

Child Care and Development Services

The Governing Board recognizes that high-quality preschool experiences help children ages three to four years to develop knowledge, skills, abilities, and attributes necessary for a successful transition into the elementary education program. Such programs should provide developmentally appropriate activities in a safe, adequately supervised, and cognitively rich environment.

The Governing Board desires to provide child care and development services which meet the developmental needs of children and offer a convenient child care alternative for parents/guardians in the community.

The Board shall enter into a contract with the California Department of Education (CDE) for the provision of child care and development services by the district.

The Board shall approve a written philosophical statement, goals, and objectives for the district's child care and development program that reflect the cultural and linguistic characteristics of the families to be served and address the program components specified in 5 CCR 18272-18281 and administrative regulation. (5CCR 18271)

As needed, the superintendent or designee may identify district facilities that have capacity to provide child care and development services and/or may recommend that the Board enter into an agreement with a public agency or community organization to use community facilities for the purpose of providing such services.

The district's child care and development program shall include but not be limited to:

Program Purpose

An educational program which (5 CCR 18273) is developmentally, linguistically and culturally appropriate; is inclusive of children with special needs providing reasonable accommodations according to the American with Disabilities Act (ADA); encourages respect for others; supports children's physical, cognitive, language, social and emotional development; and promotes and maintains practices that are healthy and safe. (cf. 6300 – Preschool/Early Childhood Education)

Staff Development Program

A staff development program which: (5 CCR 18274) identifies training needs; provides written job descriptions; provides an orientation plan for new employees; provides staff development opportunities related to the functions of each employee's job description and identified training needs; provides for an annual written performance evaluation, unless a different frequency is specified in a collective bargaining agreement; and provides each staff member with information necessary to perform his/her duties.

Qualified Staff

The Commission on Teacher Credentialing issues permits for child development program directors, site supervisors, master teachers, teachers, associate teachers, and assistants pursuant to criteria established in Education Code 8360-8370 and 5 CCR 80105-80125.

The Superintendent or designee shall ensure that individuals working in child care and development programs have the necessary qualifications and have satisfied all legal requirements. Staff will also meet any additional qualifications established by the Board, and participate in professional development opportunities designed to continually enhance their knowledge and skills.

Program Evaluation

The Superintendent or designee shall annually conduct an evaluation of the district's child care and development services in accordance with state requirements. The evaluation report shall be submitted to the Board and the CDE along with an action plan which establishes program goals and objectives for the coming year and addresses any areas identified as needing improvement. (5 CCR 18279-18281)

Curriculum/Instruction

The district's preschool program shall be aligned with the preschool learning foundations and curriculum frameworks developed by the CDE which identify the knowledge, skills, and competencies that children typically attain as they complete their first or second year of preschool. Program components shall address social-emotional, physical, and cognitive development in key areas that are necessary for kindergarten readiness.

The district's preschool program shall provide appropriate services to support the needs of English learners and children with disabilities.

Parent/Guardian Involvement and Education

Parent/guardian involvement and education, including (5 CCR 18275): an orientation for parents/guardians; at least two parent conferences per year; parent/guardian meetings with program staff; an open-door policy that encourages parents/guardians to participate in the daily activities whenever possible; a parent/guardian advisory committee to advise the district on issues related to services to families and children; and sharing of information regarding children's progress.

Health and Social Services

A health and social services component which: (5 CCR 18276) identifies the needs of the child and the family for health and social services; refers a child and/or family to appropriate agencies in the community as needed; and conducts follow-up procedures with the parent/guardian to ensure that the needs have been met.

To maximize the ability of children to succeed in the preschool program, program staff shall support children's health through proper nutrition and physical activity and shall provide or make referrals to available health and social services as needed.

(cf. 3550 - Food Services/Child Nutrition Program)

(cf. 5030 - Student Wellness)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Health Screening for School Entry)

(cf. 5141.6 - School Health Services)

Nutrition

A nutrition component which: ensures that children in the program have nutritious meals and snacks that meet federal guidelines for the child care programs or the National School Lunch programs. (5 CCR 18278)

(cf. 3550 – Food Service/Child Nutrition Program)

(cf. 5030 – Student Wellness)

Staffing Ratios

The child care and development program shall maintain at least the minimum adult-child and teacher-child ratios specified in 5 CCR 18290-18292.

Admissions

Admissions policies and procedures shall be in writing and available to the public. Such policies and procedures shall include criteria designating those children whose needs can be met by the child care center's program and services, the ages of children who will be accepted, program activities, any supplementary services provided, any field trip provisions, any transportation arrangements, food service provisions, and a medical assessment requirement. (5 CCR 18105; 22 CCR 101218)

The Superintendent or designee shall ensure that subsidized child care is provided to eligible families to the extent that state and/or federal funding is available and shall establish enrollment priorities in accordance with Education Code 8263 and 5 CCR 18106.

The Child Development Center operates a variety of programs. Full Day Preschool is open from 6:30 A.M. to 5:30 P.M. and provides educational child care to children between the ages of three to five years of age, Monday through Friday, throughout the year, except for legal holidays and holidays declared by the Board of Education. School Age Care and Edu-care provide before and after school care for elementary children of eligible parents.

Centers are open from 6:30 A.M. to 5:30 P.M. Monday through Friday, throughout the year, except for legal holidays and holidays declared by the Board of Education. Full day child care is also offered on days schools are closed for vacation, except for declared holidays and district declared vacation days. State Preschool is a three hour a day educational program for families with children ages three (3) to five (5).

Child care and development services shall accord equal treatment and access to services in accordance with law.

(cf. 0410- Nondiscrimination in District Programs and Activities)

(cf. 5145.3 – Nondiscrimination/Harassment)

(cf. 6159 – Individualized Education Program)

(cf. 6164.4 – Identification of Individuals for Special Education)

(cf. 6164.6 – Identification and Education Under Section 504)

A physical examination and evaluation, including age-appropriate immunization, shall be required prior to or within six weeks of enrollment, unless the parent/guardian submits a letter stating that such examination is contrary to his/her religious beliefs. (Education Code 8263)

(cf. 5141.22 – Infectious Diseases)

(cf. 5141.3 – Health Examinations)

(cf. 5641.31 – Immunizations)

Fees

Fees will be charged according to the fee schedule established by the Superintendent of Public Instruction, the actual cost of services or the maximum daily/hourly rate specified in the contract, whichever is least. (Education Code 8262; 5 CCR 18108, 18109)

Prior to leaving the child on the first day of attendance for each pay period, the fee must be paid by check, in cash (or money order) in the exact amount. The fee must be paid prior to 9:30 A.M. or earlier at specified sites when the bank messenger requires an earlier pick up schedule. The daily fee is paid for every day the center is in operation. Parents/guardians shall be notified in the event fees are delinquent. If a reasonable plan for payment of delinquent fees has not been provided by the parents/guardians and approved by the Director, services shall be terminated if all delinquent fees are not paid within two weeks of notification by the agency. Parents/guardians shall receive a copy of the district's regulations regarding fee collection at the time of initial enrollment in the program. (5 CCR 18114, 18115)

Attendance

Sign in and out sheets shall be used daily for all children for attendance accounting purposes. (5 CCR 18065)

Attendance shall include verification of excused absences, including the child's name, date(s) of absence, specific reason for absence and signature of parent/guardian or district representative. (5 CCR 18066)

Absences shall be excused for the following reasons:

- Illness or quarantine of the child or of the parent/guardian (Education Code 8208)
- Family emergency (Education Code 8208)
Family emergency shall be considered to exist when unforeseen circumstances cause the need for immediate action, such as may occur in the event of a natural disaster, when a member of the child's immediate family dies, has an accident, is ill, or is required to appear in court, birth of a child, or transportation problems.
- Time spent with a parent/guardian as required by a court of law (Education Code 8208)
- Time spent with a parent/guardian or other relative which is clearly in the best interest of the child (Education Code 8208). An absence shall be considered in the best interest of the child when the time is spent with the child's parent/guardian or other relative for reasons deemed justifiable by the Director.
- Best interest of the child is defined as vacation, religious holidays, or required district testing in preparation to enter kindergarten. Except for children who are recipients of Child Protective Services or who are "at risk" of abuse or neglect,
- Excused absences in the best interest of the child shall be limited to 10 days during the contract period. (5 CCR 18066)

Any absence due to a reason other than the above, or without verification, shall be considered an unexcused absence. Examples of unexcused absences are: when a parent gives no reason for an absence or when best interest days exceed the 10 days that are allowed. In order to accommodate other families on the waiting list for admission, students will be terminated if the best interest of the child absences exceed the 10 allowable days. Twenty unexcused absences may be allowed prior to termination with the prior approval of the CDC Director.

Parents/guardians shall be notified of the policies and procedures related to excused and unexcused absences for child care and development services. (5 CCR 18066)

(cf. 5145.6 – Parent Notifications)

Rights of Parent/Guardians

At the time a child is accepted into a licensed child care and development center, the child's parent/guardian or authorized representative shall be notified of his/her rights as specified in 22 CCR 101218.1. Pursuant to Health and Safety Code 1596.857 and 22 CCR 101218.1, licensed child care providers are required to inform parents of their right to unlimited access to their children. License-exempt providers are required to sign a health and safety self-certification which includes a statement regarding a parent/guardian's right to unlimited access. The Superintendent or his designee shall inform parents/guardians of their right to enter the child care facility without advance notice during normal operating hours or any time their child is receiving services in the facilities.

Records

The Superintendent or designee shall establish and maintain a basic data file for each family receiving child care and development services which shall contain the data specified in 5 CCR 18081.

(cf. 3580 – District Records)

A developmental profile measuring the child's physical, cognitive, social and emotional development shall be completed in accordance with 5 CCR 18272. (Education Code 8203.5; 5 CCR 18272)

Licensing

All district child care and development services shall be licensed by the California Department of Social Services, unless exempt pursuant to Health and Safety Code 1596.792 or 22 CCR 101158.

The license shall be posted in a prominent, publicly accessible location in the facility. (Health and Safety Code 1596.8555) Licensed child care centers shall be subject to the requirements of Health and Safety Code 1596.70-1597.21 and 22 CCR 101151-101239.2.

Meal Policy

The CDC program provides meals according to the Child Care Food Program. No outside food may be brought to the center without prior approval of the site supervisor. Due to public health requirements, no food may be taken from the center.

Written Complaint Procedure

The district's Uniform Complaint Procedure may be used for complaints alleging non-compliance of state and federal laws and regulations governing educational programs. Most parents/guardians concerns can be resolved informally with the assistance of the site supervisor. If this is not possible, or if the parents/guardians wish to file a formal complaint that alleges violation of state or federal laws or state or federally funded program(s), or

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alleges discrimination, the complainant may file a formal complaint. The complainant upon request to the district, receives complaint procedures from the district.

In addition, when a person receives a Notice of Action from the Child Development Center to terminate services, the person has the right to appeal the agency's action if they do not agree with the agency's action as stated in the Notice of Action. The complainant is to mail or deliver an appeal within 14 days of receipt of the Notice of Action. Within 10 calendar days following the receipt of the appeal request, the agency will notify the complainant of the time and place of the hearing. Within 10 calendar days of the hearing, the agency will mail or deliver a written decision to the complainant. If the complainant disagrees with the decision, they have 14 days from the receipt of the written decision to file an appeal with the State of California, Child Development Division.

Legal Reference:

EDUCATION CODE

- 8499.10 Child Care and Development Services Act, especially:
- 8209 General provisions for child care and development services
- 8239 California state preschool program
- 8244 General child care programs

Eligibility and priorities for subsidized child development services

8370 Personnel qualifications

8409 Contracts

49546 Child care food program

National School Lunch program

HEALTH AND SAFETY CODE

1596.895 California Child Day Care Act

1597.21 Day care centers

120380 Immunization requirements

CODE OF REGULATIONS, TITLE 5

18434 Child care and development programs, especially:

18122 General requirements

18281 Program quality, accountability

18292 Staffing ratios

Waiver of qualifications for site supervisor

18308 Appeals and dispute resolution

80125 Commission on Teacher Credentialing, child care and development permits

CODE OF REGULATIONS, TITLE 22

101239.2 General requirements, licensed child care centers, especially:

101163 Licensing and application procedures

101231 Continuing requirements

101239.2 Facilities and equipment

UNITED STATES CODE, TITLE 42

1769 School lunch programs

9852 Head Start programs

9858q Child care and development block grant

CODE OF FEDERAL REGULATIONS, TITLE 7

210.31 National School Lunch program

COURT DECISIONS

CBS Inc. v. The Superior Court of Los Angeles County, State Department of Social Services, (2001) 91 Cal.App.4th 892

Management Resources:

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CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Keeping Children Healthy in California's Child Care Environments: Recommendations to Improve Nutrition and Increase Physical Activity, 2010

Infant/Toddler Learning and Development Program Guidelines, 2006

Program Quality Standards and Standards Based on Exemplary Practice for Center-Based Programs and Family Child Care Home Networks, October 2004

CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT BULLETINS

01-06 The Desired Results for Children and Families System, May 31, 2001

WEB SITES

CSBA: <http://www.csba.org>

California Association for the Education of Young Children: <http://www.caeyc.org>

California Child Development Administrators Association: <http://www.ccdaa.org>

California Department of Education, Child Development: <http://www.cde.ca.gov/sp/cd>

California Department of Social Services, Licensing Information: <http://cclid.ca.gov/PG492.htm>

California Head Start Association: <http://caheadstart.org>

California School-Age Consortium: <http://calsac.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

National Association for the Education of Young Children: <http://www.naeyc.org>

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LONG BEACH UNIFIED SCHOOL DISTRICT