

LONG BEACH UNIFIED SCHOOL DISTRICT

Child Development Centers



Parent Handbook Title 1 Preschool Program

*Serving the children and families of
Long Beach for over 75 years*

Welcome to the Child Development Center

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 at any time. 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



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OUR MISSION

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

VALUES

Respect
Professionalism
Patience
Knowledgeable
Effective Communication
Compassion

PROGRAM GOALS

- To build a strong foundation in the beginning elements of 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 that 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.



OUR PROGRAM



Title 1 Preschool

- Focus on preparing children to be successful in kindergarten and beyond by using research based instructional strategies in the areas of reading, writing and math.
- Children between the ages of three to five years of age are served Monday through Friday. (3 hours daily)
- **Children must be completely toilet trained** unless they qualify under the Americans with Disability Act (ADA) for reasonable accommodations.

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.

Equal Access/Non-Discrimination Policy

- 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.

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.

Religious Instruction

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.

Program Philosophy, Goals and Objectives

The goal of the Long Beach Unified School District Child Development Center is to ensure that all children are making progress in the domains of physical, cognitive, and social-emotional development.

Preschool Student Achievement

- We will use a district developed Achievement Report that will provide parents with information regarding their child's progress with pre-literacy skills.
- Content areas will include: Print Concepts, Phonics and Word Recognition, Phonological Awareness, Concepts About Print, Comprehension, Oral Language and Vocabulary, Writing, Math, Self and Social Development, and Physical Development. Social studies as well as Health and Science will also be added.

Education Program

- Preschool - The district's preschool program is 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. In addition, the preschool program provides appropriate services to support the needs of English learners and children with disabilities.



Staff Development Program

- All staff hold the appropriate certifications required by the State of California.
- New employees are given an orientation to guide them to understand how agency policies relate to their respective job descriptions.
- Continuous staff growth is supported by assessing their needs and providing professional development activities to enhance their growth.
- Our staff members are evaluated according to the negotiated contracts of their respective unions.
- We have internal communication systems which include email, phone, memos and meetings to provide staff with information necessary to carry out their respective duties.

Parent/Guardian Involvement and Education

All parents attend:

- an orientation for parents/guardians;
- at least two parent/guardian conferences per year.

In addition, the CDC has:

- an open-door policy that encourages parents/guardians to participate in the daily activities whenever possible;
- the sharing of information regarding children's progress.

Health and Social Services

If necessary, staff:

- 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.

Community Involvement

The CDC solicits support from and provides information regarding available services to the community. We collaborate with outside agencies to benefit the children and families. For example:

- ChildNet: Youth and Family Services, provides on site and in home mental health services and parent education classes to families that qualify with Healthy Families or MediCal.

Additionally, each year we participate in LBUSD Education Celebration in January highlighting our program as well as schools and programs across the District.

Nutrition

- The CDC ensures that children in the program have nutritious meals, beverages, and snacks according to State and Federal regulations.
- Students participating in the Title 1 preschool program that do not qualify for a Free/Reduced meal can either buy or bring their own breakfast and lunch. If a student would like to purchase breakfast it is: \$1.50 and lunch is: \$2.25.
- Due to public health requirements, no food may be taken out of the center.



Environmental Rating Scale

- All classroom environments are assessed using the State of California Environmental Rating Scale in the areas of: Space and Furnishings; Personal Care Routines; Language-Reasoning; Activities such as Science, Math, Art, Music, and such; Interaction; Program Structure; and Parents/Staff.
- Each classroom and program-wide action plans are written to address areas of needed improvement.
- This data is shared with the Parent Advisory Committee for input on possible next steps and action plans. In addition to the survey data the committee reviews any comments left by parents in the Suggestion Boxes at each site.

How To Qualify For The Program

Title 1 Preschool Program

- Is open to any family that resides in California. You do not need to be a Long Beach resident to apply or participate.
- Families that are over income for the CDC subsidized program will be given priority to participate in the Title 1 program.
- If the number of students exceeds the spots available spaces will be filled by 4 year old students first.



Enrollment Process

Documents to Bring/Application for Service

Applications may be picked up from CDC main office.

- Bring the following along with your completed application:
 - Immunization and a physical examination record, prior to program entrance, including tuberculin clearance;
 - Birth-certificate for enrolling child;

Notice of Action (NOA)

- A NOA is issued to the parent for approval, denial, termination, delinquent fees and/or any changes to child care services.
- The front of the NOA delineates the Rights of Appeal for the parent should he/she disagree with the decision.

Appeal Process

If the parent/guardian does not agree with a decision as stated in the Notice of Action (CD-7617), the parent/guardian may appeal the intended action. To protect the right to appeal, the parent/guardian must follow the instructions as described. If the parent/guardian does not respond by the required due dates or fails to submit the required appeal information with the appeal request, the appeal may be considered abandoned.

Step 1: Request appeal to the Site Coordinating Teacher either verbally or in writing.

Step 2: If you are not satisfied with the response, submit in writing your appeal to the Site Program Coordinator/Specialist.

Step 3: If you are not satisfied with the response, submit in writing your appeal to the CDC Director.

Step 4: If you are not satisfied with the response, submit in writing your appeal to the LBUSD Deputy Superintendent.

Step 5: If you are not satisfied with the response, submit in writing your appeal to the LBUSD Board of Education.

Step 6: Within 10 calendar days after receipt of the appeal CDC will issue a written decision to the parent. If your appeal is denied, the agency will stop providing child care and development services immediately upon receipt of the CDC decision letter.

How To Continue In The Program

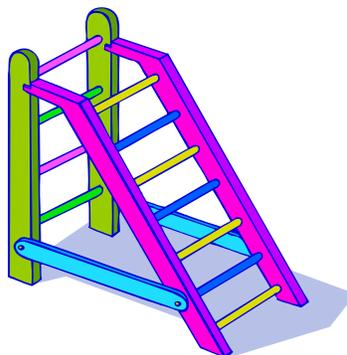
Re-Enroll

Families will be notified of the need to re-enroll for the upcoming school year. A new physical and TB are not required as long as the child has participated continuously in the program and is just re-enrolling for the next year. A new physical is requested, but not required. If you decide not to provide an updated physical, you will be asked to sign an opt out form. If any immunizations have been updated, a recent copy of the immunization file will be requested.

Enrollments and re-enrollments will be completed at the school site or the CDC Main Office.

Abide by Agency Policies, Procedures and Requirements

- If policies, procedures and/or requirements are not followed, child care services will be terminated.



Program Procedures

Attendance/Absences

- The Child Development Division of the California Department of Education establishes the following parameters for absences from the child care centers:
 - All absences will be recorded and verified as to cause. **Parents are expected to call each day the child is out and give the reason for the absence.**
 - When a child is ill, district policy states that he/she must be excluded until his/her temperature has been at a normal level for 24 hours.

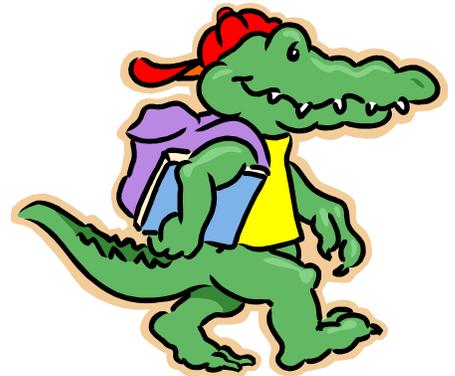
- **Excused Absences**
 - Excused absences include illness or quarantine of the child or of the parent/guardian (including doctor/dental appointments), family emergency, court-ordered visitations or a reason which is clearly in the best interest of the child.
 - “A family emergency” is defined as an unforeseen circumstance that causes 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. Documentation is usually required for the above.
 - Court ordered: If an excused absence is based on time spent with a parent or other relative as required by a court of law, the basic data file shall contain a copy of the court order.
 - 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.

- **Unexcused Absences**
 - Any absence due to a reason other than the above, suspensions or absences without verification, is defined as an unexcused absence. Examples of unexcused absences are: when a parent gives no reason for an absence. In order to accommodate other families on the waiting list for admission, services will be terminated if the child’s absences exceed 10 days.

Signing In and Out

The following are specific legal requirements:

- 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.



Health and Safety

Student Behavior

- The CDC staff makes every attempt to meet the needs of all children through positive interactions and in partnership with the parent/guardian.
- If a student is struggling with behavioral issues, the CDC Guidance Counselor and Nurse are available for consultation and to give referrals for outside support if needed.

Daily Health Check

- A daily health check is required of each child before being accepted into the center.

Procedures for When a Child Becomes Ill or Injured

- Since the CDC wants to ensure the health and safety of all children, should a child become ill or injured it is the expectation that the parent/guardian or a person on the emergency form will pick up the child within 30 minutes.
- If a child is seriously injured, the paramedics will be called to transport the child to the hospital. The parent/guardian will also be called immediately.



Medication

- If a child needs medication given at the center, please request 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.

Head Lice

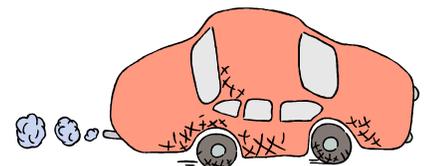
- Based on licensing regulations 101223(a)(2), 101226.1 as well as Section 1596.81, from the Health and Safety Code, Reference: Sections 1596.72, 1596.73, 1596.81 and 1596.95. Preschool students may not attend school with head lice or nits. This policy is different than the K-12 policy where students can attend school with nits. The preschool regulations state no nits, no lice.

Late Pickup Procedures

Part Day Title 1 Pre-School

- Each time a child is picked up five minutes or more after preschool class has ended, a form will be presented for the parent (or authorized adult) to sign. A copy will be given to the parent and one will be placed in the family folder. Should there be late pickups, the following procedures will be implemented:
 - 1 time late - Warning
 - 2 times late - Conference with Coordinating Teacher or Classroom Teacher.
 - 3 times late - Conference with a CDC Administrator.
 - 4 times late – Possible Termination From the Program.

A late pick-up will be dropped one year from the initial date it was incurred. Late pick-ups transfer with your child to other CDC programs.



CLASSROOM POLICIES

Classroom Policies

Classroom Volunteers

Parents/guardians are an integral part of our program and we encourage you to participate in the classroom one to two days per month. Volunteering provides the opportunity to gain new skills, enhance skills you already have, and may also be used as job experience. It also provides extra support to the classroom and is a wonderful way for you to be apart of your child's education.

The following requirements must be met by the classroom volunteers in order to meet LBUSD guidelines:

- Must be at least 18 years of age
- Must be under the direct supervision of the classroom teacher or Coordinating Teacher at all times, and never be left alone with children.
- May not have siblings in his/her care while volunteering in the classroom
- Must be in good health physically, and mentally capable of performing assigned tasks
- Have a negative TB test, provide a current copy of a photo identification and completed the LBUSD VIPs application
- Once the application has been reviewed by LBUSD, you will be contacted to begin your volunteer service. The site will provide you with a VIPs name badge

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 young 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**

Hand Washing

Hand washing is the single most effective way of preventing the spread of germs in our classrooms. For this reason, all adults and children will be required to wash their hands at specific times of their day as part of their daily routine.

This includes, but is not limited to:

- Prior to meal time
- After handling finger food, messy art, or classroom pets
- After using the restroom
- After outdoor play

Students are instructed on proper hand washing techniques at the start of each school year.

Personal Belongings and Toys

The CDC Program provides many enriching materials for your child. Please do not send toys of any sort from home to school. Toys from home can be disruptive to the program and we cannot be responsible for lost, stolen or broken items. Toys from home are only allowed on designated days, per a request from the classroom teacher. Please note the district does not reimburse for any items lost, stolen or damaged.

Student Dress Guidelines

Students will follow the uniform guidelines set forth by the school they are attending.

Miscellaneous

- Only closed toed shoes may be worn

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 x 11 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.



General Procedures

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.

Request For Termination From The Program

If parent/guardian decides to terminate the program you must:

- Notify the site or the CDC Enrollment Center
- Complete the “Request for Termination” form personally or it can be completed by staff by phone

Once a parent/guardian chooses to terminate the program and then changes their mind at a later date, re-enrollment to the program is not guaranteed based on capacity.

- 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.”

Staff and Support Personnel

Staff Qualifications

- CDC 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 (section 11166 of the Penal Code) 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. The Department or Licensing agency has the authority to interview children, or staff, and to inspect and audit child and child care center records, without prior consent. All parents need to be aware and report to staff any situation and or conditions that may affect the welfare of any child in the program.

Staffing

- Each center is staffed by a highly qualified Coordinating Teacher and teachers who have child development training and certifications to teach in child development programs.
- The staffing is determined by the number and ages of children enrolled in the center. The appropriate adult/child ratios are maintained to meet District requirements.
- Program operation is enhanced through the service of a school nurse, a CDC Guidance Specialist, Office Assistants, Custodians, Child Care Workers 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 and Student Enrollment Center, 4400 Ladoga Ave, Lakewood, CA 90713.



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



Office of Child Development Centers
4400 Ladoga Avenue, Lakewood, CA 90713
(562) 421-8210 ♦ FAX (562) 496-3219

End of Year Celebrations CDC Policy

BACKGROUND

Each year the question is raised about “graduation” from Pre-School to Kindergarten. The Child Development Center program does not consider a graduation ceremony (with or without caps and gowns) an appropriate end-of-year activity for preschoolers. Therefore, LBUSD CDC does not allow graduation ceremonies in LBUSD CDC programs. This policy also aligns with the LBUSD Head Start program. We can provide end-of-year programming for all children that is developmentally appropriate and supported by our curriculum.

POLICY

Our pre-school program is the start to our student’s educational journey. We have based our policy about preschool graduation ceremonies on solid research into appropriate and meaningful end-of-year experiences for four-year-olds. Sound early childhood education curricula and child development theories stress the importance of children’s active involvement. The field of child development has evolved to recognize that developmentally appropriate hands-on experiences can be more meaningful for young children than adult-centered activities. Graduation is a culminating activity celebrating successful completion of a course of study. It is premature to celebrate graduation from preschool, when in fact, children have just started their educational journey. Teachers and families can use some simple ideas to achieve the same goal celebrating children’s accomplishments and supporting them as they move on to the next class or school.

EXAMPLES OF APPROPRAITE ACTIVITIES:

Picnic-Store Bought Foods Only
Game Day
Special Class Program/Concert
Certificate Distribution
Scrap Book Party
T-shirt Decorating
Field Trip to Local Park
Pizza Party
Ice Cream Social

Approved: CDC Director Revised 4-21-16

Support Staff

Child Development Center Office - Phone: (562) 429-8636

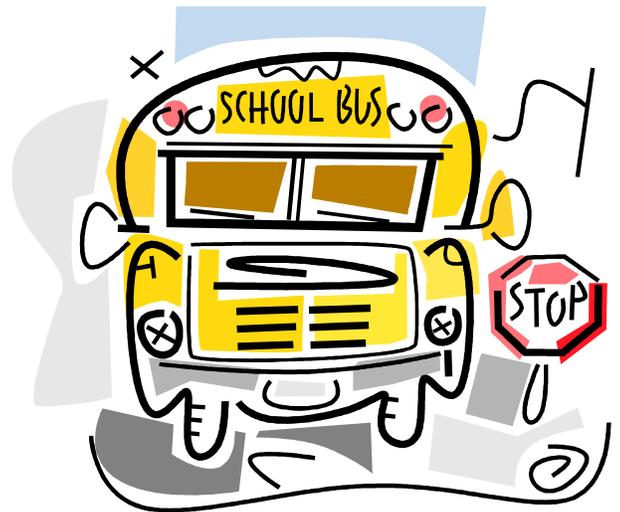
- Cindy Young, Director
- Debbie Wall, Administrative Secretary
-
- Marybeth Murray, Program Specialist
- Cristabel Rodriguez, Program Coordinator
- Victor Fluckers, Guidance Specialist

Child Development Center Office - Phone: (562) 429-8636

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

Student Enrollment Center – Phone: (562) 422-3928

- Jeorgina Alvarez, Office Assistant Bilingual
- Janine Boutte, Office Assistant Bilingual
- Marisol Cisneros, Office Assistant Bilingual
- Selena Ferrari, Office Assistant
- Susan Fiero, Office Assistant
- Anthony Flores, Office Assistant Bilingual
- Susan Higbee, Office Assistant
- Veronica Maggiore, Office Assistant Bilingual
- Juanita Wooldridge, Office Assistant Bilingual



Child Development Centers Sites and Locations

Full Day Preschool Centers

Burbank 501 Junipero Ave.	90814	438-4108	MacArthur 6011 Centralia Street	90713	TBD
Central 1133 Rhea St.	90806	591-7717	North 6335 Myrtle Ave.,	90805	422-5393
Edison 640 W. 7 th St.	90813	437-6114	Powell 150 Victoria Street	90805	TBD
Grant 6405 Walnut Ave.	90805	422-4686	Riley 3319 Sandwood Ave	90712	421-2924
Mann 3215 E. Vista Street	90803	439-7896	Twain 4666 Sunfield Ave.	90808	425-2735

Full Cost Preschool Centers

Gant 1854 Britton Dr.	90815	430-3384	Tincher 1701 Petaluma Ave.	90815	430-6810
Emerson 2625 Josie Ave.	90815	421-9652			

School Age Care Centers

Barton 1100 E. Del Amo Blvd.	90807	422-9867	Mann 257 Coronado Ave.	90803	438-7243
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			

Edu-Care Centers

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

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

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	428-6369			
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	310-631-8987
Hudson 2335 Webster Ave.	90810	424-3980	Webster 1755 W. 32 nd Way	90810	989-1378
King 145 E. Artesia Blvd	90805	428-3813			

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	531-6182
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	987-1926
Grant 6405 Walnut Ave.	90805	422-4686			

LBUSD ADMINISTRATION

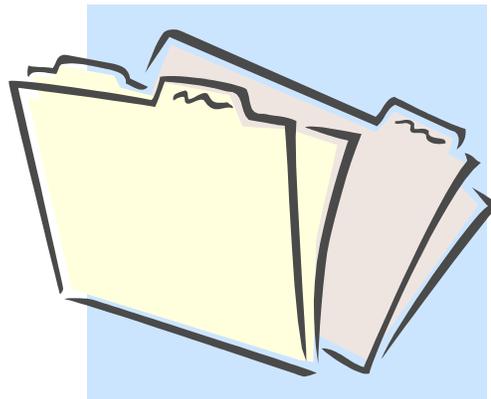
(562) 997-8000
 1515 Hughes Way, 90810

CHILD DEVELOPMENT OFFICE

(562) 429-8636
 4400 Ladoga Ave Lakewood, CA 90713



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

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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 _____
CDC Director

Date _____ Approved:
(CDC-240) MC 4/10



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
Telephone Number: 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 and in 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.

CDC-242 Revised 7-2014

CDC-242



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 _____

Publication Authorized: Christine Dominguez, Deputy Superintendent Approved: CDC Director

CDC-241

Id: 8/19/13

Rev.8/13



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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



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Center Stamp

Dear Parent/Guardian:

This bulletin is intended to inform parents of the LBUSD Preschool Program toileting procedures. We want all parents to understand the procedures and to inform staff of any questions or concerns.

The LBUSD Preschool Program staff is well trained and they willingly assume their duties and responsibilities with a caring attitude towards children and parents. Any child attending the LBUSD Preschool Program must be completely toilet trained unless they qualify under the Americans with Disabilities Act (ADA) for accommodations.

The task of helping children who have urinated or defecated (bowel movement) in their clothing because of developmental, health or emotional problems sometimes occurs in the preschool. When this happens, children may feel embarrassed and truly need the immediate emotional support of the staff to resolve the problem in the quickest and least noticeable manner.

The following steps occur:

1. When a child is found to have soiled his/her clothing, the staff member immediately contacts another staff member who makes arrangements to assist in caring for the child.
2. The child is removed away from other children.
3. Both staff members remain together while undressing and cleaning the child. The child will be encouraged to clean himself/herself if possible.
4. The staff will place soiled clothing in a plastic bag and attach a check off note indicating the particulars of the accident. The plastic bag will be placed in a lidded container designed for this purpose and retrieved by the parent when the child is picked up from the center.
5. The staff will, if possible, contact the parent by phone after caring for the child.
6. A parent conference will be set to discuss the problem if it occurs frequently.

In some situations, the parent/guardian will be called to come to the center to resolve the problem. This may occur because of lack of change of clothing, lack of availability of a second staff member, or a variety of other reasons.

Please provide a change of clothing for your child. If his/her becomes soiled you will need to bring clean clothing the following day.

Please contact the Coordinating Teacher at your site if you have further questions.



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Parent Acknowledgement: Toileting Procedures

I, _____ have read the letter on toileting procedures in the LBUSD Preschool Program.

Please check one of the following options:

_____ If my child has a toileting accident, I want him/her to be assisted by the staff in the manner described in this letter.

_____ If my child has a toileting accident, I do not want my child to be helped by the staff. Please call me at

(_____) _____ and I will take care of it myself.

Signature of Parent/Guardian

Date



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Center Stamp

PUPIL SIGN IN / OUT REQUIREMENTS

Dear Parent/Guardian:

Child Development Centers 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 auditors know the sheet is an original and not a copy.
- g. 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.
- h. The correct time must be placed on the sign in and out sheet when signing a child in or out.
- i. 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:

- Auditing purposes.
- 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 Name

Child's Name

Parent/guardian Signature

Date

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 Name

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

	Date	Reason	CT / Teacher Signature	Parent 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)
rk: 6/09



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Center Stamp

To: LBUSD Preschool Program Parents/Guardians

Subject: Daily Health Check for Each Child / Client

All parents or guardians who enroll children in 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 Signature

Date

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 Pyrethrins, Piperonyl Butoxide, Technical, and N-Octyl Bicycloheptene Dicarboximide.	Caution
Mop Up	Disodium Octaborate Tetrahydrate.	Caution
Orange Guard	d-Limonene	Caution
PCO Fogger	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,R,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) henyl)-4-((1,R,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	Caution
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 Products:

<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- quybikubecarbixtkuc acid	Caution
Envoy Plus	Clethodim, (E)-2-{1-(((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	Fluaziflop-p-butl, Technical and isomers.	Caution
Gallery	Isoxaben: N-[3-(ethyl-1-methylpropyl)-5-isolxazoly]-2, 6-dimethoxybenzamide, and isomers. acetic acid, butoxyethyl ester.	Caution
Garlon 4 Ultra	Triclopyr: 3,5,6-trichloro-2-pyridinyloxy-acetic acid, butoxyethyl ester carboxylic acid, monoethanolamine salt.	Caution
MSMA	Monosodium acid Methanearsonate	Caution
Merit	Imidacloprid, 1-((6-chloro-3-pyridinyl) methyl)-N-nitro-2-imidazolidinimine.	Caution
Mosquito Dunks	Bacillus thuringiensis	Caution
Pointer	4-dimethyl-2, 6-dinitrobenzenamine.	Caution
Pro Spreader Activator	Imidacloprid 5%, Alcohol & Acrylic Acid Nonylphenoxy polyethoxy etanols, Isoropropanol and fatty acids.	Caution
Roots 1-2-3	Nonylphenoxy poly ethanol, vitamins B1, C, and E, Manganese phosphate-citrate, zinc phosphate-citrate.	Caution
Roundup Quick Pro	Glyphosate, N-(posphonomethyl glycine), Glycine, in the form of its ammonium.	Caution
Round-up Pro Max	Glyposate, N-(phosphonomethyl) glycine	Caution
Sedgehammer	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	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-Indandlone.	Caution

Contractor Applied Active Ingredients Signal Word

Wilco Gopher Bait Type II	Strychnine	Danger
Pellets, Bags	carbon dioxide.	
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