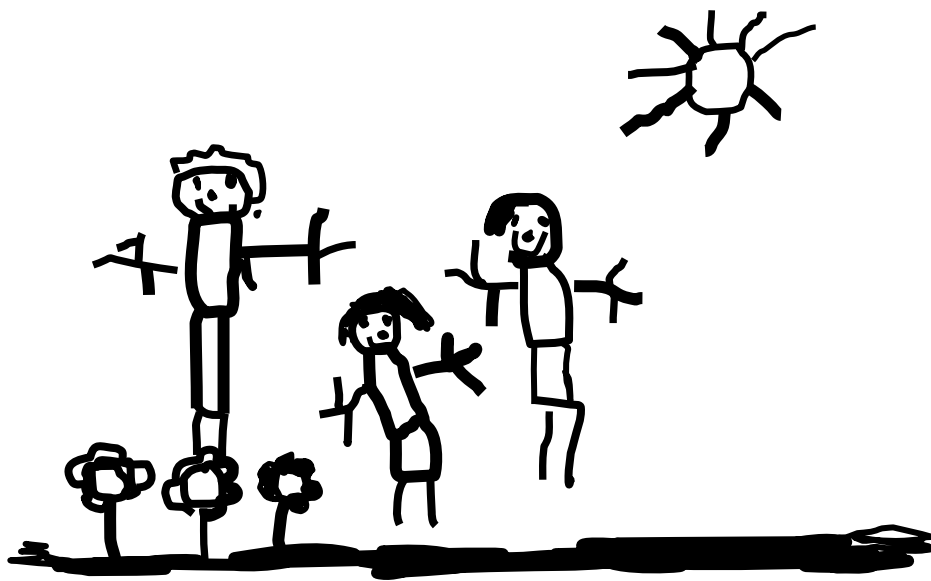


Kern Community College District

Child Development Center

# Family Handbook



Bakersfield College

Cerro Coso Community College

Porterville College

As a part of the Kern Community College District (KCCD) our centers are licensed by the Department of Social Services (Community Care Licensing Division) and funded by the State Department of Education (Child Development Division) and family fees.

**KERN COMMUNITY COLLEGE DISTRICT  
CHILD DEVELOPMENT CENTER PROGRAM & SERVICES**

**John Means, Associate Chancellor, Economic & Workforce Development — 661-336-5036**

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**BAKERSFIELD COLLEGE**

Nan Gomez-Heitzeberg, Executive Vice President

**Leticia Cabrera-Mendoza, Interim Program Manager 661-395-4733**

**Sue Vaughn, BC Administrator 661-395-4049**

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**BC Campus CDC**

**661-395-4369**

Facility #153801812

1801 Panorama Drive  
Bakersfield, CA 93305

Ages served: 2 - 5 years

Preschool:

Sand Dollars - Room 301

7:30 am - 4:30 pm

Sea Turtles- Room 302

Starfish - Room 01/02

Butterflies - Room 402

Dragonflies - Room 401

SeaHorse- Module 35

Seashells - Module 36

**BC State Preschool**

Ages served 3 – 5 years

Morning session 9:00 am – 12:00 am

Afternoon session 12:00 pm - 3:00 pm

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**CERRO COSO COMMUNITY COLLEGE**

Heather Ostash, Vice President Student Services

**Jessica Krall, Program Manager**

**760-384-6120**

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**CCCC CDC, IWV**

760-384-6362

Facility #150406460 & 150406458

3000 College Heights Blvd.  
Ridgecrest, CA 93555

Ages served: 18 months - 5 years

7:45 am - 5:00 pm

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**CCCC CDC, Cal City**

**760-373-1070**

Facility # 153801788

10179 Heather Avenue  
California City, CA 93505

Ages served: 3 - 5 years

Morning session

8:30 am- 11:30 am

Afternoon session

12:30 pm -3:30 pm

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**CCCC State Preschool, Cal City RPU**

**760-371-5829**

Facility #153801749

9124 Catalpa Avenue  
California City, CA 93505

Ages served: 3 - 5 years

Morning session

8:30 am – 11:30 am

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**PORTERVILLE COLLEGE**

Diane Thompson, Director of Student Services

**Karen Ball, Program Manager**

**559-791-2420**

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**PC CDC**

**559-791-2272**

Facility # 540406672

100 East College Avenue  
Porterville, CA 93257

Ages served: 2 – 5 years

7:30 am – 4:30 pm

# **WELCOME!**

Welcome to our child development center community. Thank you for giving us an opportunity to be a part of your child's development. We look forward to building a partnership that will support your child's experiences at the center. Because the family has the most influence on your child's learning potential it is important for parents and center staff to acknowledge their joint responsibility for the education of your child, and work together cooperatively. We encourage you to share your ideas and suggestions. Please feel free to ask questions.

## **VISION**

Our program will provide an atmosphere where individuals are respected and recognized for their uniqueness. We will offer encouragement and support to foster each person's self esteem, autonomy, competence and success.

## **MISSION**

**To accomplish this vision, our mission is to provide . . .**

### **. . . children**

- a safe, healthy, developmentally appropriate learning environment
- recognition of their unique talents and contributions
- respect for their ability to think, learn and solve problems
- guidance to help them successfully interact with others as they seek to discover answers

### **. . . parents**

- support and recognition of the interconnectedness of child and family
- encouragement and understanding of the challenges parents encounter
- recognition and respect of the family culture(s) and values
- provisions for frequent communication with staff

### **. . . staff**

- opportunities for professional growth in child development and in facilitating learning
- information, resources and support which assist their efforts to promote program quality
- encouragement to act as advocates for children and the child development profession
- provisions for frequent communication with families

### **. . . college students**

- an exemplary child development model based on current child development research
- a climate of mutual respect and trust where we encourage open communication
- an atmosphere which views successes and failures as opportunities for learning
- information regarding advocating for children and the child development profession

## **OUR PHILOSOPHY**

### **We believe . . . .**

- Each person is a unique individual, full of discovery and knowledge
- A positive self-image is essential to the full development of each individual
- A child develops trust by the constant, caring response to his needs by the adults in his environment beginning with the primary caregiver in infancy
- Children need opportunities for expression through art, music, and language
- Children need an environment that they can explore and discover on their own with adult support
- Children with special needs are more similar to their peers than different from them, and all children benefit from learning together
- A safe, warm, supportive environment where children's emotional, social, physical, and intellectual development are enriched is vital
- Diversity is to be honored and celebrated
  
- Positive learning experiences in the early years set the stage for lifelong learning

### **OUR PROGRAM GOALS ARE . . .**

- To adapt to the changing needs, interests, and abilities of each child in our care
- To provide a safe, consistent, inclusive environment for children and their families
- To create an atmosphere of honesty and trust by openly communicating with one another
- To provide college students with a model program where they can apply their knowledge about children, families and their development
- To provide quality child care services to support KCCD college students in reaching their educational goals
- To achieve the California State Department of Education Desired Results for Children and Families which are:
  - Children are personally and socially competent
  - Children are effective learners
  - Children show physical and motor competence
  - Children are safe and healthy
  - Families support their children's learning and development
  - Families achieve their goals

## **CONFIDENTIALITY**

Maintaining confidentiality is important to us. All staff members agree to respect a code of confidentiality regarding information about children and families. Staff will respect the privacy of the children and families and will respond to them on a professional level. Financial or other information will be limited to purposes directly connected with the administration of the program. However, we are required to comply with Child Protective Service inquiries and court ordered subpoenas.

## **STAFFING**

All of our teaching staff hold early childhood education credentials and experience working with young children. College and high school students in training may participate in the center program under the direct supervision of teaching staff. Our administrative staff holds early childhood education credentials and has extensive experience working with young children. The administrative staff consists of site supervisors, college program managers and the district associate chancellor of the child development center program and services.

## **ADULT / CHILD RATIOS**

There will be an overall ratio of:

- 1:4 — 1 adult for every 4 children ages 18 months to 36 months
- 1:8 — 1 adult for every 8 children ages 36 months to 5 years

## **DAILY PROCEDURES**

You and your child will be greeted daily by a staff member. If everyone is outside, be sure to take your child to a staff member so that we are aware that your child has arrived. ***You are responsible for supervising any minor children with you at all times and supervising your enrolled child before signing in and after signing out.***

**SIGNING IN AND OUT:** Please sign your child in and out each day. (FULL LEGAL SIGNATURE, NOT INITIALS). By signing your child in, you are officially acknowledging that the program has been given the responsibility to care for your child. Sign-in sheets are necessary for accurate attendance records and meal count reports which are required for our funding and licensing. The sign-in sheets will also be used to account for all children in any emergency situation. Friends or relatives who are authorized to care for your child must follow these sign-in/out procedures.

Only persons authorized by the parents, who are listed on the emergency card, may pick up a child at the center. Authorized persons must be 18 years of age or older. A photo ID will be required before the child is released. Children cannot be released to anyone considered to be under the influence of drugs or alcohol.

## **ARRIVAL / PICK UP TIMES**

Please arrive on time. If you are going to be late, call to notify the center.

Your child is expected at the center according to your contracted hours. Each classroom is staffed according to the number of children enrolled.

If you are consistently late on arrival or for pick up, you will be asked to meet with the program manager to discuss possible schedule changes. A parent's inability to comply with this procedure could jeopardize the continuation of services.

**Children who are left after closing time will be considered abandoned and the police or sheriff will be notified.**

## **PERSONAL ITEMS**

Since our learning centers and activities are planned according to individual child and classroom observations, we ask that no personal items such as toys, gum, candy, money, purses, etc. be brought to school. Personal toys often lead to disruption and hurt feelings because other children want to play with a novel item and items may be accidentally broken. No gum and candy is allowed at school because we encourage healthy eating and good dental hygiene.

**Clothing** - Send your child to school wearing comfortable play clothes. Please label all clothes with your child's first and last name using a permanent marker. The children will be experiencing a variety of activities that include paint, clay, science, art, cooking, and water/mud play; play clothes are therefore recommended. The center cannot guarantee there will be extra clothes available and you may be called to bring clothes if needed.

**Shoes** - Send your child to school wearing comfortable non-skid shoes suitable for running and climbing safely (tennis shoes or shoes with a back strap and non-skid soles are recommended). If we see that your child's shoe is interfering with their safety, we will request you to send them to school in different shoes.

If your child needs to wear eyeglasses, hearing aids or other devices we will make every effort to encourage them to keep them on and to take care of them. However, we cannot be held responsible for loss or damage.

## **ATTENDANCE/ABSENCES**

Please adhere to your contracted hours. Family fees remain the same whether or not the child attends. You must notify the center each day your child will be absent. On the first day your child is absent for any reason it is important that you notify the center by phone with the SPECIFIC illness or other reason for absence. Families who have not notified the center of their child's illness or reason for being absent for five consecutive days, therefore "unexcused", risk termination of services. Also, please notify us the day before your child has a doctor or dentist appointment.

Families that have excessive absences (25% or more of their monthly contracted hours) will be required to meet with the program manager when deemed necessary. Program managers can develop an attendance plan when families have extensive absences if deemed necessary. Families care can be terminated if it is determined the family no longer meets the requirements for receiving care or has excessive unexcused absences.

"Excused" absences can be defined as:

- Child illness
  - Quarantine
  - Dental, doctor or therapy appointment
- Parent illness
  - Quarantine
  - Dental, doctor or therapy appointment
- Court ordered visitation
- Family Emergency ( urgent, unexpected)
  - Car problem/ no transportation ( limit 3 consecutive days)
  - Death in the family
  - Sibling illness
  - Other emergency that is urgent and unexpected

*Best interest days can be defined as:*

- *Vacation*
- *Spending the day with family*
- *Out of Town*
- *Occasional special event*
- *Child's Birthday*

*Absences in the best interest of the child" (CBD/Child Benefit Day) are limited to 10 days in a fiscal year July 1 to June 30. Any best interest days taken after the 10 allowed days are automatically "unexcused" absences.*

"Unexcused" absences will result in termination of care.

*Unexcused absences can be defined as:*

- Any absence without parent or staff signature
- No call/no show
- Any absence without needed specifics
- Any absence not falling into best interest or excused absence definitions



## Limited Term Service Leave

If you have extenuating circumstances and need a “break in service” for 12 weeks or less, please talk to your program manager to see if you qualify for a “limited term service leave.” The program manager will evaluate each request, considering length of the requested leave, and the existence of a waiting list for the site to determine if a leave can be granted.

Limited term Service leave is determined that the parent/ child does not need care because of:

- Maternity leave
- Long term illness or injury
- Extended vacation during college semester breaks
- Long-term visitation with non –custodial parent(with or without court order)
- Long -term family emergency ( limited to one (1) per fiscal year

## WELLNESS / ILLNESS

Children are well enough to attend school only if they are able to participate in ALL activities, including outdoor and water play.

### Wellness Guidelines . . .

- If your child appears ill, as judged by the staff member at the time of arrival or at any time during the session, you will be contacted and asked to come for your child.
- Children with any symptoms of fever, rash, runny nose with colored mucus, lice or nits, eye infection, vomiting, coughs, diarrhea, or other signs of illness cannot attend the center.
- Families should keep a sick child out of care until the child’s temperature registers normal and/or absence of symptoms has been a 24 hour period without medication.
- A child will not be admitted into the center for at least 24 hours after the child has received emergency care for such things as poisons, drug reactions, serious injuries, etc.
- All skin eruptions of impetigo, chicken pox, or ring worm must have a scab over the area and the sores must show no sign of draining.
- A child will not be admitted for at least 24 hours after starting any prescribed antibiotic.
- If a child has to stay indoors, then the child is not well enough to attend school. We are not equipped to have a staff member supervise one child indoors.
- The center staff reserve the right to deny services to any family whose child’s attendance may injure or harm another child or themselves.

The information on your child's emergency card should be updated, as needed, to ensure accurate information. It should give the names of two people who agree to take responsibility for your child if they are called should the center be unable to reach you. Someone is expected to come for the child within 30 minutes after being called.

Readmission is at the discretion of the supervisor or designated staff and, in some cases, may require a doctor's release stating that the child may return to school. If there is a difference of opinion between the staff and a family physician as to the appropriateness of the child's attendance at the center, the designated center staff will make a final decision based on discussions with the parent, physician, and teachers.

Please notify the school if your child is exposed to a contagious disease. We will in turn notify you if exposure occurs at school. We are committed to maintaining a healthy safe environment for the children.

## **Medications**

Life sustaining prescription medication will be administered at the discretion of the program manager. Staff will record all medications administered to the child each time the child receives any medication. When the medication is no longer needed by the child or the child withdraws from the program, all medications shall be returned to the child's authorized representative or disposed of after an attempt to reach the authorized representative.

Prescription medication:

- All prescription medication shall have the child's name and date.
- Prescription medications shall be administered in accordance with the label direction as prescribed by the physician.
- For each prescription medication the child's authorized representative must complete a medication form prior to staff administering the medication. This documentation shall be kept with the medication.
- Instructions to administer medication shall not conflict with the label directions as prescribed by the physician.

## **CURRICULUM**

Our centers follow Title 5 of the California Department of Education, Child Development Division in planning our curriculum. Our curriculum is developmentally, linguistically, and culturally appropriate. We recognize that children have individual rates of development as well as individual interests, temperaments, languages, cultural backgrounds, and learning styles. The learning centers and activities are planned according to individual child and classroom observations.

The curriculum is based on the philosophy that each child learns and develops at his or her own pace. It takes into account the whole child. The following are ways that we foster the stages of development:

### ***. . . social emotional:***

- Encourages respect for the feelings and rights of others, supporting and respecting the gender, ethnicity, home language, culture, and family composition of each child in ways that support the child's health and well being
- Builds trust; fosters independence; encourages self control by setting clear, consistent limits; have realistic expectations
- Provide routines and transition so that they occur in a timely, predictable, and unhurried manner according to each child's needs

- Provide a balanced daily program of child-initiated and adult directed activities, including individual and small-group activities
- Help children develop emotional security and facilitate social relationships

**... cognitive (language, math, literacy, science):**

- Use various strategies including experimentation, inquiry, observation, play, and exploration
- Ensuring opportunities for creative self-expression through activities such as art, music, movement, and dialogue
- Promoting interaction and language use among children and between children and adults
- Support emerging literacy and expanding language development through materials and activities such as songs, games, poems, and stories from their own and other cultures
- Plan experiences to learn the functions and properties of objects and classify materials into groups, offering a rich variety of experiences, projects, materials, problems, and ideas to extend children's thinking
- Provide opportunities for children to discover knowledge in areas of science, social studies, the creative arts, numeracy, and language/literacy

**... physical:**

- Provide sufficient time, indoor and outdoor space, equipment, materials and guidelines for active play/movement and fine motor skills
- Provide children time to practice new skills
- Plan experiences for developing motor skills, coordination, balance and strength
- Foster self-help skills such as buttoning, lacing, and zipping
- Increase the complexity of age appropriate activities by adding manipulative materials

**... health/safety:**

- Provide nutritious meals or snacks
- Provide experiences in food preparation and sampling of a variety of nutritious food
- Provide props and opportunities for learning through dramatic play

**Holidays**

It is important that children have a consistent, safe and purposeful environment while at the center. For that reason our centers do not participate in holiday or theme oriented activities. We honor and respect the different ways families choose to celebrate their own traditions and holidays.

## **GUESTS AND WALKING “FIELD TRIPS”**

Real experiences mean more to a child than seeing something in a picture or book. We occasionally walk on campus or to nearby areas of interest. Sometimes “special guests” are invited to come to the center such as paramedics, police officers, or musicians. If you have suggestions for a special guest or if you have a talent or something you would like to share with the children, please let us know.

## **FAMILY / STAFF PARTNERSHIP**

We are committed to maintaining an atmosphere that is conducive to the physical and emotional health and well being of all to ensure the successful operation of the center.

### **Open Door Policy:**

We have an open door policy. You are invited to visit the center during the hours your child is enrolled. However, you are requested to make every attempt not to distract the staff from their teaching/participation duties with the children. If you need more time with a staff member, please request an appointment. Open communication between families and staff will take place through daily interaction and regularly scheduled conferences. You will also be asked to complete a written parent survey as part of our annual review process.

### **Family/Parent Participation:**

You are encouraged to participate in the classroom. Studies have shown that children who have parents that are involved in their school do better academically and socially. We support families in their efforts to provide nurturing environments for children, promote success of children as individuals, and to build parenting skills. Families are always welcome to visit and share in your child's daily routines and experiences.

### **Family Education:**

Families are encouraged to participate in education activities. A schedule of activities will be posted on our family information board.

### **Family Conferences:**

Your first conference/orientation will be at the time of enrollment so the staff can learn information about your child and family that will help them to work more effectively with your child. Periodically staff will share the goals for the individual child so parents and teachers can work together toward meeting these goals.

Formal family/staff conferences will be scheduled within the first 60 days of enrollment and every 6 months thereafter. Parents are encouraged to arrange additional conferences any time they have questions or concerns about their child. *Again, unless you have a scheduled conference, please recognize that staff may not be able to engage in a lengthy conversation while they are supervising children. The safety of the children is our primary focus but we also want to be able to give you our full attention. Please ask a staff member to schedule a parent/teacher conference so we can arrange to give you the time you need.*

### **Family/Parent Communication:**

We encourage you to share compliments and concerns with us. Please first discuss any concerns with your child's teacher. If not resolved, speak with the site supervisor/program manager.

### **PAC (Parent Advisory Committee) / FAN (Family Advisory Network):**

The purpose of the PAC/FAN is to provide an opportunity for family participants to advise the center about its program activities and services and to discuss fund raising. We attempt to schedule meetings at convenient times for families and staff. We encourage you to consider taking a leadership role in facilitating these sessions.

### **Conduct:**

We expect everyone to conduct themselves in a manner consistent with the educational purposes of the college community. Conduct should reflect consideration for the rights of others.

Everyone is expected to speak in a friendly, calm voice using positive language and refraining from negative behaviors such as yelling, swearing or threatening others. Threatening behavior will not be tolerated. Any individual exhibiting threatening behavior will be asked to leave the premises and the authorities will be called.

Always consider the presence of impressionable children.

### **DISCIPLINE POLICIES/TECHNIQUES**

Our staff members guide rather than punish. Our role is to help children learn to solve conflicts and accept responsibility for their actions. Discipline/guidance will always be positive, productive, and immediate when behavior is inappropriate. Children are given the tools they need to succeed in life; tools such as social problem solving, communicating needs and emotions, inner discipline and skills to resolve conflicts. The center approaches discipline with the knowledge that the child is learning from every interaction. Corporal punishment is prohibited. No child will receive physical punishment, be humiliated, shamed, frightened, or subjected to verbal or physical abuse by staff or by any family members on the premises.

A child may need a private time to regain composure. This private time is always with an adult in close proximity and available to the child.

Our discipline practice involves an approach based on sound principles of child development. Methods include positive reinforcement of desirable behavior, redirection, problem solving and conflict resolution through talking, proximity/touch control, and clear and consistent directions. Our environment is set up for success with ample supplies and materials that are challenging. Caregivers work closely with children to direct their behavior giving them words to use when they are upset or in conflict. Inappropriate behavior is redirected into positive, appropriate behavior.

Children who display violent or aggressive behavior that could result in injury to themselves or others may be sent home for the remainder of the day. If a child's behavior continually affects the health, safety and personal rights of children and staff, the family's cooperation will be enlisted. A plan will be developed together with the parents that will include strategies for dealing with the

behavior and possible referral for family counseling and/or consultation with other appropriate agencies. Review of the child's progress by the teaching staff and program manager will occur periodically to determine if the program can continue to accommodate the child's needs or if termination of services is necessary. A "Notice of Action" will be sent to the parents if termination of services is deemed necessary.

### **ACCIDENT OR INJURY**

Your child's safety is of the utmost importance. Classroom staff members work hard to keep all children safe. At the same time, children are busy, hard at work exploring the environment. Unfortunately, even with our low ratios and hard work, accidents do happen. Each time an accident happens an accident report is filled out by the caregiver and given to the family. For more serious or unusual accidents, the family is called. Expect to be called if your child is bitten and the skin is broken; if an accident or injury leaves a significant mark, especially to the face or head; or if your child hits her/his head and has a lump or bruise; etc. At times an accident is considered serious enough that we request the family come observe the child and decide whether medical care is needed. For accidents or injuries obviously requiring medical care for the child, we call the family to come and pick the child up. We try to use a common sense approach, keeping the child safe, the family informed, yet not cause undue worry. Please consider this policy. Is it right for you: Are there times you do not wish to be called: Are there times you definitely want to be called? If you would like to be notified for any other reason than those listed, please let us know.

## **AIR QUALITY INDEX (AQI) — School Flag Colors**

The health benefits of exercise and an active lifestyle are well documented. It is important to exercise regularly. We want to help children continue to exercise while protecting their health when air quality is poor. The following information and chart explains the AQI, the School Flag Colors and how we will modify our plans for outdoor activities to protect your child's health.

### **How does the AQI work?**

Think of the AQI as a yardstick that runs from 0 to 500. The higher the AQI value, the greater the level of air pollution and the greater the health concern. For example, an AQI value of 50 represents good air quality with little potential to affect public health, while an AQI value over 300 represents hazardous air quality.

The AQI is divided into six categories. Each category corresponds to a different level of health concern and is symbolized by a color, a health statement and an outdoor activity schedule recommendation.

The following chart outlines the AQI categories, gives the related health statement, and explains how we will modify our plans for outdoor activities accordingly:

<b>Air Quality (Flag Color)</b>	<b>AQI</b>	<b>Health Statement</b>	<b>Outdoor Activity Schedule</b>
<b>Good (GREEN)</b>	0-50	Air is considered healthy for everyone.	Outdoor activities OK for all children. **
<b>Moderate (YELLOW)</b>	51-100	Air is unhealthy only for extremely sensitive children or adults.	Outdoor activities OK for all children. **
<b>Unhealthy for Sensitive Groups (ORANGE)</b>	101-150	Air is unhealthy for sensitive individuals such as those with respiratory and cardiac conditions, those under the age of 18 and over the age of 55.	Outdoor activity choices offered in the morning only. **
<b>Unhealthy (RED)</b>	151-200	Air is unhealthy for everyone.	Outdoor activity choices offered in the morning only. Children encouraged to take rest breaks and limit prolonged outdoor exertion.
<b>Very Unhealthy Hazardous (PURPLE)</b>	201-400	Air is unhealthy and/or hazardous for everyone.	All children will participate in indoor activities.

\*\*Particularly for children with asthma it is always recommended that staff watch carefully for signs of distress and ensure immediate access to indoor activities.

Each CDC location will have a designated place to post the Colored School Flag

## **DISASTER AND EMERGENCY PROCEDURES**

Our center has an emergency plan.

- Supplies such as a radio, flashlights, food, water, and a first-aid kit are kept on the premises.
- Fire drills are held routinely and documented. They are sometimes observed by the fire department.
- Staff members maintain First Aid and CPR certification.

***In the event of an emergency, you are responsible  
for picking up your child as soon as it is safe.***

*Families are encouraged to read the established emergency procedures posted in the centers along with the Emergency Response Plan information posted on the college websites. In case of a major emergency, the staff will follow the directions of the Emergency Response Team/Emergency Radio Network.*

**Always inform the center immediately of any changes in your schedule or emergency contact information.**

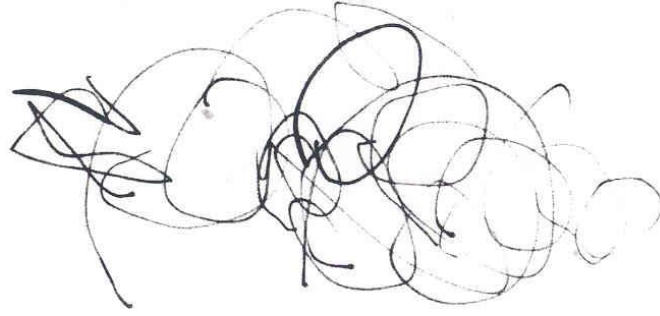
Childhood is a time like no other. It is a time for exploring . . . for creating . . . for discovering about oneself . . . for meeting the world . . . for learning how to learn . . . for being accepted "just the way I am." It is a time for blossoming and being cherished . . . a time for being allowed the time to be a child.

Research shows that THE main component of sound, quality child care is trained, sensitive adult caregivers. Through careful selection of a staff trained in early childhood development who value, respect, and sensitively respond to the unique needs that children hold, children will best learn. The time they are away from their family must be a blossoming time.

We respect families as the most significant providers of care and nurturance. We are pleased to serve as extended family members.



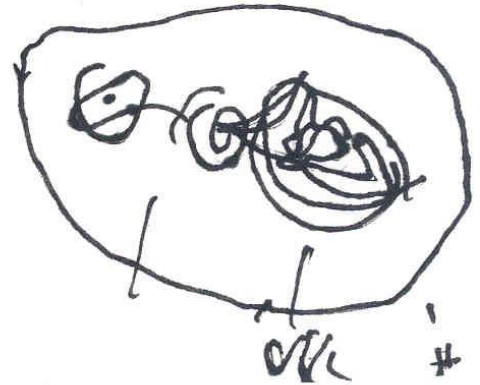
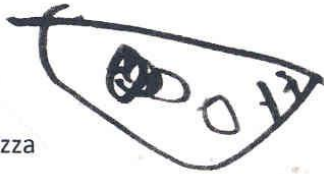
# FOOD PROGRAM



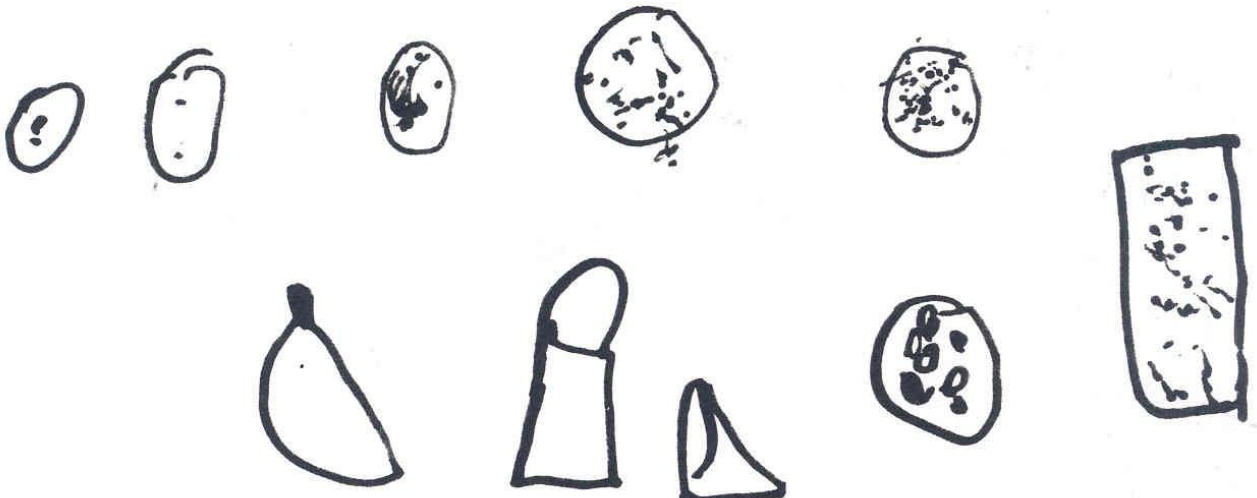
I like to eat grapes  
Andrew



I like to eat . . . Strawberries, Pizza  
Serrena



This is a pizza . . . no, it's my dad  
Audrey



I like to eat . . . Cookies, banana, glass of milk, cheese, peas, corn  
Abby

## **FOOD PROGRAM**

All menus and recipes are prepared with attention to cultural preferences. Every effort is made to ensure that all food served is nutritious and healthy by reducing salt, sugars, and fats from the meals. Fresh produce is served as cost and quality allow, with unsweetened canned fruits and frozen vegetables used as a second choice. Considering the fiscal impact of purchasing specialized food products, the policy of the center is not to provide organic foods.

Meals served to your child depend on the program your child is in and individual enrollment schedules. If you have any questions or comments about the food program, please feel free to discuss them with the site supervisor, program manager or food program manager.

Breakfasts or morning supplements, lunches, and afternoon snacks are well balanced and offer a wide variety of colors, shapes, textures, and flavors. Children are offered all items on the menu and are encouraged to at least try every item before seconds are served.

If your child has a disability, has or develops allergies to milk or any food products we will provide you with a form CNP-925 "Medical Statement to Request Special Meals and/or Accommodations." Your physician will need to complete and sign the form listing foods to be omitted and suggested substitutions before special meals and/or accommodations can be made. Each classroom has a system to alert all adults about children with allergies or special meal accommodations to ensure that they serve the food substitution(s) labeled and sent by the kitchen staff.

Although we are not required to make substitutions for non-disabled participants, if a family's religious beliefs require a special menu or the exclusion of certain foods we will follow the recommendation of the California Department of Education, CCC Sponsors Administrative manual to consider accommodating reasonable requests for non-disabled participants if they do not place an undue hardship on the part of the center. This effort aligns with our desire to work as partners with families to encourage open dialogue and communication.

The Child Care Food Program requires that all meals be served on the center's premises. This stipulates that children leaving early for appointments may not take their food with them. Likewise, meals will not be served early or late to a child who has an appointment. Families may not bring food into the center.

For continued funding of the food program it is very important that your child is present for your contracted hours.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color national origin, sex, age or disability. For any complaint of discrimination, first contact the KCCD officer responsible for equity and compliance with all federal, state, and local human rights and equal opportunity laws write to Abe Ali, Vice Chancellor, Human Resources, 2100 Chester Avenue, Bakersfield, CA 93301 or call (661) 336-5157. If unresolved, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 800-795-3272 or 202-720-6382 (TTY). USDA is an equal opportunity provider and employer. (01/10)



**ELIGIBILITY / ADMISSION**

**ENROLLMENT**

**FEES**

**CHANGE OR TERMINATION OF SERVICES**

**APPEAL PROCESS**

## **ELIGIBILITY/ADMISSION – (General Child Care and State Preschool)**

Child must live in the state of California. Parents must provide all the information and documentation necessary for the agency to determine if they meet both eligibility and \*need qualifications:

It is the family's responsibility to notify the enrollment office within five (5) calendar days of any changes in family income, family size, or \*need for services as specified in Education code section 8263(a)(2). Failure to notify may result in termination of services.

### **Income Eligibility Qualifications for General Child Care**

- A child is deemed eligible with a qualifying child protective service referral; or
- A child is deemed eligible with a qualifying at-risk of abuse, neglect or exploitation referral; or
- A family is deemed eligible if the family receives public assistance; or
- A family is deemed eligible if the total countable income, adjusted for family size, is equal to or less than 70 percent of the state's median income.

### **Income Eligibility Qualifications for State Preschool**

A child is deemed eligible with a qualifying child protective service referral; or

- A family is deemed eligible if the total countable income, adjusted for family size, is equal to or less than 70 percent of the state's median income.
- Once eligibility is established, the child/family remains eligible until the end of the program year.
- Once all eligible \*four and three year olds are served, up to 10 percent of the certified children may be from families with incomes up to 15 percent higher than the State Department of Education, Child Development Division income ceilings. \*Definition of four and three year olds: Turns 4 or turns 3 on or before \_\_/September 1<sup>st</sup> (2014-2015 These dates align with the new Kindergarten entry ages.

### **Need Qualifications for General Child Care** \*(Need qualifications do not apply to part day State Preschool)

#### **Child Protective Services**

- The county welfare department child welfare services worker certifies that the child is receiving family preservation or family maintenance services and child care services are a necessary component of the case plan.
  - The child welfare services worker must specify the probable duration of the child care services in the case plan.
  - The referral must include the worker's name, title, address, telephone number, and signature.

#### **At Risk**

- A legally qualified professional, from a legal, medical, social service agency or emergency shelter, states that the child is at risk of abuse, neglect or exploitation, and child care and development services are needed to reduce or eliminate that risk.
  - Legally qualified professional is defined as a person licensed under applicable laws and regulations in the State of California to perform legal, medical, health or social services for the general public.
  - The legally qualified professional must specify the probable duration of the at risk plan.

- Child care and development services for children at risk of abuse, neglect, or exploitation may not exceed three (3) months, and cannot be extended.
- The referral must include the legally qualified professional's name, title, type of license held, license number, address, telephone number, signature, and date of referral.

#### Training (Service Limited to Six (6) Years From Initiation of Services)

- **Individuals/families who are Kern Community College district students have first priority for enrollment (after child protective services and at risk children.)**
- Parent is participating in a vocational training program leading directly to a recognized trade, para-profession, or profession.
- Enrollment status may be verified periodically during the semester to determine that reasonable progress is being made toward a specific vocational or professional goal.
- In a graded program parent must earn a 2.0 grade point average.
- In a non-graded program, parent must pass the program's requirements in at least 50% of the classes or meet the training institution's standard for making adequate progress.
- Any parent who fails to meet the student progress guidelines will be placed on probation for child care and development services for one semester.
- If at the conclusion of the probationary semester the parent successfully meets student guidelines, probationary status will be removed.
- If at the conclusion of the probationary semester the parent does not make satisfactory progress, child care will be terminated and parent may apply for services after 6 months from the date of termination of services.
- A parent shall report any change in his or her class schedule related to the days and times of any class, including a withdrawal from a class, within five (5) calendar days of requesting the change from the institution. Failure to notify may result in termination of services.

#### Seeking Permanent Housing (Service Limited to 60 Days)

- Parent must declare under penalty of perjury that they are seeking permanent housing and include their search plan to secure a fixed, regular, and adequate residence. Agency may request the parent to provide additional documentation regarding the parent's search progress.

#### Employment

- Documented need for care during days and hours of parent employment.

#### Seeking Employment (Service Limited to 60 Days)

- Parent must declare under penalty of perjury that they are seeking employment and include their plan to secure, change or increase employment and shall identify a general description of when services will be necessary.

#### Parental Incapacity

- A legally qualified professional must state that the parent is incapacitated, or has a medical or psychiatric special need that significantly limits the parent's normal ability to care for children.

- Days and hours of services based on recommendation of health professional; not to exceed 50 hours per week.

If openings remain after all above-mentioned families are served; the remaining openings will be filled according to the most current guidelines outlined in the California Department of Education regulations.

### **TO APPLY / ENROLL**

- Complete an application and be certified as eligible for services
- Update eligibility every semester (not half day) and complete a new application once a year
- Present proof of family size, eligibility, and need for services

To enroll your child(ren), each family is required to present proof of their family size, eligibility, and need for services. TANF recipients must present written verification of their grant amount from the Department of Human Services. Other families must verify their income by presenting wage stubs or other documents for one month for all income sources. For purposes of documenting eligibility, we may phone your employer to verify employment or require a list of clients from self-employed individuals. If parent provided documentation is inadequate, we will ask for additional documentation. We can ONLY certify a family for child care if we judge the documentation to have met the required criteria. If documentation is inadequate we must issue a denial.

### **Children are required to have:**

- A physical examination
- A TB clearance, within 30 days of enrollment or no longer than 12 months prior to enrollment
- An up to date immunization record
- Birth certificate or baptismal certificate
- If applicable, legal custody documents

Parents, guardians or other relatives participating in the program are required to have a TB clearance (dated within the past 12 months) within 7 days of enrollment.

Arrangements will be made for you and your child to visit the classroom prior to the first day of attendance. At this time you will meet the staff and tour the facility. Our services stretch beyond child care to support the whole family. We value the opportunity for the center staff and families to begin building a collaborative relationship.

### **PARENT FEES**

Fees are determined by using the fee schedule provided by the State Department of Education, Child Development Division, and are based upon income and number of family members. Fees are payable monthly, in advance at the college Business Office or at the Preschool program site for sites not located on the college campus. Fees are considered delinquent if not paid by the 7<sup>th</sup> of each month. There are no deductions for absences, fees are billed for the days of operation for

each month. Parents with delinquent fees will be given a Notice of Action that in fourteen (14) days they will be terminated from the program.

**Change In Service or Termination of Services**

Child Development Center administrative staff reserves the right to terminate services. The following are some grounds for termination:

- the program is unable to meet the physical, social or emotional needs of your child
- failure to meet the program requirements
- inappropriate adult behavior as outlined under conduct
- failure to meet academic progress requirements
- excessive tardiness or unexcused absences

You will receive a Notice of Action giving you at least fourteen days notice of service termination and you have the opportunity to appeal following the State Department of Education guidelines. (However, administrative staff reserves the right to impose immediate termination if clearly in the best interest of the program).

**Appeal Process**

If you do not agree with the KCCD agency's action as stated in the Notice of Action, you may appeal the intended action. To protect your appeal rights, you must follow the instructions described in each step listed. If you do not respond by the required due dates or fail to submit the required appeal information with your appeal request, your appeal may be considered abandoned.

**STEP 1:** Complete the appeal information (on the Notice of Action form) to request a local hearing. Explain why you disagree with the agency's action. You may have an authorized representative (AR) attend the hearing on your behalf or come with you. If you have an AR attend the hearing, you are not required to attend. A parent authorizing an AR should submit notification in writing. A form is available in the CDC Office, however any written request is acceptable as well as requests by the following other methods: in person oral notice, by mail, by telephone, by fax or by email—see contact information below:

Bakersfield College  
Child Dev Office/Hearing  
1801 Panorama Drive  
Bakersfield, CA 93305  
Phone: (661) 395-4369  
Fax: (661) 395-4844  
email:  
[danell.ward@bakersfieldcollege.edu](mailto:danell.ward@bakersfieldcollege.edu)

Cerro Coso College  
Child Dev Office/Hearing  
3000 College Heights Blvd  
Ridgecrest, CA 93555  
Phone: (760) 384-6113  
Fax: (760) 384-6116  
email:  
[jessica.krall@cerrocoso.edu](mailto:jessica.krall@cerrocoso.edu)

Porterville College  
Child Dev Office/ Hearing  
100 East College Avenue  
Porterville, CA 93257  
Phone: (559) 791-2272  
Fax: (559) 791-2351  
email:  
[kball@portervillecollege.edu](mailto:kball@portervillecollege.edu)

**STEP 2:** Within 14 days of receiving the Notice of Action mail or deliver your request to the *child development center office*. The request must be received by 5:00 p.m. on the 14<sup>th</sup> day.

**STEP 3:** Within 10 calendar days following KCCD's receipt of your appeal request, the agency will notify you of the time and place of the hearing. You OR your authorized representative (AR) are required to attend the hearing. If you OR your AR does not attend the hearing, you abandon your rights to an appeal, and the action of the agency will be implemented. In cases where circumstances make it extremely challenging for a parent to attend a hearing, a request can be made for another time or for alternative methods which might include, but not be limited to telephone and video calls (e.g., Skype, FaceTime, or Google Video) that do not require the parent attend the hearing in person. This would require an authorization signed by the parent to participate in this type of hearing and a pre-arranged way (an assigned unique code word or number sequence) to ensure confidentiality and to verify that the correct person is on the phone.

**STEP 4:** Within 10 calendar days following the hearing, the agency shall mail or deliver to you a written decision.

**STEP 5:** If you disagree with the written decision of the agency you have the right to request a review of the local decision by the California Department of Education (CDE.) The CDE must receive your request within 14 calendar days from the date on the local agency's decision letter. Your appeal to CDE must include the following documents and information: (1) a written statement specifying the reasons you believe the agency's decision was incorrect, (2) a copy of the agency's decision letter, and (3) a copy of both sides of the Notice of Action. Mail your appeal to the following address:

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

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

You may also review the "Parent Appeal Information Pamphlet" provided at enrollment



**Kern Community College District**  
**Child Development Center Program & Services**

The Kern Community College District (KCCD) will not tolerate discrimination against any person. KCCD gives equal treatment and access to all educational programs and activities to all qualified persons without regard to sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, age, veteran status, color, or mental or physical disability. We welcome the enrollment of children with disabilities and understand the requirements of the Americans with Disabilities Act (ADA) to make reasonable accommodations for such children, and implement those accommodations. The needs of children with disabilities will be evaluated on an individual basis by trained professionals to determine if the program can adequately provide for their specific needs.

The Kern Community College District (KCCD) is committed to maintaining a working and educational environment free of sexual harassment. It is the policy of the KCCD that members of the college community, including visitors, guests and contractors, may not sexually harass another person. For the purpose of this policy, sexual harassment is defined as unwelcome sexual advances; requests for sexual favors; and/or verbal, physical conduct, or written communication of an intimidating, hostile, or offensive sexual nature. When an allegation of sexual harassment is brought to the attention of a supervisor, whether reported by the individual who is the subject of the alleged harassment, or by a witness, the supervisor shall report the allegation to the college personnel officer. The personnel officer shall investigate the allegation. Persons may be subject to disciplinary action for violation of this policy

Kern Community College District Officer responsible for equity and compliance with all federal, state, and local human rights and equal opportunity laws:

Abe Ali  
Vice Chancellor, Human Resources  
2100 Chester Avenue  
Bakersfield, CA 93301  
661-336-5157

We refrain from religious instruction, rituals or worship.

We are mandated reporters of child abuse, pursuant to California Penal Code Section 11165-11175.4, any time there is "reasonable suspicion" that abuse or neglect has occurred. Staff members are subject to prosecution for failure to report. The primary purpose of the mandated reporting law is to protect children and intervene to help families.

We participate in the Child Care Food Program, administered by the U.S.D.A. The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

“USDA is an equal opportunity provider and employer.”

This publication was funded, in part, by grants from the State Department of Education, Child Development Division. The contents, for which the author is solely responsible, include policies of the Kern Community College District, Child Development Program and Services. Also included are sections from Title 5, California Code of Regulations, the State Department of Education Funding Terms and Conditions, and Categorical Program Monitoring Instrument/Guide and sections from the State Department of Social Services, Title 22 Manual of Policies and Procedures, Community Care Licensing Division.