thank you for choosing The Culver City Unified School District, Office of Child Development, for your preschool and before and after school program needs. The Office of Child Development (OCD) is committed to providing a quality educational program that focuses on the whole child and support services that address the diverse needs of our families.

This is done in an environment that is rewarding, inclusive, and collaborative. Our staff is committed to supporting parents in their significant job of raising competent, caring children who know their immeasurable worth and are able to utilize their talents to the greatest potential.

Here, at the Office of Child Development, we pride ourselves on providing quality educational programs designed to promote a love for learning that will carry children throughout their educational experience. From our preschool program, which is the foundation for a child's beginning into the world of academia, to our after school programs, that act as a continuum for learning, the Office of Child Development looks forward to serving as a stepping stone for your child, through our experiential, interactive and encouraging teaching style.

In this Parent Handbook you will find valuable information regarding opportunities for you to be involved in your child's education, as well as the roles and responsibilities of both parents and staff.

We invite and encourage parents to become involved through our Parent Advisory Council (PAC). This is a volunteer organization run by parents whose goal is to support the students and the program.

Sincerely,

Audrey L. Stephens
Program Director
(310) 842-4230 Fax (310) 842-4288

MISSION STATEMENT

Our ultimate goal is to empower and motivate children through the application of age appropriate, experiential learning while respecting and celebrating each child's cultural diversity and personal individuality.



THE PROGRAM

The Culver City Unified School District Children's Center first opened its doors to serve families with preschool children in 1971 and school age children in 1985. A part day preschool was opened in 1990. From the beginning, the Culver City Unified School District has been committed to quality early childhood education, after school extended learning and the needs of the community.

The Office of Child Development programs are based upon the growth and developmental needs of children from preschool through the elementary school years. While supplementing the care provided by their own families, our programs take advantage of an important opportunity to help children develop more fully by providing experiences which foster growth and extend what they are learning both at home and at school.

In our programs, we are very much aware that each child develops at his or her own pace. Consequently, we plan the curriculum to meet each child's own individuality while in the process of growing physically, socially, emotionally, and intellectually.

Our program is informal and flexible but is assured the curriculum and environments are the result of careful planning based on the best available knowledge of child growth and development. We know that children find a sense of security in knowing what is going to happen so each day we have special times for indoor and outdoor play, group time, music, etc. In our planning we consider the group need and individual needs/concerns, keeping in mind each child's uniqueness.

We include activities, which will enable children to build basic skills in language arts, science, social studies, and mathematics. Singing, dancing, art, cooking, puzzles, stories, puppets, games, as well as vigorous physical activity, running, jumping, climbing, digging, and building are stressed as important to the total development of each child. We also encourage simple courtesy and caring for each other and our environment, and a respect for each person's well being and uniqueness.

Field trips are a regular part of our program. We often take walks to the library, parks, and museums. In addition, we take bus trips to various locations to help enrich our curriculum and programs.

PHILOSOPHY

As early childhood educators our job description extends beyond the classroom. We are researchers examining current pedagogic trends, we are investigators looking for innovative ways to reach and teach children, and we are gatherers of information, utilizing first-rate materials that will support children's play while augmenting their budding knowledge. We believe in providing a safe space for children to evolve with much time devoted to maintaining a nurturing learning environment where their efforts are supported. By establishing a strong home-school-community connection, we inspire children to become social learners, creative thinkers, and effective problem solvers.

CHILD DEVELOPMENT SERVICES

Goals to provide a program for children that afford them the opportunities to...

- Develop positive self-esteem, knowing they are valued and are special individuals.
- Build their strength, muscular coordination and physical skills.
- Increase and strengthen language skills.
- Establish a foundation for good health and safety habits.
- Grow in their ability to understand and operate in their social environment.
- Acquire problem-solving skills to concentrate and to think creatively.
- Learn to be responsible for their actions.
- Expand interest and abilities in the academic subjects - reading, math, writing, science, social studies, history, art and music - through age appropriate activities.
- Nurture their ability to recognize and express feelings appropriately.
- Learn to act independently and with confidence, interacting comfortably and happily with peers and adults

The goal of the Office of Child Development is to ensure that all children are making progress in the domains of physical, cognitive, and social-emotional development. Therefore, we use the Desired Results Developmental Profile, a tool developed by the California Department of Education, Child Development Division, to assess the development of children. Children are assessed within 60 days of enrollment and every six months thereafter. Parent's input is a necessary component of this assessment. The assessment is also used to plan and conduct age and developmentally appropriate activities for the children. We also utilize The Early Childhood Environment Rating Scale-Revised: which is designed to assess group programs for preschool-kindergarten aged children, from 2 through 5 years of age. Each one of the scales has items to evaluate: Physical Environment; Basic Care; Curriculum; Interaction; Schedule and Program Structure; and Parent and Staff Education. The Parent Survey is distributed to all the parents asking for their feedback about how the program helps parents to support their child's learning and development and meet their family's needs.

PROGRAM POLICIES

- Children should be able to adjust their own clothing to use the bathroom successfully.
- Shoes should be closed-toe, have backs and non-skid soles.
- Staff will not be responsible for lost, stolen, or damaged belongings. Valuables such as jewelry, money, and toys should remain at home. Please label coats and sweaters.
- Please help and remind your child to use their cubby and care for personal items.
- Do not send food to school.
- "Treasures" from home are allowed only on "Sharing Day." (See your child's teacher for more details).
- Staff is required to report suspected child abuse (Penal Code Section 11166).
- Please bring concerns or questions to the teacher first. If the teacher is unable to assist you, feel free to contact the Lead Teacher or call the Office of Child Development.
- Please park in designated areas only, handicap parking requires a state permit.
- Never leave children unattended. Cars with unattended children will be reported to the Culver City Police Department.
- Fundraising activities will be voted on at the Parent Group meetings. Only approved agency fundraising is allowed.
- Inform the teacher immediately when your child is absent.
- Please ensure emergency cards are updated at least three (3) names and phone numbers are required for emergency purposes.
- **CAR SEAT LAW** – Children under the age of 8 must be secured in a car seat or booster seat in the back seat. Children under the age of 8 who are 4' 9" or taller may be secured by a safety belt in the back seat.

THE STAFF

Our teachers and aides are experienced early childhood educators and participate in a continuous program of educational development through in-service, college classes, and professional organizations.

All of our teachers are certificated possessing a credential from the Child Development Division of the California Department of Education, which authorizes them to teach young children. Many of our staff have bachelor's degrees in Early Childhood Education.



ADMISSION

All programs are operated on a non-discriminatory basis, affording equal treatment and access to services without regard to race, color, and religion, sexual orientation, national origin, and ancestry, economic or exceptional needs.

➤ **Non-Discrimination**

CCUSD Programs operates on a non-discriminatory basis, equal treatment and access to services without regard to race, color, religion, ancestry, national origin, ethnicity, gender, sexual orientation, marital or parental status, mental or physical ability or handicap.

➤ **CCUSD Is An Equal Opportunity Provider And Employer**

Children are admitted according to a waiting list procedure established and monitored by the State Department of Education. Priority for our state preschool programs is to eligible four-year-old children prior to serving eligible three-year-old children. Within these age groups, families with the lowest adjusted monthly income shall be admitted first. When the families with the lowest income are called from the waiting list, yet do not need services, they will retain their space at the top of the waiting list and will be called again for the next available space.



HEALTH AND SAFETY

It is very important for all of our children to be healthy. This allows children to best reach their full potential! Procedures and routines are established throughout the program to ensure that participating children are healthy and safe while in school.

NUTRITION AND FOOD SERVICES

We participate in the Child Care Food Program which assists us financially. All families will be asked to fill out an application.

The Child Development programs provide nutritious and appealing meals and snacks at no charge. Children often participate in the preparation and serving of snacks. All meals, snacks and drinks, provided through the Child Care Food Program, must be consumed on site and cannot be taken home to eat/drink at a later time. This is a requirement by the Child Care Food Program.

If your child is enrolled in an elementary school, you may purchase a lunch or you may send a lunch with your child. The lunch card must be purchased in the elementary school office. On school holidays when the program is open for the full day, your child will need to bring a lunch.

MEDICATION

If your child is taking medication, but is able to return to school, we require a note from the doctor for each medication she/he prescribes if child is to receive medication at the center. This policy includes over-the-counter medications. The required dosage and times to be administered must be included in the note.

ALLERGIES

All diagnosed allergies must be documented in child's file, and each staff person responsible for supervising the child must be notified. It is the parent's responsibility to inform the child's teacher in writing of any and all known (potentially harmful) allergies. Allergy alert forms are available at the Office of Child Development.

HEALTH POLICIES

Children who are cared for in groups have an increased risk of being exposed to illness. The exclusion of sick children is recommended when such exclusion could reduce the likelihood of spreading the illness. We have found that a healthy child is a happier child, so we would ask that you please follow the guidelines below when deciding if your child is well enough to attend school.

Symptom

Keep Child Home Until....

Fever

Fever registers below 100 degrees for no less than 24 hours.

Runny Nose

Thick yellow or green discharge is cleared up. If child's runny nose is due to allergies, then a doctor's note must be presented.

Cough

Until cough subsides (within reason).

Ear Ache

A doctor examines the ears and recommends the child to return to school. A doctor's note must be presented.

Rash

A doctor determines the cause of the rash and recommends the child to return to school. A doctor's note must be presented.

Sore Throat

A doctor examines, no strep infection exists and the throat is healed. A doctor's note must be presented.

Red, Pink and Watery Eyes

Treatment has been administered for no less than 24 hours. A doctor's note must be presented.

Lice

Child's hair has been treated and there is no louse present.

Impetigo

Treatment has been administered for no less than 24 hours. A doctor's note must be presented.

Upset stomach, diarrhea or Vomiting

No temperature, no further problem exists and the child is eating normally without causing upset. Diarrhea and vomiting must have stopped for at least 24 hours.

Communicable Diseases *(chicken pox, measles, rosella, ringworm, scarlet fever)*

Child must be seen by a doctor and determined that child may return to school. A doctor's note must be presented.

HEALTH POLICIES

Any condition preventing the child from participating comfortably in usual program activities.

Any condition that results in a greater need for care than the staff can provide without compromising the health and safety of the other children.

If you are called to pick-up your child, the parent (or the parent's designee) must arrive within 45 minutes of receiving the telephone call. Failure to do so can result in suspension from the program.

The health department, director(s) and/or teacher may determine that a longer time away from the program is necessary for the health and well being of the children.

CHILD ABUSE REPORTING

The use or disclosure of financial or personal information concerning enrollees and their families will be limited for purposes directly connected with the administration of the Child Development Program, except in the case of reporting suspected child abuse. Staff members are mandated by law to report any suspected child abuse.

Possible child abuse indicators are (According to Penal Code Section 11165):

- **Physical abuse – Unexplained bruises, burns, welts, fractures, lacerations, etc.**
- **Sexual abuse – Difficulty walking or sitting,, pain when urinating/defecating, injury or pain to genital area, unusual fowl odor emanating from genital area.**
- **Mental/Emotional abuse - Failure to thrive, depression (child often appears sad), empty facial expression and severe aggression towards self and others.**
- **Neglect – Underweight, poor growth pattern, consistent hunger, unattended. Physical abuse – Unexplained bruises, burns, welts, fractures, lacerations, etc.**

EMERGENCY PROCEDURES

Each center has a disaster emergency card on file for each child. This card is very important in a life-threatening situation. **YOU MUST KEEP THE INFORMATION CURRENT.**

EMERGENCY EARTHQUAKE PLANS

We, at the Culver City Unified School District, hope that you never have to cope with a disaster, but in case you do, your survival may depend on knowing how to respond. For this reason, we are making plans for emergency procedures. We hope that you, too, will take the time and effort to prepare your own homes, cars, and workplaces for such an emergency.

In the event of an earthquake or any major disaster when your child is on a site, the following list of procedures will be imperative for his/her safety and well being:

- **Do not panic!** Panic will only create chaos. Remain calm. Children will recover from their trauma much more readily if they feel the adults in their lives are in control even in emergencies. Please be assured that your children will be well cared for here at school.
- **Do not call the Office.** Communication at best will be difficult in times of disaster. We do not anticipate non-emergency phone service to be operative.

The following procedure for pick-up must be followed:

- Park a distance away from the school and walk. The streets around the school may be needed for emergency vehicles.
- The child will be released only to an authorized person named on the Disaster Emergency card. That person must report directly to the teacher.
- A signature will be required before your child will be released from the supervision of his/her teacher.
- Parents and authorized adults must present identification before being allowed to remove a child.

TOILETING POLICY

Children attending Preschool have already begun the process of toilet training and they are fully emerged in the practice. We

recognize that occasional "accidents" happen and are to be expected, especially when children are adjusting to a new school setting. Families need to provide full sets of extra clothes throughout this progression.

TOYS, SCHOOL INSURANCE AND FIELD TRIPS

TOYS FROM HOME

We do not encourage children to bring toys from home (security objects needed for napping or separation are, of course, exceptions). If toys brought from home interfere with the program, the teacher may ask the child to keep the toys in their cubby or leave it at home. We are not responsible for toys that are lost or broken.

SCHOOL INSURANCE

The Culver City Unified School District does not carry insurance for each child. You are strongly urged to enroll your child in the school insurance program. The rates are low. This information is available each year during the month of September.

FIELD TRIPS

Field trips will be planned from time to time to help enrich the classroom curriculum and experience. These will entail walking to nearby parks, library, stores, and community facilities. Occasionally, a school bus or a city bus field trip will be planned. You will be notified in advance.

Your child must be in the classroom at least 30 minutes before all trips to attend that trip.

You cannot drop your child off nor pick him/her up from any field trip site. Every possible precaution will be exercised to assure the safety and welfare of your child. However, the school and its authorized agents shall not be responsible, financially or otherwise, should an accident occur.

PARENT INVOLVEMENT

Since the life of a child cannot be divided into two separated parts "life at home" and "life at school," it is important that there be a close working relationship between home and school for one continuous plan of healthy, happy living. Your involvement, support, and communication are crucial to your child's adjustment and to our program.

Parent participation is essential to the successful operation of each program. Parents/Guardians are strongly encouraged to volunteer in the classroom and on field trips if possible, provided the volunteer has a current negative TB test or Chest X-Ray on file with the Office of Child Development. The following are additional examples of ways parents can be involved:

CLASSROOM PARTICIPATION

Assist with field trip planning	Join Parent Advisory Council
Donate items from home	Share ideas and concerns with staff

PARENT PARTICIPATION

Attend monthly meetings	Elect parent representatives
Plan and vote on program activities	Discuss successes and concerns
Participate in decision making	Evaluate the program

PARENT MEETINGS/WORKSHOPS

Parents are encouraged to - participate in parent education programs, parent/staff advisory meetings, special speaker evenings, and informal discussion groups. We can all learn and grow together. We are interested in topics that meet your needs, so suggestions are always welcome.

PARENT VOLUNTEERS

Parent Volunteers - There are many tasks big and small, for which we need help, such as: parent workdays, repairing equipment, organizing materials, helping with a field trip or class party. **All classroom volunteers must be fingerprinted and submit a proof of a TB test or chest x-ray taken within the last year. The form must be completed before volunteering.** The form is available from your classroom teacher. Due to licensing regulations, we cannot allow any sibling or other child not enrolled in the program to attend while you are volunteering.

PARENT ADVISORY COUNCIL

The Parent Advisory Council is comprised of a representative from each classroom. The Parent Advisory Council meets monthly to enhance communication between the central office, each site, and other parents. The Parent Advisory Committee is a parent run committee that meets to discuss issues related to services to the families and children. The goals of the Parent Advisory Council are to initiate ideas and serve as a link for parents in the programs. The KIDS KLUB serves as the fundraising part of the council. Your attendance is welcome and encouraged. Please contact your site teacher or the Director(s) for further information.

PARENT CONFERENCES

Parent Conferences are invaluable as a basis for providing good experiences for individual children. We are here for you and your child. Please feel free to talk with us at any time for any reason. Your child is constantly changing and growing and it often helps just to talk with others who care. We welcome your comments at any time; however, it may be necessary to schedule a conference, as we are needed in the classroom during our scheduled times. Either the parent or staff members may request conferences. Two formal parent teacher conferences will be scheduled each year with the parents of preschool age students and one formal conference will be held annually for school age students.

Parents can assist the staff in meeting special needs by keeping the school informed of irregularities or upsets in a child's life. A phone call or a word on arrival about things as variations in sleep or appetite, irritability, or unusual situations at home will prepare teachers to be of special help at school.

THE CELEBRATION OF HOLIDAYS IN OUR CENTERS

We believe that holidays and celebrations are an important part of childhood. Yet, it is extremely difficult to give holidays meaning that is developmentally appropriate for young children. It is important that the activities support every child in the program. Therefore, we will be celebrating the milestones (printing your name, learning to whistle), points of learning (the color red, the number three), the celebration of children and families (the birth of a sibling, moving to a new house) and events in the world (a shuttle launch, a presidential visit). Our themes and lessons taking place at school will not be centered on holidays. We will encourage

and teach spontaneous self-expression in all forms in our classrooms – music, art, and discussions.

- ❖ Foods must be purchased from a store. Homemade items are not allowed.
- ❖ Foods must be brought in their original packaging; otherwise items will not be served to the children.
- ❖ Nutritionally acceptable foods include fresh fruit, yogurt, muffins, and 100% juice.

“A young child’s joy in discovery, learning, and finding something out for the first time is, in fact, the ultimate celebration!” Francis Wardle

RELIGIOUS INSTRUCTION OR WORSHIP

The Culver City Unified School District Office of Child Development refrains from any and all religious instruction or religious worship.

JUSTICE FOR ALL

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, or political beliefs. Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA’s TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). Culver City Unified School District, Office of Child Development is an equal opportunity provider and employer.

COMPLAINT AND FAIR HEARING PROCESS

Actions of certain types (such as an action to discontinue services to a family) cannot be taken unless the family is notified of their rights to a fair hearing regarding the planned action.

APPEAL PROCEDURES

1. **If you want to appeal the action proposed on a Notice of Action form**, you must file a written request for a hearing within 14 calendar days of your receipt of the Notice of Action. The first appeal is to be filed with the agency from which you receive child care services. Deliver that appeal request to the address on the front under “Agency Information.” The appeal hearing will be with people who are at least one level above the person who made the contested decision, (Program Director).

During the hearing you may speak for yourself; or you may be represented by a friend, attorney, or other spokesperson of your choice. If needed, an interpreter will be made available to you by your local agency. A representative of the local agency will be present to explain the agency's reason(s) for the action indicated on the notice.

Following the hearing, you will receive a written decision from your local agency. Along with the decision will be an explanation of the next level of appeal.

2. **If you are dissatisfied with the decision reached by the local agency**, you may then file a written appeal to the State Department of Education's Child Development Division. This appeal must be made within 14 calendar days of your receipt of the decision reached by your agency. To ensure that your local agency will not take the intended action on the date specified, advise the agency of your intent to appeal to the state.

With your written appeal to the Child Development Division send a copy of the agency's Notice of action and a copy of the decision rendered by your local child care agency.

Upon receipt of your appeal, the Child Development Division will review the information you submit and render a final decision within 30 calendar days. This decision will be mailed directly to you, and a copy will be sent to your local agency.

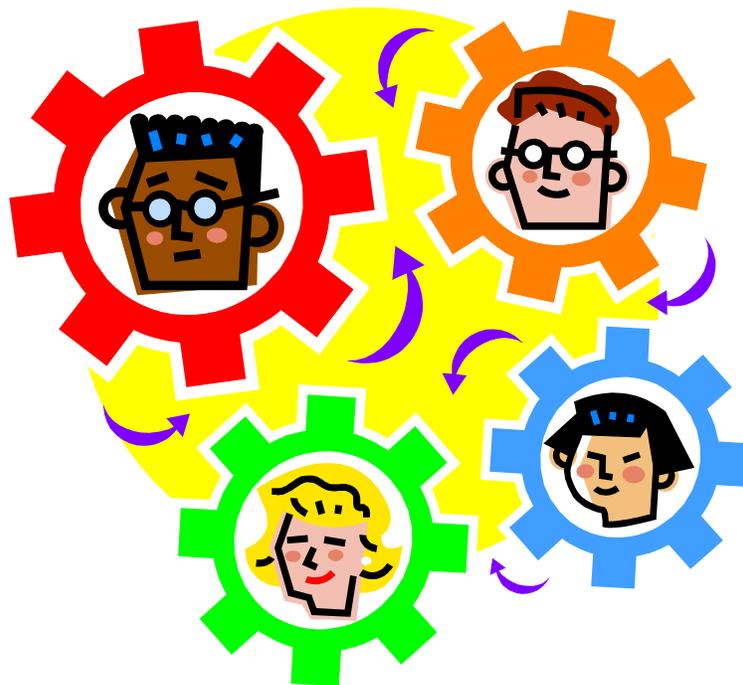
Mail this second appeal to:

California State Department of Education
Child Development Division
1430 N Street, Suite #3410
Sacramento, CA 95814-5901

Attention: Appeals Coordinator

FULL FEE SCHOOL AGE AND PRESCHOOL PROGRAMS

The following information is for Full Fee Families for
Preschool and School Age Programs.



FEES

In order to register for **full cost programs**, you must pay a non-refundable \$25.00 Activity fee and \$25.00 Registration fee.

- ❖ Families are levied fees based on current district fee schedule.
- ❖ All fees are non-refundable, which includes the annual registration fee and the activity

fee.

- ❖ Fees are based on your child care needs. For school age, there are four options, which include school days, recess of winter, spring, and summers. Full time care is available (7 am until 6 pm) during winter break, spring break, staff development days and teacher work days.
- ❖ Fees must be paid on a monthly basis in advance of services i.e. within the first 3 school days of the month. Fees must be paid at the office or by mail by the third school day. The teacher will not accept payment. On the fourth school day of the month the payment will be late and a late fee of \$25.00 may apply. If the fee is not paid by the fifth school day, child care services will be terminated. You will be called at work to pick up your child.
- ❖ Fees are to be paid by check or money order made payable to CCUSD (Culver City Unified School District). No cash will be accepted. Any request for a copy of your child's records or fee payment must be made in writing. If the request is for a record that is over thirty (30) days old, a \$10.00 fee will be required. The fee must be attached to the request. A fee of twenty-five (25) cents will be required for all copies. The office has five days to provide copies.
- ❖ If fees are paid on the fourth day, a late payment fee of \$25.00 will apply. If fees are paid late three times during each school year, child development services can be terminated.
- ❖ A service charge of \$25.00 will be assessed for all returned checks. The replacement must be in the form of a cashier's check or money order. The replacement check and service charge must be paid within ten days of notice. Payment for the next month's fees can be made with a check. However, when the program has received three returned checks, the District will no longer accept personal checks as payment. Future payments must be made by money order or cashier's check.
- ❖ Fees are based on enrollment, not attendance. No deduction may be made from the fees for absences (vacation or illness). You are not charged for any holidays on which the center is closed. Fees are already prorated. For the programs operating 10 months, there are normally 180 school days. Instead of parents paying a different fee each

FEES

- ❖ month based on the number of days per month, we have divided the yearly fee into ten equal payments (September-June). The Center For Early Education is a 12 month program. If you choose to remove your child from the program for any length of time, your child will be dropped from the program and you will have to re-apply and go back on the waiting list.

For school age, priority for summer session registration will be given to those already enrolled in the program. Staff schedules for the summer session are based on enrollment, thus, at times

requiring a change of location.

ENROLLMENT

A pupil attending the Office of Child Development before and after school enrichment programs must be enrolled in the Culver City Unified School District. It is not necessary to live within the district boundaries for early childhood programs.

A. Child care services will be provided under the following condition:

Each child admitted must be determined to be able to benefit from the program offered. The first 90 days is the time for the staff to evaluate if the program is an appropriate placement for the child. The staff will keep close contact with the parent should there be concerns.

B. Children who have special needs or an IEP will be accepted, if it is determined that:

- 1) The program is able to meet the individual needs of the field.
- 2) There will be no adverse effect upon other children or the program either through direct behavior of the child or through requiring staff time needed by other children.

C. Families use the services agreed upon as follows:

- 1) Children are brought to the program only on the days and hours as approved for services or by special approval from the administrative office.
- 2) Children are picked up as agreed, which in no instance will be past the contracted hours of care or the closing hours of the program. At time of registration parent will provide a list of approved persons able to pick up children in the event that the parent will be unavoidably late. All persons must be at least 18 years of age, unless a waiver has been completed. Children must be signed in and out each day.
- 3) Parent will notify the child development office if a child is out for any reason.

ENROLLMENT

- 4) Parent should notify the child development office in writing at least one month in advance of child's termination from the program.
- 5) Parent(s) must keep fee payments current.
- 6) Children must meet all health requirements.
(See Health Guidelines Page 11-13).

- D. Child Care Services may be terminated under the following conditions:
- 2) **Behavior by an adult** or child that is disruptive or dangerous to the program, staff, other parents and/or other children enrolled in the program.
 - 3) **Failure to complete** required forms necessary for enrollment, re-registration, or recertification in a timely manner.
 - 4) **Failure to report changes** in address, phone number, etc. within 5 days.
 - 5) **Failure to pick up child** before the closing of your child's classroom as stated in the late pick up policy (See Late Pick Up Policy Page 14).
 - 6) **Failure** to sign child in or out using full legal signature, on the official sign in/out form.
 - 7) **Endangering the child** in any manner such as unsafe transportation to and from the program (example, putting the child on the handlebars of a bicycle) or arriving to pick up the child in an intoxicated state or smelling of alcohol and refusal of the parent to take corrective action.
 - 8) **Not providing an adult designee** to come into the program to drop off/ pick up, sign the child in and out and refusal to take corrective actions.
 - 9) **Failure to keep current** all emergency information (see # 4)

LATE PICK-UP

To fully benefit from the program, your child needs to arrive at the beginning of the program day, in accordance with the classroom schedule. Fee assisted families must adhere to their contract hours. Late arrivals will be given a late arrival slip (see below).

Staff cannot stay after class closing time. Children must be picked up before the closing time of your center. One minute past the closing time is considered late. Each twenty minutes or portion thereof will constitute another late. The time on the clock in the classroom is the official time.

It is always recommended that you phone your classroom to let the staff and your child know what is happening. It will reduce the stress and worry for everyone! The following policy will be in effect:

- Three late pick-ups (after the hours of the enrolled program has ended) will result in 2 consecutive days of suspension to be determined by the teacher and/or Director(s).
- Two additional late arrivals or pick-ups will result in 5 days of suspension.
- Any additional late pick-ups may result in termination of services.

If the child has not been picked up within 45 minutes of closing and we cannot contact people listed on the emergency card, we will notify the Culver City Police Department and request their assistance in locating you or other family members. Late arrivals or pick-ups are accumulated for twelve months from July 1 through June 30. Each year on July 1 you start with zero late pick-ups/arrivals.

Each parent receives a written copy of the Office of Child Development calendar at the time of enrollment. Each holiday, teacher workday, staff development day and early closing day is listed.

DISCIPLINE PLAN

In order to promote the best learning environment possible for all children and to help them learn appropriate behaviors, the following discipline plan will be used in the classrooms:

CLASS RULES Children will:

1. Follow directions.
2. Keep hands, feet and objects to themselves.
3. Use appropriate language and behaviors.

4. Remain with class and teachers at all times.
5. Use school property and materials correctly.

IF A CHILD CHOOSES TO BREAK A RULE:

1st consequence - Child will be warned.

2nd consequence - Discussion between staff and child will analyze situation and find possible alternatives to behaviors.

3rd consequence - Child will be re-directed to another activity.

4th consequence - Parent will be informed of child's behavior.

5th consequence - A conference will be arranged with parent and teacher.

6th consequence - A conference will be arranged with the teacher and site leader and/or director to determine a discipline plan and/or a contract.

In cases of severe disruptions* or physical violence, parents may be contacted for immediate removal of the child for the day, possible suspension from program for next day or next field trip, or termination from program may be recommended as well. Support services and resources will be provided to assist parent in mediating behavior problems.

***SEVERE DISRUPTION** - - The following continued or frequent behaviors:

1. Unresolved discipline situations
2. Inappropriate language
3. Inappropriate touching
4. Leaving grounds or class without permission
5. Causing physical harm to another person
6. Stealing of private or school property
7. Disruption of school activities or otherwise willfully defied the valid authority of teachers engaged in the performance of their duties
8. Any act/behavior in the Education Code sections 48900 and 48900.

HOMEWORK POLICY

The Board adopted policy for homework is:

Student Responsibilities: Students should complete all assignments, communicate with the teacher if work appears too easy or too hard, and return the completed assigned work to school.

Parent Responsibilities: Parents should provide a quiet place for students to work, adequate time to do the work, take an active interest in the homework, and provide the necessary help.

Guidelines for Time Allotments for Homework: Specific minimums or maximums are difficult

to establish since the amount of relevant homework may vary from week to week. Likewise, the time required to complete a specific class assignment will vary according to the ability of the student, the individual's study habits, etc. In spite of these variables, some guidelines are appropriate. The following is considered to be a reasonable expectation for the average student with an average amount of homework:

Grade	Minutes per Day	Hours per Week
K	15	1.00
1	15-20	1.33
2	15-20	1.33
3	30	2.00
4	60	4.00
5	60	4.00

The Office of Child Development is committed to assisting your child with his/her homework. We will provide a quiet environment each day. We have the opportunity to communicate with your child's teacher regarding his/her assigned work. Your child can receive assistance in a group atmosphere. We are unable to provide one-on-one assistance. Some assignments simply cannot be completed in the after school program and will need your involvement. Your child's school success requires your active involvement in his/her work and progress.

INCOME ELIGIBLE FAMILIES

The following information is for Income Eligible Families for
Preschool and School Age Programs.



POLICIES

All income eligible families are contracted for care for 12 months based on continuing need and eligibility. Your attendance is mandatory each day of your contract. Since the number of spaces for subsidized children is limited, it is important that families who are receiving care are those that need it and will utilize it appropriately. It is mandatory that you keep The Office of Child Development informed of the changes in your childcare needs at all times and adhere to your contract hours. You must notify us within 5 days of any changes.

Fees for Income Eligible Families:

Income eligible families are charged a \$25.00 Field Trip fee per fiscal year. However, services will not be denied based on inability to pay fee.

- ❖ ***Families are levied fees*** based on income and number of members in the family who make up the household, as per the State Department of Education Office of Child Development Family Fee Schedule. Income shall be defined as:
 - (1) Gross wages or salary, advances, commissions, overtime, tips, bonuses, gambling or lottery winnings;
 - (2) Wages for migrant, agricultural, or seasonal work;
 - (3) Public cash assistance;
 - (4) Gross income from self-employment less business expenses with the exception of wage draws;
 - (5) Disability or unemployment compensation;
 - (6) Workers compensation;
 - (7) Spousal support, child support received from the former spouse or absent parent, or financial assistance for housing costs or car payments paid as part of or in addition to spousal or child support;
 - (8) Survivor and retirement benefits;
 - (9) Dividends, interest on bonds, income from estates or trusts, net rental income or royalties;
 - (10) Rent form room within the family's residence.
 - (11) Foster care grants, payments or clothing allowance for children placed through child welfare services.
 - (12) Financial assistance received for the care of child living with an adult who is not the child's biological or adoptive parent;
 - (13) Veterans pensions;
 - (14) Pensions or annuities;
 - (15) Inheritance;
 - (16) Allowances for housing or automobiles provided as part of compensation;
 - (17) Portion of student grants or scholarships not identified for educational purposes as tuition, books, or supplies;
 - (18) Insurance or court settlements for lost wages or punitive damages;
 - (19) Net proceeds from the sale of real property, stocks, or inherited property; or
 - (20) Other enterprise for gain.

FEES

- ❖ ***Fees are paid on a monthly basis.*** fees shall be considered delinquent after seven (7) calendar days from the date the fees were due.
- ❖ ***Fees must be paid at the office or by mail.*** The teacher will not accept payment. On the Eighth school day of the month, payment will be late. At this time, a termination notice will be sent stating that you will have 14 days to pay your fee. If fees have not been paid by the 14th day, termination becomes effective.
- ❖ ***Only three late fee payments*** will be accepted during each school year. Additional late fee payments can result in termination of child development services.

- ❖ ***Fees are to be paid by*** check or money order made payable to CCUSD (Culver City Unified School District). No cash will be accepted.
- ❖ ***In the event of a returned check by the bank*** The replacement check must be in the form of a cashier's check or money order. The replacement check must be paid within ten days of notice. Payment for the next month's fee can be made with a personal check. However, when the program has received three returned checks, the District will no longer accept personal checks as payment. Future payments must be made by money order or cashier's check.
- ❖ ***Fees are non-refundable.***
- ❖ ***Fees are based on*** enrollment, not attendance. No deduction may be made from the fee for absences (vacation and/or illness).

REQUEST FOR COPIES

Any request for a copy of your child's records or fee payments must be made in writing. The office has five days to provide your copies. If you anticipate needing receipts for tax purposes, you should request monthly receipts at the beginning of each year.

ENROLLMENT

A pupil attending the Office of Child Development before and after school enrichment programs must be enrolled in the Culver City Unified School District. It is not necessary to live within the district boundaries for early childhood programs.

C. Child care services will be provided under the following condition:

Each child admitted must be determined to be able to benefit from the program offered. The first 90 days is the time for the staff to evaluate if the program is an appropriate placement for the child. The staff will keep close contact with the parent should there be concerns.

D. Children who have special needs or an IEP will be accepted, if it is determined that:

- 1) The program is able to meet the individual needs of the field.
- 2) There will be no adverse effect upon other children or the program either through direct behavior of the child or through requiring staff time needed by other children.

C. Families use the services agreed upon as follows:

- 1) Children are brought to the program only on the days and hours as approved for services or by special approval from the administrative office.
- 2) Children are picked up as agreed, which in no instance will be past the contracted hours of care or the closing hours of the program. At time of registration parent will provide a list of approved persons able to pick up children in the event that the parent will be unavoidably late. All persons must be at least 18 years of age, unless a waiver has been completed. Children must be signed in and out each day.
- 3) Parent will notify the child development office if a child is out for any reason.
- 4) Parent should notify the child development office in writing at least one month in advance of child's termination from the program.
- 5) Parent(s) must keep fee payments current.
- 7) Children must meet all health requirements.
(See Health Guidelines Page 11-13).

D. Child Care Services may be terminated under the following conditions:

- 1) **Excessive absences** for families receiving fee assistance from the program.
Excessive absences are defined as:
 - More than the allowable state regulation of 10 days in the best interest of the child (as defined on page 33).

ENROLLMENT

- 2) **Behavior by an adult** or child that is disruptive or dangerous to the program, staff, other parents and/or other children enrolled in the program.
- 3) **Failure to complete** required forms necessary for enrollment, re-registration, or recertification in a timely manner.
- 4) **Failure to report changes** in family size, need for childcare, address, income, or telephone numbers within 5 days.
- 5) **Failure to pick up child** before the closing of your child's classroom as stated in the late pick up policy (See Late Pick Up Policy Page 36).

- 6) **Failure** to sign child in or out using full legal signature, on the official sign in/out form.
- 7) **Endangering the child** in any manner such as unsafe transportation to and from the program (example, putting the child on the handlebars of a bicycle) or arriving to pick up the child in an intoxicated state or smelling of alcohol and refusal of the parent to take corrective action.
- 8) **Not providing an adult designee** to come into the program to drop off/ pick up, sign the child in and out and refusal to take corrective actions.
- 9) **Failure to keep current** all emergency information (see # 4)
- 10) **Failure to pick up child** before the contracted hours of care.

ATTENDANCE POLICIES

You must sign your child in and out upon arrival and departure each day. There is a sign-in/out sheet in each classroom (Time and FULL legal signatures are needed). All children must be signed in and out. The State Department defines an adult as a person at least 18 years of age. Children are not released to anyone other than those authorized persons whose names are entered on the emergency card by the enrolling parent or guardian, except upon special notification in writing by the enrolling parent or guardian.

When a child returns from any absence, we cannot accept the child back without a reason for the absence and your signature on the sign-in/out sheet. When your child does not attend school due to illness or suspension he/she is not allowed to attend after school care. When you remove a child from school for an appointment (such as doctor) your child may attend after school care according to your contract hours.

Excused absences include:

- Illness of the child sibling or parent/guardian.
- Court ordered visitation (all pertinent documents must be on file).
- Family emergencies (with documentation), including death in the family, household and medical crisis.
- Legal/court appearance, community unrest.
- Transportation issues.
- Time spent with parent as required by court order.
- Vacation.
- Best Interest Days.
 - A. 10 Day Vacation.
 - B. Sibling/Parent Graduation.
 - C. Cultural/Religious Celebration.
 - D. WIC Appointment.
 - E. Broken Water Heater.
 - F. Funeral.
 - G. Other emergencies where the "Best Interest" of the child is of concern.

Unexcused absences are absences not listed above and may include:

- Suspension.
- Personal Day.

Non Contract Days:

- Limited Term Service leave
 - (a) If the family will temporarily not have a need for subsidized child care and development services as specified in Education Code Section 8263 (a) (2), the contractor may grant the family a limited term service leave.
 - (b) If the contractor grants a limited term service leave:

ATTENDANCE POLICIES

- (1) The family shall not be disenrolled from the program;
- (2) The service agreement with the parent shall indicate that no services will be provided during the limited term service leave and
- (3) The contractor shall not report the child as enrolled nor claim reimbursement from the State Department of Education while the child is on a limited term service leave.
- (c) A limited term service leave shall not exceed twelve (12) consecutive weeks in duration except when the parent is on a maternity or a medically related leave absence from their employment or training.
- (d) Maternity or medical limited term service leaves shall not exceed sixteen (16) consecutive weeks in duration.
- (e) If the contractor grants limited term service leaves, the contractor shall

establish and implement a policy regarding the criteria for approval of requests for limited term service leaves.

- **Parental Incapacity**

If the basis of need as specified in Education Code Section 8263 (a) (2) is parental incapacity, the basic data file shall contain documentation provided by a legally qualified professional of the parent's (s') incapacitation. The documentation of incapacitation shall include:

- (a) A description of the nature of the incapacitation;
- (b) The probable duration of the incapacitation;
- (c) A statement that the parent's (s') incapacitation prevents the parent (s) from caring for the child for some part of the day;
- (d) The number of hours that child care is needed each day because of the incapacitation; and
- (e) The name, address, telephone number and signature of the legally qualified professional who is rendering the opinion of incapacitation.

PARENTS WHO ARE STUDENTS

Parents who are students must provide the Child Development Office with a signed training verification from the school or college, regarding the courses that they are taking, and the hours during which they are in school.

Training verification must state that the parent is enrolled in vocational training, leading directly to a recognized trade, paraprofessional or profession. All units that the student is enrolled in must be academic units in order to qualify for childcare.

All training verification forms must be returned to us by the assigned deadline per semester, quarter or term.

Students must consistently complete unit hours for which they are enrolled, and for which they have asked for child care.

Training verification will not be accepted if:

- ❖ The time and days of the enrolled classes are not filled out completely and properly.
- ❖ The parent has not signed the form or the form has not been completed by the registrar.
- ❖ The closing date of the semester/term is not clearly stated on the training verification form when it is returned to our office.

All work in training must have satisfactory progress, which is a C or better. Progress reports must be presented at the end of each training period and/or semester.

Students must report all types of financial aide provided to them by the college. Students must also report any and all information regarding veteran's benefits, unemployment insurance or part time jobs. TANF grants must be reported and verified through County Social Services Department.

Students must complete the entire certification process by the assigned deadlines in order to continue services with the Office of Child Development.

The Office of Child Development maintains the right to monitor the progress of any parent enrolled as a student. If the parent is not making adequate progress, the parent may be terminated from the program.

LATE PICK-UP

To fully benefit from the program, your child needs to arrive at the beginning of the program day, in accordance with the classroom schedule. Fee assisted families must adhere to their contract hours. Late arrivals will be given a late arrival slip (see below).

Staff cannot stay after class closing time. Children must be picked up before the closing time of your center. One minute past the closing time is considered late. Each twenty minutes or portion thereof will constitute another late. The time on the clock in the classroom is the official time. If you are subsidized, you need to adhere to your contract hours. For example, if your hours are 9 am until 3:30 pm, you will receive a late slip for picking up your child at 3:45 pm. If someone else is picking up your child, it is still your responsibility to have him or her arrive by the closing time of the classroom.

It is always recommended that you phone your classroom to let the staff and your child know

what is happening. It will reduce the stress and worry for everyone! The following policy will be in effect:

If the child has not been picked up within 45 minutes of closing and we cannot contact people listed on the emergency card, we will notify the Culver City Police Department and request their assistance in locating you or other family members. Late arrivals or pick-ups are accumulated for twelve months from July 1 through June 30. Each year on July 1 you start with zero late pick-ups/arrivals.

Each parent receives a written copy of the Office of Child Development calendar at the time of enrollment. Each holiday, teacher workday, staff development day and early closing day.

DISCIPLINE PLAN

In order to promote the best learning environment possible for all children and to help them learn appropriate behaviors, the following discipline plan will be used in the classrooms:

CLASS RULES Children will:

1. Follow directions.
2. Keep hands, feet and objects to themselves.
3. Use appropriate language and behaviors.
4. Remain with class and teachers at all times.
5. Use school property and materials correctly.

IF A CHILD CHOOSES TO BREAK A RULE:

1st consequence - Child will be warned.

2nd consequence - Discussion between staff and child will analyze situation and find possible alternatives to behaviors.

3rd consequence - Child will be re-directed to another activity.

4th consequence - Parent will be informed of child's behavior.

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4. Leaving grounds or class without permission
5. Causing physical harm to another person
6. Stealing of private or school property
7. Disruption of school activities or otherwise willfully defied the valid authority of teachers engaged in the performance of their duties
8. Any act/behavior in the Education Code sections 48900 and 48900.2