

LONG BEACH UNIFIED SCHOOL DISTRICT
CHILD DEVELOPMENT CENTERS
KIDS KORNER (School Age) PROGRAM



PARENT HANDBOOK

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Dear Parents:

Our Child Development Center family welcomes you and your child to the Long Beach Unified School District's Child Development Center.

Our program is served by an outstanding staff of professional teachers, administrators, and support staff whose sole purpose is to provide a comprehensive program in order to meet the needs of the children we serve. Our children are the *most* important members of our family. Parents are important partners in the education of our children and are invited to visit our sites. We look forward to working together with you in meeting the goals of the CDC program.

This handbook has been developed to provide you with important information about our program and policies.

Again, welcome to the Child Development Center!

Sincerely,
Cindy Young
Director



Equal Opportunity Child Development Center

The Child Development Centers of the Long Beach Unified School District do not discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental/physical disability in determining which children are served.

It is the responsibility of the public schools to teach mutual understanding and respect for individual and group differences. Such teaching shall be objective, just and fair, avoid doctrinal impact with respect to religious issues, and shall avoid any implication that specific religious doctrines have the support of state authority. The Child Development Center Program refrains from religious instruction or worship.

Child Development Center Programs are open to all students who may need program modifications in order to participate and understands the requirement of the Americans with Disabilities Act (ADA) to make and implement reasonable accommodations for such children. If your child is accepted to a Child Development Center and is a disabled student, and if you believe that he or she needs program modifications in order to participate in the program, please contact our designated representative, Section 504 Coordinator, Administration Building, 1515 Hughes Way, telephone number: (562) 997-8000.

Reasonable Accommodation Policy

Child Development Center Programs are open to students who may need program modifications in order to participate and understands the requirement of the Americans with Disabilities Act (ADA) to make and implement reasonable accommodations for such children. If your child is accepted to a Child Development Center and is a disabled student, and if you believe that he or she needs program modifications in order to participate in the program, please indicate this during the enrollment process.

The Child development Centers program reserves the right to terminate services if it is determined that it would be in the best interest of the individual child or group. The CDC programs can only serve those children whose needs can effectively be met by the program. Not all children can be successful in group care. Additionally, the program is limited by funding, adult to child ratios, specialized staff training, and may not be able to meet the needs of all children. Specific circumstances in which this may occur include:

- Aggressive, anti-social or unacceptable behavior to the extent the child's safety or the safety of other children or staff cannot be guaranteed.
- Inability of the child to adjust to the group care.





CHILD DEVELOPMENT CENTER DIRECTION

Vision

The Child Development Centers build the educational foundation for all children to realize their full potential.

Values

Respect
Professionalism
Patience
Compassion
Knowledgeable
Effective Communication

Program Goals

- To build a strong foundation in reading, writing, and mathematics.
- To develop self-esteem and respect for others.
- To address the individual needs, interests and concerns of all children by planning a variety of activities.
- To meet the educational needs of all children by using instructional strategies which teach to different learning styles.
- To assist children in practicing good personal health, safety, and nutrition habits.
- To support children in developing responsibility and independence.



Program Description

Kids Korner centers provide before-and-after school care for elementary school age children. 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 provided at most centers on days elementary schools are closed for vacation. Kettering is the only Kids Korner site that operates on the traditional school calendar. Therefore, it is not open during winter, spring, or summer break. Except in unusual circumstances, children must be attending the elementary school at which the center is located. Circumstances which require a child to be in attendance at another Long Beach Unified School District elementary school must have prior approval.



Using a variety of educational and leisure activities, the program:

- Extends and reinforces the **regular school curriculum** by assisting with homework, and by providing reading, writing, math and science activities/projects, role playing, and field trips often related to what is occurring in the regular school classroom.
- Encourages **self-expression** through songs, creative rhythms, music, drama art experiences, construction, and creative writing.
- Develops **sensory motor and physical skills** through individual and group games and sports, playground activities, and fine motor activities such as puzzles and manipulatives.
- Supplements the **regular school program** with activities related to developing the skills of artistic expression, crafts, cooking, sewing, construction, and physical education.
- Improves **social skills** through problem solving and participating in activities that foster responsibility and independence.
- Encourages the development of **self esteem and respect for all people** by providing a nurturing environment, multi-cultural experiences, discussion, and sharing.

Enrollment Requirements

- Completion of the Kids Korner Waiting List/Application form.
- Enrollment meeting with the Coordinating Teacher and completion of required forms.
- Students must attend for at least three days per week for a minimum of four hours per day.
- A physical examination, prior to program entrance and immunization appropriate to his/her age must be completed.

Enrollment Priority

- The Child Development Centers maintains a current waiting list.
- Siblings of currently enrolled students have first priority.
- After that, students are accepted based on age starting with transitional-kindergartens.

Registration Fee

- Registration fees are collected annually as follows:
 - \$30.00 for the first child
 - \$25.00 for each additional child up to \$100.00

Meal Policy

- Any meals or snacks that are eaten at the site are provided by the parents for their own child. Any provided food and/or drinks must be nutritious and cannot require heating or refrigeration. When school is out of session, meals are provided for participating students. Parents may “opt” out of the meal program, by completing the appropriate form.

Signing In and Out

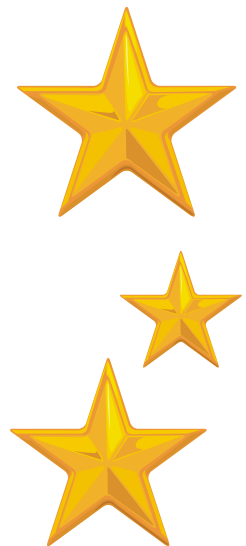
- The parent/guardian or other authorized adult must write in the time of arrival and departure (authorized adult definition: a person eighteen years of age or older listed on the emergency form).
- The entry must be signed with a full legal signature with the exact time of arrival and departure.
- **When signing in or out, all signatures must be in blue ink on the correct line.**
- **All adults are required to have picture identification to show center staff at all times. For the safety of children, a child will not be released to an adult without proper identification.**
- A child may not arrive at the center after 9:30 a.m. without prior arrangements being made with the Coordinating Teacher at the site.
- Once the child is signed in, the child may not leave the school campus until he/she has been signed out by the parent/guardian or other authorized adult.
- Child care services will be terminated if the parent/guardian fails to follow the above requirements.

Daily Health Check

- A daily health check is required of each child before being accepted into the center. All school age children need to be checked at CDC before going to the elementary school.

Attendance/Absences

- Parameters for absences from the Kids Korner program:



- All absences will be recorded and verified as to cause.
- Parents must pay the fee for contracted days that children are not in attendance.
- When a child is ill, district policy states that he/she must be excluded until his/her temperature or symptoms have been at a normal level for 24 hours.
- When a child's illness exceeds ten (10) consecutive school days, it is necessary that the parent provide a letter from the physician and date of release to return to the center.
- In addition, there may be medical conditions with shorter duration that require a physician's note in order for the child to return to the center.
- If you child is going to be out, please notify the center the reason for the absence.

Medication

- If a child needs medication given at the center, please request and complete the form "Medication at School – Parent Request Form". Medication cannot be given (including "over the counter" medication such as cough drops) until the form is completed by the physician/nurse practitioner, signed by the parent, returned to the center, and reviewed and approved by the school or CDC office.

Sun Protection

- Each school shall allow students to use sun-protective clothing, including, but not limited to, hats and sunglasses when outdoors. Each school shall allow pupils the use of sunscreen during the school day without a physician's note or prescription. Sunscreen is not considered an over-the-counter medication. However, the Center must have written approval (a letter on an 8 ½ x11 piece of paper) or instructions from the parent prior to administering. This approval will be kept in the child's family file at the site.

Fees

- Parent fees:
 - \$25.00 per day - during the school year, a minimum of four hours is required.
 - \$6.25 - will be collected for each additional hour above the four hour minimum during the school year.
 - \$40.25 - full day for non school days (i.e. winter, spring and summer breaks)
- Parent/guardians shall be notified in the event fees are delinquent. Fees shall be collected monthly prior to providing services, and shall be considered delinquent after seven days from the date that fees are due. After seven days, a \$10.00/day late fee will be assessed. If payment is a hardship, a reasonable payment plan will be accepted and the parent must comply with the repayment plan for services to continue. Child care services will be terminated if all delinquent fees are not paid within two weeks of notification.
- **The Daily Fee Is Paid For Every Contracted Day. There Is No Adjustment For Any Absence Including Days of Suspension.**
- Fees must be paid in advance before child care services are rendered and are non-refundable.
- Before leaving the child each week, the fee must be paid in cash, money order, or by check in the exact amount. **The Fee Must Be Made Prior To 9:30 a.m. Or Earlier At Certain Sites.** Fees will be collected monthly. The fee collection dates will be listed on a provided schedule.

- A receipt is issued for fees paid. It should be retained by the parent for income tax purposes.
- If a check is returned for inadequate funds, future payments for child care services must be in cash or by money order for the next 6 months.

Exclusion/Termination of Services

A child may be **permanently** excluded from the program for any of the following causes:

- Conduct of child or parent/guardian that disrupts the smooth and efficient operation of the program and/or compromises the health or safety of a child or a staff member. “Per California Education code, 32210, 32211, and 44811, and penal codes, 415 and 626, disruptive behavior of a parent that affects the orderly operation of a Child Development Center can result in immediate termination of services from the program.”
- A false statement made by a parent or guardian on any provided documentation.
- Failure of parent or guardian to comply with district policies and procedures which govern the operation of the Child Development Centers.
- Failure of parent to maintain a current and accurate list of at least three persons that can be reached in case of an emergency.
- Failure of the parent or guardian to pay child care fees prior to child care services.
- Failure of parent or guardian to respond promptly when asked to remove child from center because of child’s illness, injury or behavior.
- Failure of parent or guardian to pick up the child by the center’s closing time. (Please see Late Pick-up Procedures which are defined below).

When child care services are terminated, a family may re-enroll in 6 months unless permanently excluded for any of the reason listed above.

Late Pickup Procedures

- Each time a child is picked up after closing time, a form will be presented for the parent (or authorized adult) to sign. Should there be late pick ups, the following procedures will be implemented:
 - 1st time late – Warning.
 - 2nd time late – Conference with Coordinating Teacher or Classroom Teacher
 - 3rd time late – Conference with Program Coordinator/Specialist
 - 4th time late – Possible Termination From the Program.

One late pick up will be dropped one year from the initial date it was incurred. Late pickups transfer with your child if the family changes centers.



Uniform Complaint Procedure

- The Uniform Complaint Procedure may be used by parents for complaints. The procedure will be provided to parents at the time of enrollment and annually thereafter.

Staff Qualifications

- Our teachers and coordinating teachers are required to meet certain educational qualifications and must receive their permits through the California Commission on Teacher Credentialing.

Reporting of Suspected Child Abuse

- All Child Development Center personnel are mandated reporters and are required by law to report any suspected child abuse. Anyone who fails to make a required report is guilty of a misdemeanor punishable by jail, fine or both.

Open Door Policy

Parents are important partners in the education of our children and are invited to visit our sites at any time to observe or volunteer. Parent volunteers must provide a current negative TB test, a copy of a valid picture identification card, and a completed LBUSD VIPs application. Once your documentation has been submitted, you will be notified and given a name tag so you can begin volunteering in your child's classroom. If you are interested in observing the classroom, you must contact the Coordinating Teacher in advance to make the proper arrangements. A 30 minute appointment will be made to accommodate your request.

Classroom Policies

Cell Phone Usage

- Staff (while on duty) and parents are not permitted to use cellphones while in the classroom unless an emergency arises.

Classroom Management

The Child Development Centers program utilize a positive approach to guiding children's behavior. Redirection is primarily used to redirect inappropriate behavior. If repetitive behavior persists, the parent will be contacted and together the teacher, CDC Guidance counselor and the parent will develop an action plan. Consistency is the key to guiding children. Cooperation from the parent is expected and required for continued enrollment.

Our classroom environments, schedules and activities follow all District requirements and are designed to capture the interest of children. Positive attitudes towards school, self, and long term changes in behavior are educational goals for each child. The staff focuses on positive and effective approaches in building self-esteem and teaching children how to develop self-discipline. Awards, special events and additional opportunities for student recognition help to build confidence and pride. The CDC staff maintains high expectations for student behavior. School rules, rights and responsibilities are clearly established as well as consequences for inappropriate behavior.

Strategies we use to help children learn respect and make positive choices include:

- Redirecting them to appropriate activities
- Removal from the activity or area in the classroom
- Consistent daily routine
- Developing behavior action plans
- Developing the classroom rules with children
- Positive reinforcement
- Giving choices with limits
- Teaching children how to calm themselves in frustrating situations

Physical fighting, biting, hitting staff, throwing items, unsafe behavior may result in an immediate suspension.

Support Staff

Staffing

Each center is staffed by a highly qualified coordinating teacher and teachers who have child development training and appropriate certifications to teach in child development programs. The staffing is determined by the number of children enrolled in the center. Program operation is enhanced through the service of Office Assistants, Custodians, Child Care Workers, Guidance Specialist and volunteers.

Support Personnel

In addition to Child Development Center staff, specialized program support services are provided by specially trained personnel available through the school district's Office of Child Development Center and Student Enrollment Center, 4400 Ladoga Ave, Lakewood, CA 90713.



Child Development Center Office - Phone: (562) 421-8210

- Cindy Young, Director
- Debbie Wall, Administrative Secretary
- Marybeth Murray, Program Specialist
- Cristabel Rodriguez, Program Coordinator
- Victor Fluckers, Guidance Specialist

Child Development Center Office - Phone: (562) 421-8210

- Patricia Moreno, Credential Specialist
- Paola Castillo, Accounting Tech
- Claudia Estrada, Intermediate Office Assistant Bilingual
- Ana Moya, Intermediate Office Assistant Bilingual
- Margaret Morey, Office Assistant

LBUSD ADMINISTRATION

(562) 997-8000
1515 Hughes Way, Long Beach, CA 90810

CHILD DEVELOPMENT OFFICE

(562) 421-8210
4400 Ladoga Avenue, Lakewood, CA 90713



Child Development Centers Sites and Locations

Full Day Preschool Centers

Burbank 501 Juniper Ave.	90814	422-3579	Mann 3215 E. Vista St.	90803	438-7243
Central 1133 Rhea St.	90806	591-7717	North 6335 Myrtle Ave.	90805	422-5393
Edison 640 W. 7 th St.	90813	437-6114	Twain 4666 Sunfield Ave.	90808	425-2735
Grant 6405 Walnut Ave.	90805	422-4686			

Full Cost Preschool Centers

Gant 1854 Britton Dr.	90815	430-3384	Tincher 1701 Petaluma Ave.	90815	430-6810
Emerson 2625 Josie Ave.	90815	420-2631			

School Age Care Centers

Barton 1100 E. Del Amo Blvd.	90807	422-9867	Mann 257 Coronado Ave.	90803	439-7896
Burbank 535 Junipero Ave.	90814	433-0042	Muir 3105 Easy Ave.	90810	427-5515
Burcham 5610 Monlaco Rd.	90808	420-9578	Riley 3319 Sandwood St., (Lkwd)	90712	421-2924
Carver 5335 E. Pavo St.	90808	421-7015	Stevenson 515 Lime Ave.	90802	436-4500
Garfield 2240 Baltic Ave.	90810	424-8720	Tincher 1701 Petaluma Ave.	90815	430-6810
Grant 405 Walnut Ave.	90805	422-4686	Twain 4666 Sunfield Ave.	90808	425-2735
Holmes 5020 Barlin Ave., (lkwd)	90712	531-8519			

Kids Korner Centers
Before and After School Care

A Limited Number of Full Cost and subsidized slots are available at selected school age care centers.

Burcham 5610 Monlaco Rd.	90808	420-9578	Riley 3319 Sandwood St., (Lkwd)	90712	421-2924
Carver 5335 E. Pavo St.	90808	421-7015	Tincher 1701 Petaluma Ave.	90815	430-6810
Holmes 5020 Barlin Ave., (lkwd)	90712	531-8519	Twain 4666 Sunfield Ave.	90808	425-2735

Kids Corner for Full Cost Enrollment Only – School Age Care

Kettering 550 Silvera Ave.	90803	493-2850
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Title 1 Preschool Programs

Addams 256 E. Plymouth. St.	90805	422-3579		
Dooley 5075 Long Beach Blvd.	90805	428-7274	McKinley 6822 Paramount Blvd.	90805 531-6182
Garfield 2240 Baltic Ave.	90810	424-8720	Muir 3105 Easy St.	90810 427-5515
Grant CDC 6405 Walnut Ave.	90805	422-4686	Powell 150 Victoria St.	90805 310-631-8794
Hudson 2335 Webster Ave.	90810	426-0470	Webster 1755 W. 32 nd Way	90810 595-6568
King 145 E. Artesia Blvd.	90805	428-1232		

Part Day Preschool Centers
California State Subsidized Programs

Addams 256 E. Plymouth St.	90805	422-3579	Holmes 5020 Barlin Ave., (Lkwd)	90712	531-8519
Barton 1100 E. Del Amo Blvd.	90807	422-9867	Lincoln 1175 E. 11 th St.	90813	591-7121
Burbank 535 Junipero Ave.	90814	433-0042	McKinley 6822 Paramount Blvd.	90805	561-6182
Central 1133 Rhea St.	90806	591-7717	Muir 3105 Easy Ave.	90810	427-5515
Edison 640 W. 7 th St.	90813	437-6114	Stevenson 515 Lime Ave.	90802	436-4500
Garfield 2240 Baltic Ave.	90810	424-8720	Willard 1055 Freeman Ave.	90804	438-9934
Grant 6405 Walnut Ave.	90805	422-4686			



Pesticide Management

To meet requirements of the Healthy Schools Act of 2000, the Long Beach Unified School District provides annual written notification to staff, parents, and guardians regarding the intended applications of pest management products. Long Beach Unified School District may apply the following pest management products as necessity dictates:

<u>Structural Product</u>	<u>Active Ingredient:</u>	<u>Signal Word</u>
CB-80	Pyrethrins, piperonyl butoxide, Ethane, 1,1-Difluoro-, C12-C15 Iso-Paraffinic hydrocarbon, and ethanol.	Caution
CB Borid Turbo	Orthoboric acid.	Caution
Confrac	Bromadiolone.	Caution
D-Force HPX	Deltamethrin, C8-C9 Isoparaffinic	Caution
Microcare	Hydrocarbons, carbon dioxide	
Mop Up	Pyrethrins, Piperonyl Butoxide, Technical, and N-Octyl Bicycloheptene Dicarboximide.	Caution
Orange Guard	Disodium Octaborate Tetrahydrate.	Caution
PCO Fogger	d-Limonene	Caution
	Pyrethrins, Piperonyl butoxide, N-octyl Bicycloheptene Dicarboximide, Propane, n-Butane.	Caution
Pignx Bird Control	Capsaicin	Caution
Suspend SC	Deltamethrin and inert ingredients.	
Talon-G	Brodifacoum.	Caution
Termidor	Fipronil: 5-amino-1-(2,6-dichloro-4-(trifluoromethyl)phenyl)-4-((1,1R,S)-(trifluoromethyl)sulfinyl)-1-H-pyrazole-3-carbonitrile, and inert ingredients.	Caution
Uld Bp-100	Pyrethrins, Piperonyl Butoxide, technical, and N-Octyl bicycloheptene Dicarboximide, Petroleum distillate.	Caution
Wasp Freeze	d-trans Allethrin, 3-Phenoxbenzyl-(1RS,3RS; 1RS, 3SR) – 2,2-Dime-ethyl-3-(2-methylprop-1-enyl) cyclopropanecarboxylate, and inert ingredients.	Caution
P.I.	Pyrethrins, Piperonyl Butoxide, Technical	Caution
Termidor Dry	Fipronil: 5-amino-1-(2,6 dichloro-4-(trifluoromethyl) phenyl)-4-((1,1R,S)-(trifluoromethyl)sulfinyl)-1-H-pyrazol-3-aronitril	Caution

Baits and Gels

<u>Structural Product</u>	<u>Active Ingredient:</u>	<u>Signal Word</u>
DuPont "Advion"	Indoxacarb, (S)-methyl 7-chloro-2,5 -	Caution
Cockroach Bait Arena	Dihydro-2-[[[(methoxycarbonyl) [4(trifluoromethoxy) phenyl] amino] carbonyl]indeno[1,2-e] [1,3,4] oxadiazine-4a- (3H) -carboxylate	
Maxforce Bait Gel-Ants	Fipronil.	Caution
Maxforce Bait-Roach	Fipronil.	Caution
DuPont Advion	Ant Gel (S)- methyl 7-chloro-2,5-dihydro-2-[[[(methoxy-rbonyl)[4(trifluoromethoxy) phenyl]amino]-carbonyl]indeno{1,2-e}1,3,4]oxadiazine-4a-(3H)-carboxylate	Caution
Optigard Bait Gel-Ants	Thiamethoxam	Caution
Maxforce Bait-Ants	Fipronil	Caution
Maxforce Bait Gel-Roach	Hydramethylon: tetrahydro-5-5-dimethyl-2(1H)-Pyrimidione, (3-(4-(trifluoromethyl) Phenyl)-1-(2-(4-(trifluoromethyl) phenyl)-2-Propenylidene) hydrazone	Caution

Grounds Services

<u>Products:</u>	<u>Active Ingredient:</u>	<u>Signal Word</u>
Atrimec	Dikegulac-sodium (sodium salt of 2,3:4,6-bis-O-(1-methylethylidene) -a-L-xylo-2-hexulofuranosonic acid)	Caution
Azatrol	Azadirachtin, other ingredients.	Caution
AquaCap	Pendimethalin, -(1-ethylpropyl)-3, 4-dimethyl-2, 6-dinitrobenzenamine.	Caution
Can-hance	Methylated canola oil, Polyalkyleneoxide	Caution
Dimension 270-G	hepta-methyltrisiloxane, Alkylphenol ethoxylate	
	Dithiopyr, 3,5-pyridinedicarothioic acid, 2-(difluoromethyl)-4-(2-methylpropyl) -6-(trifluoromethyl)-S, S-dimethyl ester	Caution

Grounds Services Product Cont'd.

Drive XLR8	Quinclorac: 3, 7 -dichloro-8- quybikubecarbitkuc acid	Caution
Envoy Plus	Clethodim, (E)-2-{{(3-chloro-2-propenyl)oxy}imino} propyl)-5-(2-(ethylthio) propyl)-3hydroxy-2-cyclohexen-1-one	Caution
Freehand	Diamethenamid-P: (S)-2-chloro-N- aution {{(1-methyl-2-methoxy)ethyl}-N-(2,4-dimethyl-thien-3-yl)-acetamide pendimethalin: N-(1-ethylpropyl)	Caution
Fusilade II Gallery	Fluaziflop-p-butl, Technical and isomers. Isoxaben: N-[3-(ethyl-1-methylpropyl)-5-isolazoly]-2, 6-dimethoxybenzamide, and isomers. acetic acid, butoxyethyl ester.	Caution
Garlon 4 Ultra	Tricopryr: 3,5,6-trichloro-2-pyridinyloxy-acetic acid, butoxyethyl ester	Caution
MSMA	carboxylic acid, monoethanolamine salt.	
Merit	Monosodium acid Methanearsonate	Caution
	Imidacloprid, 1-{{(6-chloro-3-pyridinyl) methyl)-N-nitro-2-imidazolidinimine.	Caution
Mosquito Dunks	Bacillus thuringiensis	Caution
Pointer	4-dimethyl-2, 6-dinitrobenzenamine.	
Pro Spreader Activator	Imidacloprid 5%, Alcohol & Acrylic Acid	Caution
Roots 1-2-3	Nonylphenoxy polyethoxy etanols, Isoropanol and fatty acids.	Caution
Roundup Quick Pro	Nonylphenoxy poly ethanol, vitamins B1, C, and E, Manganese phosphate-citrate, zinc phosphate-citrate.	Caution
Round-up Pro Max	Glyphosate, N-(posphonomethyl glycine), Glycine, in the form of its ammonium.	Caution
Sedgehammer	Glyphosate, N-(phosphonomethyl) glycine Halosulfuron-methyl, methyl 5-(((4, 6 dimethoxy-2-pyrimidinyl)amino) carbonylamino-sulfonyl)-3-chloro-1-methyl-1H-pyrazole-4-carboxylate.	Caution
Sluggo	Iron phosphate.	Caution
Speedzone Southern	Carfentrazone-ethyl 2,4-D, 2-ethylhexyl Mecoprop-p acid, Dicamba acid	Caution
Sprint 330	Iron Chelate	Warning
Turf Supreme® 16-6-8 Plus Trimec®	Trimec (DMB #2 Turf Herbicide Dry Concentrate) 2,4-D Dichlorophenoxyacetic Acid (+)-(R)-2-(2methyl-4-chlorophenoxy) Propionic acid Dicamba (3,6-Dichloro-0-anisic acid)	Caution
Talstar-Pro	Bifenthrin	Warning
Vista XRT	Fluroxpyr 1-methylheptyl ester	Warning
Wilco Gopher Getter Type I	2-((p-chlorophenyl) phenylacetyl)-1,3-Indandione.	Caution

<u>Contractor Applied</u>	<u>Active Ingredients</u>	<u>Signal Word</u>
Wilco Gopher Bait Type II Pellets, Bags	Strychnine carbon dioxide.	Danger
Greyhound	Abamectin B1, and inert ingredient	Warning
Strychnine Coated Grain	Strychnine	Danger
Avitrol	4-aminopyridine.	Caution
Methyl Bromide	Methyl bromide, Chloropicrin.	Danger
Master Fume	Sulfuryl fluoride	Danger

Additional information about pest management products may be accessed on the California Department of Pesticide Regulation website at www.cdpr.ca.gov.

Most products used fall into the safest category, "caution". The Long Beach Unified School District does not use any pest management products with the signal word "danger" except in a very limited case. Pest management products are applied when children are not present or when the treatment area has been restricted from unauthorized entry.

To register with the school district to receive notification of pest management product applications, complete the form below and return it to school. Registrants will be notified of applications at least 72 hours in advance. Annual registration is required to remain on the notification list for each school year. For information, contact the Operations Branch at (562) 663-3060.

Pesticide Management

Date

School

Name of Student

Please register my name to receive notification of Long Beach Unified School District individual pest management applications in accordance with the Healthy Schools Act of 2000.

Name of Parent or Guardian

Telephone Number

Street Address

City

Zip Code

Signature

Printed Name



OFFICE OF CHILD DEVELOPMENT CENTERS
4400 Ladoga Avenue, Long Beach, CA 90713
(562) 421-8210 ♦ FAX (562) 496-3219

CDC Policy: Holidays and Celebrations

School staff shall encourage parents, guardians, or other volunteers to support the district's nutrition education program by considering nutritional quality when selecting any snacks they donate for occasional class parties. Class parties or celebrations shall be held after the student's designated meal period (breakfast, lunch or snack). Each CDC site staff will determine an appropriate recognition for children's celebrations. This may include singing of songs, birthday hats, crowns, stickers etc. Whatever form of celebration is chosen, it should be the same for each child.

Treats may be served using the following criteria:

- As an instructional activity, the children and teacher may make a food treat served to all children, to honor the holiday or celebration event.
- The center's parent group may vote whether parent fund money be used for purchasing supplies.
- For safety reasons, no candles may be used.
- Parents may donate store bought unopened items to support the holiday and or celebration, however homemade food items cannot be shared.
- Birthday celebrations will be recognized on a monthly basis not individually.
- Religious and medical restrictions will be observed for each individual classroom/center.

Each center's staff will decide which holidays and celebrations will be observed in your child's classroom. The instructional time is extremely valuable and social activities should not take too much time away from the instructional time. For this reason, the number of holidays or celebrations will be limited to the discretion of the classroom staff to ensure that the instructional time met.

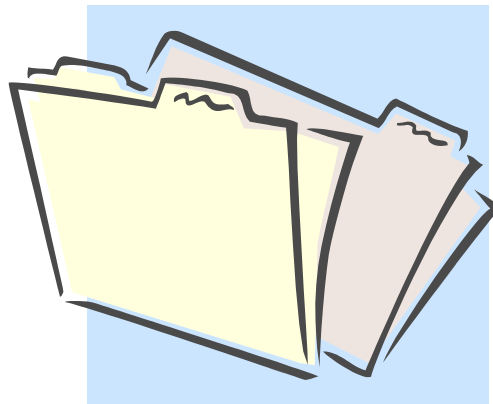
This center has decided to recognize the following celebrations:

1. _____
2. _____
3. _____

If you have any questions or concerns regarding these guidelines, please consult with the Coordinating Teacher assigned to your site.

Approved: CDC Director, Revised 4-21-16

The next pages are copies of documents you signed during the enrollment process. They are for your files and information. Please do not sign and return as we already have these copies on file in your Family Folder.





OFFICE OF CHILD DEVELOPMENT CENTERS
4400 Ladoga Avenue, Long Beach, CA 90713
(562) 421-8210 ♦ FAX (562) 496-3219

Site Name

COMPLETE IN DUPLICATE
(Original to child's personal folder)
(Copy to parent/guardian)

TO: Parents/Guardians

RE: Kids Korner Full Cost Fees

On days school is in session, the fees for full cost children are presently assessed at \$_____ per hour for a minimum of **four (4) hours per day** and a minimum of **three (3) days per week**, per child. On days school is **not** in session (Thanksgiving, winter, spring, and summer), the fee will be \$_____ per day. The daily fee is paid for every contracted day. There is no adjustment for absences including days of suspension.

At the time of enrollment a basic schedule will be established with you reflecting your child care needs. The monthly fee will be assessed on the basis of this contract.

An evaluation of daily hours used will be done for each month your child(ren) is enrolled. You will be notified the following month should there be an adjustment in your fee(s) due to your use of child care time exceeding your basic contract.

Adjusted fees will be due on the month following the notice of fee adjustment.

Consistent use of child care hours in excess of the basic contract would require an adjustment in the basic contract to better reflect your child care needs.

Sincerely,

CDC Director

Parent/Guardian Printed Name

Date

Parent/Guardian Signature



OFFICE OF CHILD DEVELOPMENT CENTERS
4400 Ladoga Avenue, Long Beach, CA 90713
(562) 421-8210 ♦ FAX (562) 496-3219

Center Stamp

To: LBUSD Preschool Program Parents/Guardians

Subject: Daily Health Check for Each Child/Client

All parents or guardians who enroll children in the district. Full Cost Preschool Programs must comply with these provisions to maintain eligibility for services:

1. “No child shall be accepted without contact between the center staff and the adult bringing the child to the center.”
2. The center staff shall require that the adult bringing the child shall **REMAIN** until the child is accepted.
3. The adult who brings the child to, and removes the child from the center shall sign the child in/out.

The LBUSD Preschool Program’s health policy requires that children who have any of the following signs of illness will not be in attendance at the center: *Fever 101 °F (oral) or 100 °F (under the arm) or more; general symptoms of illness such as: sore throat, heavy coughing, vomiting, ear pain, stiff neck, diarrhea, rash or headache.*

Although the first day of any illness is usually considered the most communicable period, your child must be excused until he/she has been free of illness symptoms for 24 hours and has a normal temperature for 24 hours.

We appreciate your cooperation in arranging the time necessary for compliance with the regulations.

I understand the regulations requiring a daily health check by a staff member before a child is signed in at the center. I will arrange for the adult who brings my child to comply with the requirements of the LBUSD Preschool Program

Parent/Guardian Signature

Date



Office of Child Development Centers
4400 Ladoga Avenue, Lakewood, CA 90713
(562) 429-8636 ♦ Fax (562) 496-3208

PARENT AGREEMENT

Site Name

Child's Name

Parent's / Guardian's Name

Please initial the following items:

_____ I give permission for my child to go with the class on short walking trips within the school's perimeter and to walk to another location in the event of an emergency where evacuation is necessary. Each site has an emergency evacuation plan posted that may be reviewed by parents.

_____ I give permission to have pictures taken of my child for use in the classroom and CDC office.

_____ I have received my copy of the Consent and Release From Liability.

_____ I have received a copy of the Uniform Complaint Procedures.

_____ I have received my copy of the Parent Handbook for the children's centers programs and understand the program requirements regarding: eligibility, exclusions, signing in/out, and late pick up.

Registration and Follow-up

_____ The parent is expected to notify the teacher of any changes in address, phone number, or emergency phone numbers.

_____ The parent is expected to follow-up on all requests for health and dental services for the child.

_____ The parent is expected to attend scheduled parent-teacher conferences.

I understand the Child Development Centers program does not have insurance to cover the cost of treatment in the case of accidental injury. Select one option:

_____ I have decided to participate in the insurance plan available.

_____ I already have adequate insurance protection.

_____ I do not wish to participate in the insurance plan available.

Parent's / Guardian's Signature _____ Date _____

Approved: CDC Director

(CDC-240) MC 4/10



Office of the Child Development Centers

4400 Ladoga Avenue, Lakewood, CA 90713

(562) 429-8636 ♦ FAX (562) 496-3208

Complete in Duplicate: original to parent, copy to child's file

Late Pickup Procedures: State Preschool, Full Day and School Age Programs

State Preschool: Each time a child is picked up five or more minutes after preschool class has ended the following procedures will be implemented:

Full Day and School Age Programs: Each time a child is picked up after closing time, or later than the contract hours agreement the following procedures will be implemented. Reminder: any time beyond the center's closing time of 5:30 p.m. is considered late.

Child's Name _____ School _____ Teacher _____

Date	Time	Reason	Infraction	The Following Plan Has Been Agreed Upon
			1 -time late - Warning	
			2 – times late: Conference with Coordinating Teacher or classroom teacher	
			3 – times late: Conference with Program Coordinator /Specialist	
			4 – times late: May result in possible termination from the program.	

Late pickups transfer with your child if the family changes State Preschool centers within the school year. A late pick up will be dropped one year from the initial date it was incurred. I have read and received a copy of the procedure.

Parent/Guardian Signature

Parent/Guardian Print Name

Date

Completar en Duplicado: 1 Copia para los padres, una copia para el expediente familiar

Procedimiento que se Aplica por Tardanzas: Preescolar estatal, preescolar de Día Completo y Centros de Edad Escolar

Preescolar Estatal: Cada vez que recoja a su niño/a hasta 5 minutos después de que termina la clase, se implementara el siguiente procedimiento:

Preescolar de Día Completo y Centros de Edad Escolar: Cada vez que recoja a su niño/a después de la hora de cerrar, o después de las horas de contrato, se implementara el siguiente procedimiento. Recordatorio: cualquier tiempo después de la hora del cerrar de 5:30 p.m. se considera tarde.

Nombre de niño/a _____ Escuela _____ Maestro(a) _____

Fecha	Tiempo	Razón	Infracción	El Siguiete Plan ha Sido Acordado
			1 -vez tarde - Solo se les dará un aviso	
			2-veces tarde - Conferencia con la Maestra/o Coordinadora o con la maestra/o del salón	
			3 -veces tarde - Conferencia con la Coordinadora/o del Programa	
			4- veces tarde - Podría resultar en terminación del programa CDC.	

Si su niño/a se transfiere a otra guardería las tardanzas se transfieren con el/ella. Una tardanza se anulara después de un año de que sucedió. He leído y recibido una copia de este procedimiento.

Firma del Padre/Guardián
Approved: CDC Director

Firma del Padre/Guardián

Fecha
CDC-523



OFFICE OF CHILD DEVELOPMENT CENTERS

4400 Ladoga Avenue, Lakewood, CA 90713

(562) 429-8636 ♦ FAX (562) 496-3208

PUPIL SIGN IN / OUT REQUIREMENTS

Dear Parent:

State of California regulations for the Child Development Centers legally require parents to sign their children in and out of the center on a daily basis. The following are specific legal requirements:

- a. The parent/guardian or other **authorized adult** must write in the time of arrival and departure. (**AUTHORIZED ADULT DEFINITION: A PERSON EIGHTEEN - 18 - YEARS OF AGE OR OLDER AND LISTED ON THE EMERGENCY FORM**)
- b. The entry must be signed with a full legal signature.
- c. The full legal signature of the parent/guardian must match the application signature submitted during enrollment.
- d. When signing in or out, all signature entries must be on the correct line.
- e. All adults are required to have picture identification to show the center staff at all times.
- f. When signing a child in or out, all adults must use **blue ink only** so that California State auditors know the sheet is an original and not a copy.
- g. Contract hours that have been determined and set forth during the enrollment period must be followed by all adults dropping off or picking up children from the program. If contract hours are not convenient, the parent/guardian may work with the Coordinating Teacher to adjust the contract hours.
- h. A child may not arrive at the child care center after 9:30 a.m. without prior arrangements being made with the Coordinating Teacher at the site. Reasons for arriving late might be a doctor's appointment or family emergency and would occur rarely. For State Preschool, children must arrive no later than 15 minutes after class begins.
- i. The correct time must be placed on the sign in and out sheet when signing a child in or out.
- j. For School Age children, if a child is picked up early from the elementary school, the parent/guardian or authorized adult must sign the child out from the CDC.
- k. If the parent/guardian or other authorized adult fails to properly sign a child in or out without a full legal signature and/or with the correct time stated on the sign in/out sheets, a warning will be given. After the third incident, child care services will be terminated. Warnings will be removed at the end of the fiscal year (July 1 – June 30). If the family changes centers, the pupil sign in/out warnings received at one center transfer to any future centers within a fiscal year.

The reasons for the above legal requirements are as follows:

- The State of California auditors determine earned reimbursement to the District for child care services based upon examination of attendance records including sign in/out sheets. Errors in these records negatively impact funding to the Child Development Program.
- When a child is not signed out of the CDC and is not present, the staff immediately initiates a search for the child. School and CDC personnel must survey the surrounding area. Phone calls are made to persons on the Emergency Information form, CDC Office, District Security, and the Police Department to ensure the child's safety.

I have read this bulletin and I am aware of the requirements and possible termination from the program if my child has not been signed in/out accurately.

Parent's/Guardian's Name

Child's Name

Parent's/Guardian's Signature

Date

Approved:

CDC Director

(CDC-420)

rk: 7-09

LONG BEACH UNIFIED SCHOOL DISTRICT
Office of Child Development Centers
Pupil Sign In and Out Record of Late Pick Up

Fiscal Year

 Child's Name

 Parent's/Guardian's Name

Your child(ren) was not properly signed in or out of the center on the following date(s):

	Date	Reason	CT / Teacher Signature	Parent/Guardian Signature
1 st Warning				
2 nd Warning				
3 rd Termination				

Indicate the infraction by putting the appropriate letter from page 1 in the reason column.

* Reminder: Warnings will be removed at the end of each fiscal year (July 1 – June 30)

Approved:
 CDC Director

(CDC-420)



LONG BEACH UNIFIED SCHOOL DISTRICT
Office of Child Development Centers

COMPLETE IN DUPLICATE



(Original to child's personnel folder)
(Copy to parent/guardian)

Center Stamp

TO: Parents/Guardians of Full Cost Kids Korner Children
SUBJECT: Fee Payment by Check

The Child Development Center Kids Korner Program has established a procedure by which full cost Kids Korner fees may be paid by personal check. This procedure requires that:

- (1) All fees be paid in the exact amount on the first day of the month of center attendance.
- (2) Payment maybe made by cash or check. Fees are due monthly.
- (3) Fees for the additional use of hours of child care over the contract will be paid the first day of the month the child is enrolled following a notification of the fee due.
- (4) A personal check returned for insufficient funds will result in:
 - (a) suspension of child care services until the total amount of the check, plus any bank charges, is paid in cash; and
 - (b) the requirement that for a period of six months all fees must be paid in cash.

Kids Korner enrollment depends upon fees being paid for all hours of enrollment whether or not the child is in attendance.

CDC Director

EDU-109

Parent Sign-Off

I understand the CDC procedure for paying Kids Korner fees by personal check and agree to follow this procedure when I choose to pay by check.

Date

Parent/Guardian Signature



1515 Hughes Way, Long Beach, CA 90810
(562) 997-8000

Consent and Release from Liability

Participant's Name _____ Date _____
School _____

I hereby understand and acknowledge my participation or the participation of my child in the LBUSD production of: photos, videos, audio recordings and reproductions of my child's likeness.

The intended distribution of and use of this product is to reproduce, distribute, display, create derivative works of and otherwise use my child's name, photograph, video, audio recording, likeness and signature for and in connection with the Long Beach Unified School District's public relations, publicity, news, promotional, and recruitment purposes, including, but not limited to sharing such media for distribution and sales of training programs.

I hereby grant permission for LBUSD and those acting under its permission to copyright, use, publish, display, produce, duplicate, sell, and distribute the photographic, video, and sound recordings of me, or my child as stated in the description above. I further grant permission for the LBUSD to use segments or portions of the above mentioned product for announcements, informational film clips, or other uses necessary to provide information or advertisement for the production.

I hereby release, discharge, and agree to hold harmless the Long Beach Unified School District and those acting under its permission from liability to the extent permitted by law, for the preparation, distribution, and use of the product as described above.

Any questions regarding this form or production should be referred to:

Cindy Young, Director, Child Development Centers
Office of the Child Development Centers 4310 Long Beach Blvd., Suite 200, Long Beach, CA 90807
(562) 422-6868

Release and Consent for Adult Participant (over age 18)

_____ I am over 18 years of age.

Print Name _____ Signature _____

Address _____ Phone Number _____

Release and Consent for Minor Participant (under age 18) (Requires signature of parent or legal guardian below.)

I the parent and/or legal guardian of _____ consent and grant permission to all the foregoing.

Signature of Parent and/or Legal Guardian _____

Address _____ Phone Number _____



Long Beach Unified School District Uniform Complaint Procedures (UCP) Annual Notice

For students, employees, parents/guardians, school and district advisory committee members, appropriate private school officials, and other interested parties

The Long Beach Unified School District] has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs and the charging of unlawful pupil fees.

The Long Beach Unified School District shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board. Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, disability, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws:

Adult Education
Consolidated Categorical Aid
Programs Migrant Education
Career Technical and Technical Education and Training
Programs Child Care and Developmental Programs
Child Nutrition Programs
Special Education Programs
Safety Planning
Requirements

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.

2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.

3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance officer:

Director, Office of the Deputy Superintendent
1515 Hughes Way, Long beach, CA 90810
562-997-8025

Complaints of noncompliance with laws relating to pupil fees are filed with a principal of a school. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees.

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The LEA person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-- ~~4687~~ accordance with local procedures adopted under section 4621.

The complainant has a right to appeal the District's Decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the District's Decision. The appeal must include a copy of the complaint filed with District and a copy of the District's Decision.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of *District's* complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the *Long Beach Unified School District's* UCP policy and complaint procedures shall be available free of charge.