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 programs 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

The Child Development Center operates a variety of programs.

**Full Day/Part Day Preschool**

- Both preschool programs 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.
- Most classrooms are located on elementary school campuses.
- Children between the ages of three to five years of age are served Monday through Friday.
- **Children must be completely toilet trained** unless they qualify under the Americans with Disability Act (ADA) for reasonable accommodations.
- **Full Day Preschool** is open from 6:30 A.M. to 5:30 P.M. throughout the year for eligible families, except for legal holidays and holidays declared by the Board of Education.
- **Part Day Preschool** is a three hour a day educational program for families offering both morning and afternoon classes depending on the site and has a parent participation component. This program operates on a traditional schedule, which is based on the elementary school site schedule.

**School Age Care**

- This program provides before and after school care for elementary children of eligible parents. Centers are open from 6:30 A.M. to 5:30 P.M. Monday through Friday, throughout the year, except for legal holidays and holidays declared by the Board of Education. Full day child care is also offered on days schools are closed for vacation, except for declared holidays and district declared vacation days.
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 related to what is occurring in the regular school classroom.

Encourages **self-expression** through songs, creative rhythms, music, drama, art, 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.

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**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, proof of current vaccinations; Pertussis, Measles and Influenza, a copy of a valid picture identification card, 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.

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**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 disenroll 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.

Desired Results Developmental Profile (DRDP)

- We use the DRDP, a tool developed by the California Department of Education, Early Education Support Division, to assess the development of children.
- Children are assessed within 60 days of enrollment and every six months thereafter.
- Parent input is a necessary component of this assessment.

- The assessment is also used to plan and conduct age and developmentally appropriate instructional activities for the children.
- The DRDP focuses on four desired results: 1. children are personally and socially competent; 2. children are effective learners; 3. children show physical and motor competence; and 4. children are safe and healthy.

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.
- School Age Care – The district’s before/after school and summer school age program provides enrichment that supports and is aligned to the elementary school curriculum. Students are also given assistance with homework.

Staff Development Program

- All staff hold the appropriate certification 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; and
- parent/guardian meetings with program staff.
In addition, the CDC has:
- an open-door policy that encourages parents/guardians to participate in the daily activities whenever possible;
- a Parent/Guardian Advisory Committee (PAC) to advise the district on issues related to services to families and children; and
- 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.
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.
- No outside food may be brought into the center without prior approval.
- Due to public health requirements, no food may be taken out of the center.
- Families have the choice to “opt in” to our meal programs by completing the appropriate meal paperwork. Should a family decide to
“opt out” of our program it is the parent’s responsibility to complete the appropriate form
“Parents/Guardian’s Form for Declining a Provider’s Food”

- If a child requires a special diet for medical reasons, parents may request to fill out the Medical
  Statement to Request Special Meals and or Accommodations form. This form requires a doctor’s
  signature.
- The Child Development Centers provide nutritious meals at no additional cost to families.

Program Evaluation
An evaluation of the district's child care and development services is completed annually in
accordance with state requirements. The evaluation report is submitted to the LBUSD Board of
Education and the California Department of Education along with an action plan which establishes
program goals and objectives. This annual plan conforms with the State's "Desired Results for
Children and Families" system and includes, but is not limited to, student assessment (DRDP tool)
a self-evaluation, parent survey, and Environmental Rating Scale (ERS).

Environmental Rating Scale
- All classroom environments are assessed using the age appropriate 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

Eligibility (all subsidized programs)
The family’s adjusted monthly income cannot exceed the income ceilings established by the California Department of Education at the time of enrollment except for Child Protective Services children. Eligibility is based on documentation and verification of at least one of the following:

- Income – total countable income means all income of the individuals counted in the family size, for example:
  - Gross wages or salaries; overtime; tips; cash aid, child support payment received; portion of student grants or scholarships identified for educational purposes.
  - Income documentation is for the month preceding certification or recertification.
  - Self employed – letter from the source of income; copy of the most recent signed tax return; other business records such as ledgers, receipts, business logs.
  - Additional documentation may be asked for to verify income if necessary.

- Current Aid Recipient
- Homelessness
- Child Protective Services
- At Risk of Abuse, Neglect, and/or Exploitation

**Family Size (all subsidized programs)**
The parent must provide supporting documentation regarding the number of children/parents in the family. Documentation for children/parents must be at least one of the following:

- birth certificate; child custody court order; adoption documents; foster care placement records; school or medical records; county welfare department records; other reliable documentation indicating the relationship of the child to the parent.

**Need (Full Day Preschool and School Age Care Only)**
Families who are eligible (see above for criteria) for subsidized child care and development services must document that each parent in the family meets a need criterion. Having a “need” for services is based on documentation and verification of at least one of the following:

- Child Protective Services
- At Risk of Abuse, Neglect, and/or Exploitation
- Parental Incapacity
- Employment
- Vocational training leading directly to a recognized trade, paraprofession, or profession
- Actively Seeking Employment
- Seeking permanent housing for family stability

**Fee Payment/Delinquent Payment Plan**

- Fees for participation shall be assessed and collected in
accordance with the State Family Fee Schedule issued by the California Department of Education (CDE).

- Families to be enrolled in subsidized child care must fall below 70% on the above mentioned State Family Fee Schedule.
- Families receiving services on the basis of having a child at risk of abuse, neglect, or exploitation may be exempt from these fees for up to twelve months. Families receiving services on the basis of having a child receiving child protective services, or having a certification by a county child welfare agency that child care services continue to be necessary, may be exempt from these fees for up to 12 months. The cumulative period of exemption from these fees for these families shall not exceed 12 months.
- If a family income is below 38% of the State median income, there will be no family fee.
- Family fees are determined by the size of the family and the gross monthly income.
- Fees shall be collected monthly prior to providing services, are non-refundable and shall be considered delinquent after seven days from the date that fees are due. Parent/guardians shall be notified in the event fees are delinquent through a Notice of Action. 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 disenrolled if all delinquent fees are not paid within two weeks of notification. If fees are late a second time, child care services will be disenrolled.
- Once determined and certified as income eligible for services, families remain income eligible until their adjusted monthly income exceeds 85 percent of the most recent state median income (SMI), adjusted for family size.

THE FEE IS PAID FOR EVERY CONTRACTED DAY. THERE IS NO ADJUSTMENT FOR ANY ABSENCE INCLUDING DAYS OF SUSPENSION.

- The fee must be paid in cash, by check or money order in the exact amount. The fee must be paid prior to 9:30 a.m. or earlier at certain sites.
- A receipt is issued for fees paid. It should be retained by the parent for income tax purposes.
- A subsidized family fee may be adjusted based upon verified additional child care expenses. The parent/guardian must provide copies of receipts or cancelled checks for the other child care services which will be kept in the Family Folder. Family Fee Credit for Child Care Costs Paid to Other Providers: Title 5 Section 18112. Occasionally CDC may not be able to accommodate all the child care needs for an entire family. If a family has child care costs for other children that are not receiving services through CDC, those costs may be deducted from the family fees owed to the child care provider. When submitting attendance records to CDC, the parent must attach a receipt or cancelled check verifying the other child care costs. The receipt or cancelled check must reflect the name of the child for whom fees were paid and the period of service (dates of child care provided) covered by the payment. CDC will apply the fee credit to the next billing period. Families may only get credit for other child care costs if CDC is unable to subsidize care for a child included in the family size. The maximum credit allowed per month will be equivalent of one month’s family fees.

How Families Are Selected

Enrollment Priorities
The Child Development Centers maintains a current eligibility list in accordance with regulations from the Department of Education Early Education and Support Division admission priorities. This requirement is maintained by completing the Long Beach Unified School District Application for Eligibility in the Child Development Centers.

First priority for enrollment in any program shall be given to neglected or abused children who are recipients of child protective services or who are at risk of being neglected, abused, or exploited, upon written referral from a legal, medical, or social service agency. If unable to enroll a child in this category, the district shall refer the child's parent to local resource/referral services in an attempt to locate services for the child.

Part Day Preschool - After all such children are enrolled in a preschool program, the district shall give priority to eligible children age 4 years prior to enrolling eligible children age 3 years.

Full Day Preschool and School Age Care - Second priority for enrollment shall be given equally to families who are income eligible. Families with the lowest gross monthly income in relation to family size shall be admitted first. If two or more families are in the same priority in relation to income, the family that has a child with disabilities shall be admitted first or, if there is no child with disabilities, the family that has been on the eligibility list for the longest time shall be admitted first.

Enrollment Process

Notification Process
Families are notified about the enrollment process in a variety of forums such as:
- School sites where there is a CDC
- The CDC Enrollment Center
- Public events such as the district Kindergarten Festivals or Education Celebration
- Flyers distributed throughout the community
- District website/public service announcements on the local cable station.

Documents to Bring/Application for Service
- Filling out an application form in the Student Enrollment Center or at a CDC school site is the first step of the process. After the form is filled out, enrollment will usually be completed at the Student Enrollment Center. Bring the following along with your completed application:
  - Immunization and a physical examination record, prior to program entrance, including tuberculin clearance;
  - 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. (Part Day Preschool Only)
  - Birth record for all children residing in the home under the age of 18;
Proof of all recent income for the entire month for each working parent

- Students cannot be enrolled without all of the documentation.
- If space is available, you will be given a pre-enrollment packet and an appointment will be made for you to complete the enrollment process. If space is not available, you will be contacted later as spaces become available.
- On the day of your appointment, you will need to return the completed pre-enrollment packet and additional current check stubs. The appointment may take up to 2 hours.

Notice of Action (NOA)
- A NOA is issued to the parent for approval, denial, disenrollment, delinquent fees and/or any changes to child care services.
- The back of the NOA delineates the Rights of Appeal for the parent should he/she disagree with the agencies 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: Complete the appeal information found on the reverse side of the Notice of Action.

Step 2: Mail or deliver the written local hearing request within 14 days of receipt to: Child Development Centers Office, 4400 Ladoga Avenue, Lakewood, CA 90713.

Step 3: Within 10 calendar days following the agency’s receipt of the appeal request, the agency will notify the parent/guardian to establish a date and time for the hearing. The parent/guardian or an authorized representative is required to attend the hearing. If the parent/guardian or authorized representatives do not attend the hearing the parent/guardian abandons the right to appeal, and the action of the agency will be implemented.

Step 4: Within 10 calendar days following the hearing, the agency shall mail or deliver to the parent/guardian a written decision.
Step 5: If the parent/guardian disagrees with the agency’s written decision, parent/guardian has 14 days from receipt of the decision to file an appeal with the California Department of Education (CDE). The appeal must include the following documents and information:

- A written statement specifying the reason you believe the agency’s decision was incorrect.
- A copy of the agency’s decision letter, and
- A copy of both sides of the Notice of Action

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

How To Continue In The Program

Recertification
Families will be notified of the need to recertify in advance of the recertification date. Every family will be required to recertify:

- A family will recertify at the Enrollment Center after the completion of the 12 months. The family will be asked to complete the application and to submit information and documentation to determine that the family meets the legal requirements for ongoing receipt of subsidized child development services.

Notification of Changes
- A family may voluntarily requests a reduction to their family fee by reporting a change such as family income, days and hours of care needed, or family size, the contractor must reassess the family fee. The parent must provide documentation to support the reported change. The family fee reduction takes effect on the first of the month following the receipt and approval of the required supporting documentation.
- Parents/Guardians must notify the CDC of changes when the family’s gross income exceeds 85 percent of the SMI, adjusted for family size. Families, whose adjusted monthly income exceeds 85 percent of the SMI, will have reached the exit threshold and are no longer income eligible for ongoing subsidized services.

Abide by Agency Policies, Procedures and Requirements
If policies, procedures and/or requirements are not followed, child care services will be disenrolled.

Program Procedures

Attendance/Absences
- The Early Education and Support 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.**
  - Contract hours will be established on the basis of the hours parents are engaged in work or training, plus travel time.
  - 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.

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:
  - 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
  - Best interest of the child: Time spent with a parent/guardian or other relative which is clearly in the best interest of the child. Best interest of the child is defined as vacation, religious holidays, or required district testing in preparation to enter kindergarten. Except for children who are recipients of Child Protective Services or who are “at risk” of abuse or neglect, excused absences in the best interest of the child shall be limited to 10 days per fiscal year.
  - 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:
  - In the event that the allowable best interest days are exceeded, the parent will have a conference with the Coordinating Teacher or the Program Coordinator to address the
reason(s) for absences and assist the parent with plan so that disenrollment of services does not occur.

**Signing In and Out**

The following are specific legal requirements:

- The parent/guardian or other authorized adult will be given a PIN number to sign the child in/out on the electronic device. In the event that the electronic device is not available, the parent or designated adult will be required to sign in/out on the approved sign in/out sheet. (Authorized adult definition: a person eighteen years of age or older listed on the emergency form).
- Once the PIN is entered, a full legal signature is required from adult.
- Once the PIN is entered with full legal signature, it will automatically time and date stamp the arrival/entrance and departure of the child.
- 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.
- Contract days and hours that have been determined and set forth during the enrollment period must be followed by all adults dropping off or picking up a child from the program (If the need for days and/or hours changes, please notify the CDC Enrollment Center to make the necessary adjustments).
- 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. We encourage families to arrive on time each day to ensure your child receives the full benefit of our program.
- Child care services will be disenrolled if the parent/guardian fails to follow the above legal requirements.

**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 Specialist is 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. All school age children need to be checked in at CDC before going to the elementary school.

**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.
- 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. Center staff may request a doctor’s note to avoid the spread of illness and ensure the wellbeing of the child.

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 CDC Program Administrators and/or school nurse.

Change of Clothing

• Parents will provide a change of clothing for each preschool age child and for older children upon request.

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

Full Day Pre-School

➢ Each time a child is picked up after closing time, or later than the contract hours agreement, 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:

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-May result in possible disenrollment from the program.

A 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.

Late Pickup Procedures

Part Day State 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 - May result in possible disenrollment from the program.

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 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 Licensing, State and district guidelines:

- Must be at least 18 years of age.
- Must be under the direct supervision of the classroom teacher at all times, and never be left alone with children (may not take children to the bathroom).
- 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, proof of current vaccinations; Pertussis, Measles and Influenza, 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

- Teaching staff will have use of their cell phones, iPads, and/or tablets in the classroom as a tool to collect student data for student assessments.
- CCWs (while on duty) VIPS, and parents are not permitted to use cellphones while in the classroom unless an emergency arises.
Children in our program may possess or use personal electronic signaling devices, including but not limited to cellular telephones, iPads/Chromebooks/Tablets, electronic wristbands. Permitted devices shall be turned off during the time the student is at the center and kept in backpack and at any other time directed by a district employee. Please note that the District does not reimburse for any items that are lost, stolen or damaged.

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 Specialist 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 State and Licensing 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:
- At arrival
- 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 and during the summer program.

Personal Belongings and Toys
The CDC Program provides many enriching materials for your child. Please do not send toys of any sort, including electronics from home to school. Toys from home can be disruptive to the program and we cannot be responsible for lost, stolen or broken items. If your child brings a toy/personal item from home to share with their Kindergarten class at the Elementary School Site, that toy/personal item must remain in your child’s backpack while attending the CDC program.

Student Dress Guidelines
The LBUSD Child Development Center has adopted each school’s uniform policy for our preschool program. The purpose of the uniform policy is to establish a positive school climate which ultimately results in a quality educational environment for all students. We appreciate your commitment to sending your child to school every day, prepared to learn in his/her school uniform. The following student dress standards have been established to insure that the instructional program at the school may operate fully and effectively for all students free of interference and distraction and without hazard or threat to students’ health, safety and welfare. Clothing worn to school must be neat and clean. School sites have the responsibility to identify and restrict attire that may lead to unsafe conditions. If it is determined that particular clothing is gang-related, the school site may prohibit students from wearing the identified attire. Each school site will notify parents of the specific school uniform requirements of the school. Please note the District does not reimburse for any items lost, stolen, or damaged.

Acceptable Attire
• Shorts (closer to the knee than to the hips)
• Skirt/dresses/skort (closer to the knee than to the hips)
• Blouses or shirts that are appropriate for a school environment.
• Closed footwear (with socks) that covers the entire foot
• Jeans (clean, not faded or torn)
• Slacks: dress or casual
• Outer clothing must completely cover underclothes

Unacceptable Attire
• Spaghetti straps, tank tops, T-Straps, tube or halter tops
• Inappropriate logo T-Shirts/sweatshirt
• Tight/revealing clothes
• One piece outfits, such as sun suits
• Blouses or tops that bare the midriff at any time
• Visible undergarments
• Oversized, baggy or saggy clothing
• Open sandals, high heeled shoes, slipper-type shoes, flip-flops and thongs
• Caps (baseball, etc.) (Approved for sun protection)
• Jewelry items that may potentially cause injury
• Metal hair combs or other barrettes that may cause injury

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.

Please note: The State of California has determined that “A pupil who goes to school without the proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself/herself for the classroom before entering.” (California Administrative Code, Title V, Section 302) 1994.

Full Day Pre School: Blanket Policy
Title 22, section 101239.1© requires that each child has one sheet and one blanket for napping everyday and that the sheet and blanket be washed weekly or when soiled. Therefore, it is necessary for you to provide one sheet and one blanket every Monday morning. Your child’s bedding will be sent home each Friday or at the end of the week for washing.

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.

Appeals of Notice of Action (NOA) Decisions
➢ When a person receives a Notice of Action from the Child Development Center that they do not agree with, the person has the right to appeal the agency’s action if they do not agree with the agency’s action as stated in the Notice of Action. The complainant is to mail or deliver an appeal within 14 days of receipt of the Notice of Action. Within 10 calendar days following the receipt of the appeal request, the agency will notify the complainant of the time and place of the hearing. Within 10 calendar days of the
hearing, the agency will mail or deliver a written decision to the complainant. If the complainant disagrees with the decision, they have 14 days from the receipt of the written decision to file an appeal with the **State of California, Early Education and Support Division.**

- If the parent/guardian fails to appear at the hearing, the parent will be deemed to have abandoned his or her appeal.

**Disenrollment Procedures**

**Request For Disenrollment From The Program**
If parent/guardian decides to disenroll the program you must:

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

Once a parent/guardian chooses to disenroll from the program and then changes their mind at a later date, re-enrollment to the program is not guaranteed. If the program is at capacity another site with openings will be offered as an alternate.

**Disenrollment of Services**

- When disenrollment from child care services occurs, a family may re-enroll in 6 months unless permanently excluded for reasons listed below.

**Exclusion - A family may be permanently excluded from the program for any of the following:**

- A false statement made by a parent or guardian on any provided documentation.
- Failure of parent or guardian to comply with State regulations, and district policies and procedures which govern the operation of the Child Development Centers.
- Failure of a family to meet or maintain eligibility and need requirements.
- Unexcused absences which have not been pre-approved by the CDC director in advance of the requested absence. With pre-approval by the CDC director, unexcused absences may be allowed in extenuating circumstances.
- 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 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, Parent Handbook).
- 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 disenrollment of services from the program.”
Staff Qualifications

- CDC teachers and Coordinating Teachers are required to meet certain educational qualifications and must receive their certifications 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 appropriate 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 state guidelines and licensing requirements.
- Program operation is enhanced through the service of 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 Avenue, Lakewood, CA 90713.

CDC Main Office Support Staff
4400 Ladoga Ave., Lakewood, CA 90713

Child Development Center Office - Phone: (562) 421-8210 Fax: (562) 496-3219

- Cindy Young, Director
- Debbie Wall, Administrative Secretary
- Marissa Pacheco, Program Coordinator
- Cristabel Rodriguez, Program Coordinator
- Victor Fluckers, Guidance Specialist
Child Development Centers

Student Enrollment Center – Phone: (562) 429-8636 Fax: (562) 496-3208

Full Day Subsidized Preschool Centers

<table>
<thead>
<tr>
<th>Center</th>
<th>Address</th>
<th>City, State, Zip</th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Addams</td>
<td>256 E. Plymouth St.</td>
<td>Long Beach, CA 90805</td>
<td>562-422-3579</td>
<td></td>
</tr>
<tr>
<td>Burbank</td>
<td>501 Junipero Ave.</td>
<td>Long Beach, CA 90814</td>
<td>562-438-4108</td>
<td></td>
</tr>
<tr>
<td>Central</td>
<td>1133 Rhea St.</td>
<td>Long Beach, CA 90806</td>
<td>562-591-7717</td>
<td></td>
</tr>
<tr>
<td>Edison</td>
<td>640 W. 7th St.</td>
<td>Long Beach, CA 90813</td>
<td>562-437-6114</td>
<td></td>
</tr>
<tr>
<td>Grant</td>
<td>6405 Walnut Ave.</td>
<td>Long Beach, CA 90805</td>
<td>562-422-4686</td>
<td></td>
</tr>
<tr>
<td>Mann</td>
<td>3215 E. Vista St.</td>
<td>Long Beach, CA 90803</td>
<td>562-439-7896</td>
<td></td>
</tr>
<tr>
<td>MacArthur</td>
<td>6011 Centralia St.</td>
<td>Long Beach, CA 90713</td>
<td>562-377-0485</td>
<td></td>
</tr>
<tr>
<td>North</td>
<td>6335 Myrtle Ave.</td>
<td>Long Beach, CA 90805</td>
<td>562-422-5393</td>
<td></td>
</tr>
<tr>
<td>Powell</td>
<td>150 Victoria St.</td>
<td>Long Beach, CA 90805</td>
<td>310-631-8987</td>
<td></td>
</tr>
<tr>
<td>Riley</td>
<td>3319 Sandwood Ave.</td>
<td>Lakewood, CA 90712</td>
<td>562-421-2924</td>
<td></td>
</tr>
</tbody>
</table>
Twain: 4666 Sunfield Ave.  Long Beach, CA 90808  562-425-2735

**Full Cost Preschool Centers**

Gant: 1854 Britton Dr.  Long Beach, CA 90815  562-430-3384
Emerson: 2625 Josie Ave.  Long Beach, CA 90815  562-421-9652
Tincher: 1701 Petaluma Ave.  Long Beach, CA 90815  562-430-6810

**School Age Care Subsidized Centers**

Barton: 1100 E. Del Amo Blvd.  Long Beach, CA 90807  562-422-9867
Burbank: 535 Junipero Ave.  Long Beach, CA 90814  562-433-0042
Burcham: 5610 Monlaco Rd.  Long Beach, CA 90808  562-420-9578
Carver: 5335 E. Pavo St.  Long Beach, CA 90808  562-421-7015
Garfield: 2240 Baltic Ave.  Long Beach, CA 90810  562-424-8720
Grant: 405 Walnut Ave.  Long Beach, CA 90805  562-422-4686
Holmes: 5020 Barlin Ave.  Lakewood, CA 90712  562-531-8519
Mann: 257 Coronado Ave.  Long Beach, CA 90803  562-439-7896
Muir: 3105 Easy Ave.  Long Beach, CA 90810  562-427-5515

Riley: 3319 Sandwood St.  Lakewood, CA 90712  562-421-2924
Stevenson: 515 Lime Ave.  Long Beach, CA 90802  562-436-4500
Tincher: 1701 Petaluma Ave.  Long Beach, CA 90815  562-430-6810
Twain: 4666 Sunfield Ave.  Long Beach, CA 90808  562-425-2735

**Kids Korner Fee Based Centers**

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

Burcham: 5610 Monlaco Rd.  Long Beach, CA 90808  562-420-9578
Carver: 5335 E. Pavo St.  Long Beach, CA 90808  562-421-7015
Riley: 3319 Sandwood St.  Lakewood, CA 90712  562-421-2924
Tincher: 1701 Petaluma Ave.  Long Beach, CA 90815  562-430-6810
Twain: 4666 Sunfield Ave.  Long Beach, CA 90808  562-425-2735
Full Cost Enrollment Only-School Age Care
Kettering: 550 Silvera Ave. Long Beach, CA 90803 562-493-2850

Title 1 FREE Preschool Programs
Addams: 256 E. Plymouth St. Long Beach, CA 90805 562-428-6369
Dooley: 5075 Long Beach Blvd. Long Beach, CA 90805 562-428-7274
Grant CDC: 6405 Walnut Ave. Long Beach, CA 90805 562-422-4686
King: 145 E. Artesia Blvd. Long Beach, CA 90805 562-428-3813
McKinley: 6822 Paramount Blvd. Long Beach, CA 90805 562-531-6182
Muir: 3105 Easy Ave. Long Beach, CA 90810 562-427-5515
Powell: 150 Victoria St. Long Beach, CA 90805 310-631-8987
Webster: 1755 W. 32nd Way Long Beach, CA 90810 562-989-1378

Part Day Subsidized FREE Preschool Centers
Addams: 256 E. Plymouth St. Long Beach, CA 90805 562-422-3579
Burbank: 535 Junipero Ave. Long Beach, CA 90814 562-433-0042
Central: 1133 Rhea St. Long Beach, CA 90806 562-591-7717

Edison: 640 W. 7th St. Long Beach, CA 90813 562-437-6114
Garfield: 2240 Baltic Ave. Long Beach, CA 90810 562-424-8720
Grant CDC: 6405 Walnut Ave. Long Beach, CA 90805 562-422-4686
Holmes: 5020 Barlin Ave. Lakewood, CA 90712 562-531-8519
Lincoln: 1175 E. 11th St. Long Beach, CA 90813 562-591-7121
McKinley: 6822 Paramount Blvd. Long Beach, CA 90805 562-531-6182
Muir: 3105 Easy Ave. Long Beach, CA 90810 562-427-5515
Stevenson: 515 Lime Ave. Long Beach, CA 90802 562-436-4500
Willard: 1055 Freeman Ave. Long Beach, CA 90804 562-987-1926

LBUSD DISTRICT OFFICE
1515 Hughes Way Long Beach, CA 90810 562-997-8000
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.
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. For the 2013-2014 school year, Long Beach Unified School District may apply the following pest management products as necessity dictates:

<table>
<thead>
<tr>
<th>Structural Product</th>
<th>Active Ingredient</th>
<th>Signal Word</th>
</tr>
</thead>
<tbody>
<tr>
<td>CB-80</td>
<td>Pyrethrins, Piperonyl butoxide, Ethane, 1,1-Difluoro-, C12-C15 Isoparaffinic hydrocarbon, and ethanol.</td>
<td>Caution</td>
</tr>
<tr>
<td>CB Borid Turbo</td>
<td>Orthoboric acid. Bromadiolone.</td>
<td>Caution</td>
</tr>
<tr>
<td>ContraC</td>
<td>Deltamethrin, C8-C9 Isoparaffinic Hydrocarbons, carbon dioxide</td>
<td>Caution</td>
</tr>
<tr>
<td>D-Force HPX</td>
<td>Pyrethrins, Piperonyl Butoxide, Technical, Caution and N-Octyl Bicycloheptene Dicarboximide.</td>
<td>Caution</td>
</tr>
<tr>
<td>Microcare</td>
<td>D-limonene Pyrethrins, Piperonyl butoxide, N-Octyl Bicycloheptene Dicarboximide, Propane, n-Butane.</td>
<td>Caution</td>
</tr>
<tr>
<td>Mop Up</td>
<td>Disodium Octaborate Tetrahydrate.</td>
<td>Caution</td>
</tr>
<tr>
<td>Orange Guard</td>
<td>Capsaicin</td>
<td>Caution</td>
</tr>
<tr>
<td>PCO Fogger</td>
<td>Deltamethrin and inert ingredients. Brodifacoum.</td>
<td>Caution</td>
</tr>
<tr>
<td>Pignx Bird Control</td>
<td>Fipronil: 5-amino-1-(2,6-dichloro-4-(trifluoromethyl)(phosphoryl))-4(1R,3S)-(trifluoromethyl)sulfinyl)-1-H-pyrazole-3-carbonitrile, and inert ingredients.</td>
<td>Caution</td>
</tr>
<tr>
<td>Talon-G</td>
<td>Pyrethrins, Piperonyl Butoxide, technical, and N-Octyl Bicycloheptene Dicarboximide, Petroleum distillate.</td>
<td>Caution</td>
</tr>
<tr>
<td>Termidor</td>
<td>d-trans Allethrin, 3-Phenobenzonyl (1RS,3RS; 1RS, 3SR) – 2,2-Dime-ethyl-3-[2-methylprop-1-ethyl] cyclopropanecarboxylate, and inert ingredients.</td>
<td>Caution</td>
</tr>
<tr>
<td>Uld Bp-100</td>
<td>Pyrethrins, Piperonyl Butoxide, technical, and N-Octyl Bicycloheptene Dicarboximide, Petroleum distillate.</td>
<td>Caution</td>
</tr>
<tr>
<td>Wasp Freeze</td>
<td>Pyrethrins, Piperonyl Butoxide, technical, and N-Octyl Bicycloheptene Dicarboximide, Petroleum distillate.</td>
<td>Caution</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grounds Services Product</th>
<th>Cont'd</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drive XLR8</td>
<td>Quinclorac: 3, 7-dichloro-8 quinolinylcarboxyl acid</td>
</tr>
<tr>
<td>Envoy Plus</td>
<td>Clethodim, (E)-2-{1-[((3-chloro-2-propenyl)oxy)methyl)propyl]-5-{2-(ethylthio)propyl}]-hydroxy-2-cyclohexen-1-one</td>
</tr>
<tr>
<td>Freehand</td>
<td>Diamethamid-P; (S)-2-chloro-N-aution (1-methyl-2-methoxy)ethyl-N (2,4-dimethoxy-thien-3-yl)-acetamide</td>
</tr>
<tr>
<td>Fusilade II</td>
<td>Gallery Fluzaxflor-p-but Technical and isomers. Isonaxben: N-[3-(ethyl-1-methylpropyl)-5-isoxazolyl]-2, 6-dimethoxybenzamide, and isomers. acetic acid, butoxyethyl ester.</td>
</tr>
<tr>
<td>Garlon 4 Ultra</td>
<td>Triclopyr: 3,5,6-trichloro-2-pyridinyl-2-acetic acid, butoxyethyl ester</td>
</tr>
<tr>
<td>MSMA</td>
<td>Monosodium acid Methanearsonate</td>
</tr>
<tr>
<td>Merit</td>
<td>Imidacloprid, 1-{6-chloro-3-pyridinyl) methyl]-N-nitro-2-midazolidinimine</td>
</tr>
<tr>
<td>Mosquito Dunks</td>
<td>Bacillus thuringiensis</td>
</tr>
<tr>
<td>Pointer</td>
<td>4-dimethyl-2, 6-dinitrobenzeneamine.</td>
</tr>
<tr>
<td>Pro Spreader Activator</td>
<td>Nonylphenoxynonyl ethanols, isorpanol and fatty acids.</td>
</tr>
<tr>
<td>Roots 1-2-3</td>
<td>Nonylphenoxynonyl ethanol, vitamins B1, C, and E, Manganese phosphate-citrate, zinc phosphate-citrate.</td>
</tr>
<tr>
<td>Roundup Quick Pro</td>
<td>Glyphosate, N-(posphononemethyl glycine).</td>
</tr>
</tbody>
</table>
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
NOTICE OF PROGRAM ELIGIBILITY, NEED AND REQUIREMENT TO RECOVER CHILD CARE COSTS PROVIDED AS A RESULT OF FRAUD OR DECEIT

Any false statement/s made related to employment, training, incapacitation, family size, etc. or if a parent/guardian fails to notify the Child Development Center within five calendar days when the family’s income exceeds the exit threshold established by the California Department of Education, Early Education Support Division. The parent/guardian will be required to pay for the actual cost of child care during this time, as the need for care has not been substantiated. In addition, if it appears that a parent/guardian has made a false statement, their enrollment files may be turned over to the District Attorney’s Office which could result in criminal prosecution.

Due to State of California legal requirements*, the Child Development Center Parent Handbook on page 11 received by you states the following:

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

- A false statement made by a parent or guardian on any provided documentation.
- Failure of parent or guardian to comply with State regulations, and district policies and procedures which govern the operation of the Child Development Centers.
• Failure of a family to notify the agency when the family’s gross income exceeds 85 percent of the SMI, adjusted for family size.”

The State Department of Education, Child Development Division, required the Long Beach Unified School District Child Development Centers to make all reasonable effort to recover any child care costs which were provided as a result of fraud or deceit. Reasonable effort to recover the cost of such child care services may include:

• Establishing an appropriate repayment plan
• Small claims court
• Referral to the District Attorney

Evidence of fraud or deceit in determining initial or ongoing eligibility for child development services and / or initial or ongoing parent fees will also result in permanent disenrollment of child development services.

I understand the above requirements for Eligibility and Need and understand the Requirement to Recover Child Care Costs, and sign under penalty of perjury that my current enrollment documents are accurate.

____________________________________  __________________________________
Parent/Guardian’s Printed Name  Signature of Enrolling Party
____________________________________  __________________________________
Date  Center

Child’s/Children’s Names:


Approved:  CDC Director

CDC 536  Ldr. 4/5/18

OFFICE OF CHILD DEVELOPMENT CENTERS
4400 Ladoga Avenue, Lakewood, CA 90713
(562) 429-8636  • FAX (562) 496-3208

Site Name

PARENT AGREEMENT

____________________________________  __________________________________
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_______________

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________________________

**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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Reason</th>
<th>Infraction</th>
<th>The Following Plan Has Been Agreed Upon</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>1 -time late - Warning</td>
<td></td>
</tr>
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<td>2 – times late: Conference with Coordinating Teacher or classroom teacher</td>
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<tr>
<td>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.</td>
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</table>

Parent/Guardian Signature  Parent/Guardian Print Name  Date

Approved: CDC Director
CDC-523
Dear Parent/Guardian:

State of California regulations for the Child Development Centers legally require parents/guardians 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** will enter their assigned PIN number on the electronic device, which will automatically date and time stamp the arrival and departure of the child. If the electronic device is not available, the time and signature shall be recorded in the sign in/out sheet provided by center staff. (**AUTHORIZED ADULT DEFINITION: A PERSON EIGHTEEN - 18 - YEARS OF AGE OR OLDER AND LISTED ON THE EMERGENCY FORM**)

b. The electronic or written 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. All adults are required to have picture identification to show the center staff at all times.

e. 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.

f. 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.

g. 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.

h. 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 may be disenrolled. 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 disenrollment from the program if my child has not been signed in/out accurately.

_____________________________  __________________________________
Parent’s Name  Child’s Name

_____________________________  ______________________________
Parent Signature  Date

Approved:  

CDC Director  

(CDC-420)  3-18
Your child(ren) was not properly signed in or out of the center on the following date(s):

<table>
<thead>
<tr>
<th>Date</th>
<th>Reason</th>
<th>CT / Teacher Signature</th>
<th>Parent Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

1st Warning

2nd Warning

3rd disenrollment

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)
PERSONAL RIGHTS

Child Care Centers

Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers.
(a) Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:

(1) To be accorded dignity in his/her personal relationships with staff and other persons.
(2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
(3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
(4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
(5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.
(6) Not to be locked in any room, building, or facility premises by day or night.
(7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:

Department of Social Services - Community Care Licensing Division

NAME
Los Angeles Child Care East

ADDRESS
1000 Corporate Center Drive, Suite 200 B
Monterey Park, CA

License Complaint Hotline (844) 538-8766

TO: PARENT/GUARDIAN/CHILD OR AUTHORIZED REPRESENTATIVE:

ACKNOWLEDGMENT: I/We have been personally advised of, and have received a copy of the personal rights contained in the California Code of Regulations, Title 22, at the time of admission to:

(PRINT THE NAME OF THE FACILITY)

(PRINT THE ADDRESS OF THE FACILITY)

(PRINT THE NAME OF THE CHILD)

(SIGNATURE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(TITLE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(Date)
PARENT’S RIGHTS AND HEARING REQUEST
APPEAL PROCEDURES

1. If you do not agree with the agency’s action as stated in the Notice of Action (CD-7617), you may appeal the intended action. To protect your appeal rights, you must follow the instructions described on the back of the Notice of Action. If you do not respond by the required due dates or fail to submit the required appeal information with your appeal request, your appeal may be considered abandoned.

2. Mail or deliver your local hearing request within 14 days of receipt of the Notice of Action to the above address.

3. Within ten (10) calendar days following the agency’s receipt of your appeal request, the agency will notify you of the time and place of the hearing. You or your authorized representative are required to attend the hearing. If you or your representative do not attend the hearing, you abandon your rights to an appeal, and the action of the agency will be implemented.

4. Within ten (10) calendar days following the hearing, the agency shall mail or deliver to you a written decision.

5. If you disagree with the written decision of the agency, you have 19 days from the date of the written decision to file an appeal with the California Department of Education (CDE). Your appeal to CDE must include the following documents and information: (1) a written statement specifying the reasons you believe the agency’s decision was incorrect, (2) a copy of the agency’s decision letter, and (3) a copy of both sides of the Notice of Action. Mail your appeal to the following address:

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

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

Approved:            (CDC-451)
CDC Director

I have received a copy of the Parent’s Rights and Hearing Request procedures form.

Parent/Guardian’s Printed Name          Parent/Guardian’s Signature
____________________________________  ______________________________

Child’s Name                           Date
CHILD CARE CENTER
NOTIFICATION OF PARENTS’ RIGHTS

PARENTS’ RIGHTS
As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee’s public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.

   Licensing Office Name: CA State Department of Social Services Community Care Licensing
   Licensing Office Address: 1000 Corporate Center Drive, #200B, MS 29-15
   Licensing Office Telephone #: (323) 981-3350 Licensing Complaint Hotline (844) 538-8766

7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.

8. Receive, from the licensee, the Caregiver Background Check Process form.

NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.
For the Department of Justice "Registered Sex Offender" database, go to www.meganslaw.ca.gov

ACKNOWLEDGEMENT OF NOTIFICATION OF PARENTS’ RIGHTS
(Parent/Authorized Representative Signature Required)

I, the parent/authorized representative of ________________, have received a copy of the “CHILD CARE CENTER NOTIFICATION OF PARENTS’ RIGHTS” and the CAREGIVER BACKGROUND CHECK PROCESS form from the licensee.

______________________________
Name of Child Care Center

______________________________  _________________________
Signature (Parent/Authorized Representative)  Date

NOTE: This Acknowledgement must be kept in child’s file and a copy of the Notification given to parent/authorized representative.

For the Department of Justice “Registered Sex Offender” database go to www.meganslaw.ca.gov
To: CDC Parents/Guardian’s

Subject: Daily Health Check for Each Child / Client

- Child Development programs funded by the State of California Child Development Division must comply with the requirements of the State Department of Social Services, Licensing Division, in order to continue providing services. All parents or guardians who enroll children in Child Development programs must also comply with these provisions to maintain eligibility for services.

- State legislation and licensing regulations, which provide funding for Child Development programs, require a daily health check for each child.

Manual of Policies and Procedures, Community Care Licensing Division, 101226.1 states:

1. “No child shall be accepted without contact between the center staff and the adult bringing the child to the center.”
2. The license 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 Child Development Centers’ 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.

CDC Director

I have received 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 Child Development Program.

__________________________  __________________________
Parent/Guardian’s Signature  Date

CDC Director
To: Parents

Subject: Student Absence Legal Requirements

During a recent compliance review from the California Department of Education, updated legal requirements for student absences were distributed. The requirements are delineated below. Please review the information and sign at the bottom of the page indicating that you have read and understand the legal requirements for student absences.

**Excused Absences**
There is no limitation on the amount of excused absences. Student absences can be excused for the following reasons:

- **Illness or Quarantine of Child**
  - Illness preventing the child from attending the center is an excused absence. If a child’s illness exceeds ten consecutive days of center operation, a written verification from the doctor stating the nature of the illness and the approximate length of confinement is needed.
  - Family fee will be charged.

- **Illness or Quarantine of Parent**
  - Parent illness preventing the child’s attendance is an excused absence, if documented. After ten consecutive days, a statement from the doctor is needed.
  - Family fee will be charged.

- **Family Emergency**
  - A family emergency preventing the child from attending the center is an excused absence, if documented. “A family emergency” shall be considered to exist when unforeseen circumstances cause the need for immediate action, such as may occur in the event of a natural disaster, when a member of the child’s immediate family dies, has an accident, is ill, or is required to appear in court, birth of a child, or transportation problems.
  - Family fee will be charged.

- **Court Ordered**
  - If a copy of a court order or divorce is on file in the child’s folder giving the non-enrolling parent/guardian (this could include other family members) visitation rights, the absence is excused.
  - The enrolling parent must complete the form, Absence Verification (CDC-277), listing the reason as “Parent Visitation”. These days would not count as “vacation”.
  - Payment of family fee continues during these absences.
• **Best Interest of the Child**
  - **Best Interest of the Child:** Time spent with a parent / guardian or other relative which is clearly in the best interest of the child. Best Interest of the Child is defined as vacation, religious holidays, required district testing in preparation to enter Kindergarten, or attendance at 5th grade camp. Except for children who are recipients of Child Protective Services or who are “at risk” of abuse or neglect, excused absences in the best interest of the child shall be limited to 10 days per fiscal year.
  - Family fee will be charged.

**Unexcused Absences**
Due to financial loss to the program, students with unexcused absences will be immediately disenrolled from participation in the program. In the event that the allowable best interest days are exceeded, the parent will have a conference with the Coordinating Teacher or the Program Coordinator to address the reason(s) for absences and assist the parent with plan so that disenrollment of services does not occur. The parent must complete the Parent Request for Use of Unexcused Absence form (CDC-444). Unexcused absences are defined as follows:

  - Any absence due to a reason other than those defined as excused absences, suspensions, absences without verification (e.g. when a parent gives no reason for an absence), or when best interest days exceed the 10 days that are allowed shall be considered an unexcused absence. Parent must read and sign Unexcused Absence Days form (CDC-195).
  - Family fee will be charged.

I have read and understand the Child Development Center attendance policy.

Parent Signature_________________________________________

Date___________________________________________________

Approved:
CDC Director

CDC-575
PARENT GROUPS

Each class or site will have a site parent group. The meetings will be scheduled cooperatively by the Parent Education Coordinator, Coordinating Teacher, Teachers and Parents. There should be a minimum of 2 educational meetings during the year. Additional meetings may be scheduled for potlucks, picnics, etc.

Each site group will elect a chairperson, representative and alternate representative to the Parent Advisory Council, and any other officers deemed necessary.

A report of each meeting held, with a sign-in list of those attending will be forwarded to the CDC office.

Participation in fund raising cannot be required and monthly dues are not acceptable. Parents may wish to donate non-food items for the class but this would be strictly on a volunteer basis. Parent participation in fund raisers will be on a VOLUNTEER BASIS. All monies will be handled by parents.

THE SITE STAFF MAY NOT BE INVOLVED IN COLLECTING OR SPENDING PARENT FUNDS. If parents wish to maintain a treasury they must make arrangements for all collecting and dispersing of the funds. Any plan for money raising projects will be submitted for approval on “Request of Approval of Parent Association Fundraisers” (CDC-255), and approval must be received before implementing the plan.

If the parents request information from the Coordinating Teacher as to appropriate use of parent funds for the benefit of the children, suggestions may be given, but NO STAFF PERSON WILL MAKE REQUESTS OF THE PARENT GROUP FOR USE OF PARENT FUNDS. Any activity provided with parent funds must be provided for ALL children regardless of parent participation in contributing to the treasury.

If a parent group wishes to use parent group money for a site activity during class hours, the parent chairman will complete and submit to the Coordinating Teacher “Request for Approval of Center Activity with Parent Funds” (CDC-405). The form will be submitted in duplicate with ample time to permit the Coordinating Teacher to forward one copy to the CDC Program Coordinator two weeks prior to the proposed activity.

Approved: CDC Director 4/10 CDC-449

I have read the above policy on Parent Groups.

Parent’s / Guardian’s Signature __________________________ Date ______________
The following student dress standards have been established to insure that the instructional program at the school may operate fully and effectively for all students free of interference and distraction and without hazard or threat to students’ health, safety and welfare. Clothing worn to school must be neat and clean. School sites have the responsibility to identify and restrict attire that may lead to unsafe conditions. If it is determined that particular clothing is gang-related, the school site may prohibit students from wearing the identified attire. Each school site will notify parents of the specific school uniform requirements of the school.

### Acceptable Attire

- Shorts (closer to the knee than to the hips)
- Skirt/dresses/skort (closer to the knee than to the hips)
- Blouses or shirts that are appropriate for a school environment.
- Closed footwear (with socks) that covers the entire foot
- Jeans (clean, not faded or torn)
- Slacks: dress or casual
- Outer clothing must completely cover underclothes

### Unacceptable Attire

- Spaghetti straps, tank tops, T-Straps, tube or halter tops
- Inappropriate logo T-Shirts/sweatshirt
- Tight/revealing clothes
- One piece outfits, such as sun suits
- Blouses or tops that bare the midriff at any time
- Visible undergarments
- Oversized, baggy or saggy clothing
- Open sandals, high heeled shoes, slipper-type shoes, flip-flops and thongs
- Caps (baseball, etc.) (Approved for sun protection)
- Jewelry items that may potentially cause injury
- Metal hair combs or other barrettes that may cause injury.

**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. School personnel are not required to assist pupils in applying sunscreen.

**Please note:** The State of California has determined that “A pupil who goes to school without the proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself/herself for the classroom before entering.” (California Administrative Code, Title V, Section 302) 1994.

I agree to abide by the student dress code.

Student Name_____________________________ Site ______________________________

Parent/Guardian Signature_____________________________ Date____________________

Parent/Guardian Print Name_____________________________ Approved: CDC Director

CDC -10Ld:12/12 Student Dress Standards
For students, employees, parents/guardians, school and district advisory committee members, private school officials, and other interested parties

The Long Beach Unified School District annually notifies its students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, appropriate private school officials, and other interested parties of the Uniform Complaint Procedures (UCP) process. The Long Beach Unified School District is primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group (or actual or perceived association with a protected group) based on ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, or actual or potential marital, parental, or family status and all programs and activities that are subject to the UCP:

<table>
<thead>
<tr>
<th>Adult Education</th>
<th>Economic Impact Aid</th>
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</thead>
<tbody>
<tr>
<td>After School Education and Safety</td>
<td>Education of Pupils in Foster Care, Pupils who are Homeless, and former Juvenile Court Pupils now enrolled in a school district</td>
</tr>
<tr>
<td>Agricultural Vocational Education</td>
<td>English Learner Programs</td>
</tr>
<tr>
<td>American Indian Education Centers and Early Childhood Education Program Assessments</td>
<td>Every Student Succeeds Act / No Child Left Behind (Titles I–VII)</td>
</tr>
<tr>
<td>Bilingual Education</td>
<td>Local Control and Accountability Plans (LCAP)</td>
</tr>
<tr>
<td>California Peer Assistance and Review Programs for Teachers</td>
<td>Migrant Education</td>
</tr>
<tr>
<td>Career Technical and Technical Education; Career Technical; Technical Training</td>
<td>Physical Education Instructional Minutes (for grades one through six)</td>
</tr>
<tr>
<td>Career Technical Education</td>
<td>Pupil Fees</td>
</tr>
<tr>
<td>Child Care and Development</td>
<td>Reasonable Accommodations to a Lactating Pupil</td>
</tr>
<tr>
<td>Child Nutrition</td>
<td>Regional Occupational Centers and Programs</td>
</tr>
<tr>
<td>Compensatory Education</td>
<td>School Safety Plans</td>
</tr>
<tr>
<td>Consolidated Categorical Aid</td>
<td>Special Education</td>
</tr>
<tr>
<td>Course Periods without Educational Content (for grades nine through twelve)</td>
<td>State Preschool</td>
</tr>
<tr>
<td></td>
<td>Tobacco-Use Prevention Education</td>
</tr>
</tbody>
</table>
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.

A pupil fees complaint may be filed with the principal of a school or our superintendent or his or her designee. A pupil fees and/or an LCAP complaint may be filed anonymously, however, the complainant must provide evidence or information leading to evidence to support the complaint.

A pupil enrolled in a school in our district shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

We shall post a standardized notice of the educational rights of pupils in foster care, pupils who are homeless, and former juvenile court pupils now enrolled in a school district as specified in EC Sections 48853, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

The position responsible to receive UCP complaints in our agency is:

**Director, Office of the Deputy Superintendent of Education Services**  
1515 Hughes Way, Long Beach, CA 90810  
(562) 997-8208

Complaints will be investigated and a written report with a Decision will be sent to the complainant within sixty (60) days from the receipt of the complaint. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with our UCP policies and procedures.

The complainant has a right to appeal the Decision of complaints regarding specific programs and activities subject to the UCP, pupil fees and the LCAP to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the Decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of the Decision.

We advise any complainant of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

Copies of the Uniform Complaint Procedures process shall be available free of charge.
Uniform Complaint Procedures

The Uniform Complaint Procedures (UCP) process may be used for complaints alleging non-compliance of state and federal laws and regulations governing educational programs or discrimination. Not all complaints are within the scope of the UCP, even if they involve alleged violations of law. Federal and state laws and regulations specify which programs and issues lie within the UCP. The issues that may involve filing a complaint under the UCP can be found in the LBUSD Annual Notice. Please refer to the Annual Notice to determine if your complaint meets the description of a UCP. Most parents’/guardians’ concerns can be resolved informally with the school principal or with the assistance of the corresponding level office. If this is not possible, this form may be used to file a formal complaint.

I. Complainant Contact Information

Name ___________________________________________ Date __________________
Address __________________________________________________________________________
City ___________________________ State _________ Zip Code ________________
Phone Number _____________________
Please check one: □ Parent/Guardian □ Student □ District Employee □ Other ____________

II. Complaint information

School/Site _______________________ Date(s) of Incident(s) ______________________

III. Subject of the complaint (Check all that apply):

□ Discrimination □ Harassment □ Intimidation □ Bullying

On the basis of protected group status (check those that apply):

□ Ancestry □ Age □ Color □ Disability □ Gender □ Gender Identity
□ Gender Expression □ Nationality □ Race or Ethnicity □ Religion □ Sex
□ Sexual Orientation □ Actual or Potential Marital, Parental or Family Status

□ Prohibition against requiring students to pay fees, deposits or other charges for participation in educational activities (must be submitted within 1 year of alleged violation)

□ Requirements related to the implementation of the Local Control and Accountability Plan

□ Violation of law or regulation governing the following program(s):
□ Adult Education □ After School Education and Safety □ Agricultural Vocational Education
□ American Indian Education Centers and Early Childhood Education Program Assessments
□ Bilingual Education □ California Peer Assistance and Review Programs for Teachers
□ Career Technical and Technical Education; Career Technical; Technical Training
□ Career Technical Education □ Child Care and Development □ Child Nutrition

Revised 08/17
(Continued)

☐ Compensatory Education ☐ Consolidated Categorical Aid
☐ Course Periods without Educational Content (grades 9-12) ☐ Economic Impact Aid
☐ Education of Pupils in Foster Care, Pupils who are Homeless, and Former Juvenile Court Pupils now enrolled in a School District
☐ English Learner Programs ☐ Every Student Succeeds Act/ No Child Left Behind
☐ Migrant Education Program ☐ Physical Education Instructional Minutes (grades 1-6)
☐ Reasonable Accommodations to a Lactating Pupil
☐ Regional Occupational Centers and Programs ☐ School Safety Plans
☐ Special Education ☐ State Preschool ☐ Tobacco Use Prevention Education

☐ Retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to the Uniform Complaint Policy

IV. Additional information

Please describe the specific nature of your complaint, in detail, including the date(s), name(s) of people involved in the complaint, and any information regarding previous meetings or discussions with site or District personnel. You may attach additional pages as needed.

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

Whether or not you choose to use this form, your complaint must be submitted in writing to the District. You may submit your Complaint to any school or district office, or directly to the person below. Complaints alleging unlawful discrimination shall be initiated no later than six months from the date of the alleged discrimination or the date the complainant first obtained knowledge of the facts of the discrimination. Complaints will be investigated in a manner that protects the confidentiality of the parties to the extent necessary to conduct the investigation. The Board of Education prohibits retaliation in any form for the filing of a complaint or participation in the complaint procedure.

Return your complaint to:

Director, Office of the Deputy Superintendent of Education Services
Long Beach Unified School District
1515 Hughes Way, Long Beach, CA 90810

The District will investigate, mediate, if necessary, and report to the complainant within 60 calendar days. The complainant has the right to appeal the final report to the California Department of Education within 15 calendar days of receiving the decision.

Revised 08/17
**MEDICAL STATEMENT TO REQUEST SPECIAL MEALS AND/OR ACCOMMODATIONS**

<table>
<thead>
<tr>
<th>1. School/Agency Name</th>
<th>2. Site Name</th>
<th>3. Site Telephone Number</th>
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<tr>
<th>4. Name of Participant</th>
<th>5. Age or Date of Birth</th>
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</table>

<table>
<thead>
<tr>
<th>6. Name of Parent or Guardian</th>
<th>7. Telephone Number</th>
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8. Check One:

- [ ] Participant has a disability or a medical condition and requires a special meal or accommodation. (Refer to definitions on reverse side of this form.) Schools and agencies participating in federal nutrition programs must comply with requests for special meals and any adaptive equipment. **A licensed physician must sign this form.**

- [ ] Participant does not have a disability, but is requesting a special meal or accommodation due to food intolerance(s) or other medical reasons. Food preferences are not an appropriate use of this form. Schools and agencies participating in federal nutrition programs are encouraged to accommodate reasonable requests. **A licensed physician, physician’s assistant, or nurse practitioner must sign this form.**

9. Disability or medical condition requiring a special meal or accommodation:

10. If participant has a disability, provide a brief description of participant’s major life activity affected by the disability:

11. Diet prescription and/or accommodation: *(please describe in detail to ensure proper implementation-use extra pages as needed)*

12. Indicate texture:

- [ ] Regular
- [ ] Chopped
- [ ] Ground
- [ ] Pureed

13. Foods to be omitted and substitutions: *(please list specific foods to be omitted and suggested substitutions. you may attach a sheet with additional information as needed)*

<table>
<thead>
<tr>
<th>A. Foods To Be Omitted</th>
<th>B. Suggested Substitutions</th>
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</thead>
<tbody>
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</tbody>
</table>

14. Adaptive Equipment:

15. Signature of Preparer*  
16. Printed Name  
17. Telephone Number  
18. Date

19. Signature of Medical Authority*  
20. Printed Name  
21. Telephone Number  
22. Date

* Physician’s signature is required for participants with a disability. For participants without a disability, a licensed physician, physician’s assistant, or nurse practitioner must sign the form.

The information on this form should be updated to reflect the current medical and/or nutritional needs of the participant. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, DC 20250-9410 or call (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339, or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.
MEDICAL STATEMENT TO REQUEST
SPECIAL MEALS AND/OR ACCOMMODATIONS

INSTRUCTIONS

1. **School/Agency:** Print the name of the school or agency that is providing the form to the parent.
2. **Site:** Print the name of the site where meals will be served (e.g., school site, child care center, community center, etc.)
3. **Site Telephone Number:** Print the telephone number of site where meal will be served. See #2.
4. **Name of Participant:** Print the name of the child or adult participant to whom the information pertains.
5. **Age of Participant:** Print the age of the participant. For infants, please use Date of Birth.
6. **Name of Parent or Guardian:** Print the name of the person requesting the participant’s medical statement.
7. **Telephone Number:** Print the telephone number of parent or guardian.
8. **Check One:** Check (✓) a box to indicate whether participant has a disability or does not have a disability.
9. **Disability or Medical Condition Requiring a Special Meal or Accommodation:** Describe the medical condition that requires a special meal or accommodation (e.g., juvenile diabetes, allergy to peanuts, etc.)
10. **If Participant has a Disability, Provide a Brief Description of Participant’s Major Life Activity Affected by the Disability:** Describe how physical or medical condition affects disability. For example: “Allergy to peanuts causes a life-threatening reaction.”
11. **Diet Prescription and/or Accommodation:** Describe a specific diet or accommodation that has been prescribed by a physician, or describe diet modification requested for a non-disabling condition. For example: “All foods must be either in liquid or pureed form. Participant cannot consume any solid foods.”
12. **Indicate Texture:** Check (✓) a box to indicate the type of texture of food that is required. If the participant does not need any modification, check “Regular”.
13. **A. Foods to Be Omitted:** List specific foods that must be omitted. For example, “exclude fluid milk.”
   **B. Suggested Substitutions:** List specific foods to include in the diet. For example, “calcium fortified juice.”
14. **Adaptive Equipment:** Describe specific equipment required to assist the participant with dining. (Examples may include a sippy cup, a large handled spoon, wheel-chair accessible furniture, etc.)
15. **Signature of Preparer:** Signature of person completing form.
16. **Printed Name:** Print name of person completing form.
17. **Telephone Number:** Telephone number of person completing form.
18. **Date:** Date preparer signed form.
19. **Signature of Medical Authority:** Signature of medical authority requesting the special meal or accommodation.
20. **Printed Name:** Print name of medical authority.
21. **Telephone Number:** Telephone number of medical authority.
22. **Date:** Date medical authority signed form.

DEFINITIONS*:

“A Person with a Disability” is defined as any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment.

“Physical or mental impairment” means (a) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive, digestive, genito-urinary; hemic and lymphatic; skin; and endocrine; or (b) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

“Major life activities” include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

“Has a record of such an impairment” is defined as having a history of, or have been classified (or misclassified) as having a mental or physical impairment that substantially limits one or more major life activities.

(*Citations from Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990)
**Parent/Guardian’s Form for Declining Participation**
**In the Child And Adult Care Food Program**

All child care facilities participating in the Child and Adult Care Food Program (CACFP) are required to offer meals to children in their care according to state and federal guidelines.

As a parent/guardian, you have chosen to decline the provider's or center's offered food and will furnish all food for your child. Return the original to your provider or center.

<table>
<thead>
<tr>
<th>Child's Last Name</th>
<th>Child's First Name</th>
<th>School Sites</th>
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<tbody>
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Parent/Guardian’s Reason for Declining the CACFP

<table>
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<tr>
<th>Parent/Guardian’s Signature</th>
<th>Date</th>
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</table>

Date

Additional Comments

Please keep a copy in the child’s file and forward the original to the Nutrition Services Branch.
The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual’s income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

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

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

USDA is an equal opportunity provider and employer.

Note: The protected classes for the Child and Adult Care Food Program are race, color, national origin, age, sex, and disability
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
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
POSSESSION OF CELLULAR PHONES AND OTHER PERSONAL ELECTRONIC SIGNALING DEVICES AT THE CHILD CARE CENTER

Students may possess or use personal electronic signaling devices, including but not limited to cellular telephones, IPads/Chromebooks/Tablets, electronic wristbands.

Permitted devices shall:

1. Be turned off during the time the student is at the center and kept in backpack and at any other time directed by a district employee.

2. Not disrupt the educational program or center activity. If a disruption occurs, the employee shall direct the student to turn off the device and/or confiscate it. If a school employee finds it necessary to confiscate a device, he/she may either return it at the end of the day or keep it until the Coordinating Teacher/Teacher has consulted with the student’s parent/guardian. A student who violates this policy may be prohibited from possessing a personal electronic signaling device at the center or school related events.

In the event of an immediate emergency, parents can call the center directly at _________________________ and ask to speak with center staff or the student if necessary.

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student’s health and the use of which is limited to health related purposes. (Education code 48901.5)

Name of Center:

Child’s Name: ___________________________

Parent/Guardian’s Name: ___________________

Signature: ___________________________    Date: __________________

L drive:School\Cell Phone Policy (Site Name)
MEMORANDUM

Date: September 7, 2017
To: CDC Families
From: CDC Administration
RE: Electronic Signatures and Use of Electronics by Teaching Staff

Dear CDC Families,

Welcome to the new school year 2017-2018!
We want to thank you for choosing our program and allowing us to provide your child with an enriching learning experience.

Thank you for your patience and understanding as we transition to our new electronic signature system, mSign.

There will be a few glitches along the way but we are confident that as you and our teaching staff become more familiar with mSign, it will become a smoother experience to sign your child in and out.

Along with mSign, our teaching staff is able to utilize tablets and their phones as a tool to collect data in their classrooms, outdoor play time and during meal times. This capturing of data on electronic devices allows for a more efficient way of completing children’s portfolios and reporting progress.

If you have any questions or concerns please share them with your Coordinating Teacher or you can call the CDC Main Office at (562) 421-8210 and speak to a Program Coordinator.

With much appreciation,

Marissa Pacheco, Program Coordinator
Cristabel Rodriguez, Program Coordinator