



Multi-Cultural

CHILD DEVELOPMENT CENTER

Due to Covid-19, our school is following the Guidelines from the CDC, Community Care Licensing, and local health authorities.

Visit our website to stay up to date on the pandemic and other important information

www.multiculturalpreschool.org

Parent Handbook

P.O BOX 7346 SANTA ROSA, CA. 95407

1650 WEST THIRD STREET, SANTA ROSA, CA 95401

707-544-0104

LICENSE # 49-0105516

Last update – July 2022

During the "Parent's Orientation", we will play the "Get to Know the Parent Handbook Game" – Questions will be asked to random parents, if they respond correctly, they will receive a prize. Be ready to win and be informed about our school! ☺

Table of Contents

WHO WE ARE	5
INTRODUCTION	5
EDUCATIONAL PHILOSOPHY AND CURRICULUM	5
WHAT WE DO	6
LANGUAGE DEVELOPMENT	6
DAILY SCHEDULE	6
PARENTS AND TEACHERS WORK TOGETHER	8
PARENT ORIENTATION	8
NEW STUDENT ORIENTATION	8
FIRST DAY OF SCHOOL	8
ARRIVAL PROCEDURE	8
PICK UP PROCEDURE	9
EMERGENCY INFORMATION FORM	9
ABSENCE PROCEDURE	9
ABSENCE POLICY	10
VALID EXCUSED ABSENCES	10
LIMITE "BEST INTEREST OF THE CHILD" ABSENCES	10
PARENT PARTICIPATION	11
PARENT EDUCATION AND VOLUNTEER DAY	11
ON YOUR VOLUNTEER DAY	11
PARENTS AS SPECIAL GUESTS	12
ADULT CONDUCT CODE	12
CONFIDENTIALITY POLICY	12
PARENT-TEACHER CONFERENCES	13
PARENT MEETINGS AND EVENTS	13
PARENT-SCHOOL COMMUNICATION	14
SPECIAL EVENTS AND STUDENT PRESENTATIONS	14
PARENTS AS MEMBERS OF THE BOARD OF DIRECTORS	15
PARENT ADVISORY COMMITTEE	15
CLOTHING	16
TOYS FROM HOME	16
STUDENT PROJECTS & ART WORK	16
SPECIAL EVENTS AND CULTURAL ACTIVITIES <u>IN THE CURRICULUM</u>	16
CHILDREN'S BIRTHDAY CELEBRATIONS	17
FIELD TRIPS	17
PROTOGRAPHS	17
HEALTH AND DISEASE PREVENTION	18
DAILY INSPECTION	18
KEEP YOUR CHILD AT HOME IF - UPSET STOMACH	19
MEDICATION	20
ASTHMA	20
LIMITING CONTAMINATION AND SPREAD OF DISEASE	20
POLICY FOR PREVENTION ON INFECTIOUS DISEASE	20
HAND-WASHING	21
HAND-WASHING PROCEDURES	22
HEALTHY HABITS: FOOD PROGRAM AND PHYSICAL ACTIVITY	23

FOOD PROGRAM	23
PHYSICAL ACTIVITY	25
FOOD ALLERGIES & SPECIAL DIETS	26-27
GUIDELINES FOR SAFETY	27
BASIC CENTER GUIDELINES	27
INSIDE	28
OUTSIDE	28
FRAGRANCE-FREE SCHOOL	28
FIRE SAFETY	28
GUIDELINES FOR WILDFIRE SMOKE	28-29
ACCIDENT SAFETY	29
PARKING LOT SAFETY	30
HANDICAP AREA PARKING	30
DISCIPLINE POLICY	31
Positive Descriptive Acknowledgements (PDA)	32
Redirection	32
Problem Solving	32
Consequences	32
PROTOCOL FOR CHALLENGING BEHAVIORS	33
CAREGIVER BACKGROUND CHECK PROCESS	
CALIFORNIA DEPARTMENT OF ED.	34
OTHER POLICIES AND PROCEDURES	35
ADMISSION POLICY	35
SONOMA COUNTY PILOT PROJECT STATEMENT	35
PRIORITY REGISTRATION	35
ADMISSION APPLICATION	35
POLICY ON ACCEPTING CHILDREN WITH SPECIAL NEEDS	36
NON-ENROLLED CHILDREN AS VISITORS	36
TERMINATION OF SERVICES	36
POLICY FOR USING FOOD IN THE CURRICULUM	37
RESPONSIBILITY TO REPORT CHILD ABUSE	37
CHILD'S PERSONAL RIGHTS	38
NON-RELIGIOUS PRACTICES	39
POLICY FOR A DRUG-FREE WORKPLACE	39
OUR COMMITMENT TO EQUAL OPPORTUNITY	39
NON-DISCRIMINATORY STATEMENT	40
CLOSING NOTE	41
THE MOST IMPORTANT THINGS TO KNOW	41
2021-22 CALENDAR OF EVENTS	42

This handbook is intended to inform you about our center and program. It explains our policies and procedures. If you have questions about the program, check this book first.

WHO ARE WE?

INTRODUCTION

Welcome to the Multicultural Child Development Center (MCCDC)! Our program is funded by the State Department of Education and licensed by the State Department of Social Services.

The West Santa Rosa Local Action Council operates the Center through a Board of Directors composed of parent and community volunteers. Under the Board's leadership; the Executive Director oversees all areas of the program including curriculum, environment, health, nutrition, cultural experience, and supervision of all staff. In addition to the Director, our staff includes two Supervising Teachers, two Teachers, six Assistant Teachers, a Family Services Coordinator, a Bookkeeper, a Cook, and a Custodian. The Staff and the Board of Directors look forward to assisting you in the education of your child.

EDUCATIONAL PHILOSOPHY AND CURRICULUM

The staff of MCCDC is dedicated to providing the very best in early childhood education. Our purpose is to create an enriched environment that will stimulate learning in all developmental areas; physical, social-emotional, intellectual, language and literacy, and also to foster wonder, curiosity and a genuine pleasure in learning. We provide an environment that will affirm the culture of all the children who attend our center and encourage them to appreciate and respect the culture of others, promoting a strong sense of self-esteem and cultural identity. Our instruction uses the **child centered approach**, which allows the child to make choices, giving freedom to think, experience, create, explore, wonder, question, and search for answers, and ultimately work cooperatively with their peers and teachers.

Our curriculum also emphasizes the multicultural similarities of our families and instills respect for differences in people, customs and beliefs. Occasionally, our center will provide experiences and activities representative of a variety of cultures, with a special focus on activities which reflect the population of children present in our program.

Our curriculum is prepared by our dedicated staff to ensure age-appropriate instruction in all areas. Our objectives are:

- To establish a learning and developmentally appropriate program for children 3 to 5 years of age.
- To initiate a curriculum program that establishes a pattern of early success in a child's life. This should provide for the physical needs of the child as well as the social-emotional, nutritional, and intellectual needs of the child.
- To provide a cultural approach to education. Including the child's cultural heritage and background in the school environment will develop a feeling of self-esteem, self-appreciation, and appreciation of others.

- To appreciate, encourage, and use the talents of parents and paraprofessionals in the program.
- To formalize a learning and development model that will be useful to others in our community.
- To create a curriculum based on children's developmental levels and which connects with the children's actual interests.

WHAT WE DO

LANGUAGE DEVELOPMENT

Our preschool children typically speak several different home languages and most are English learners. Your child will be exposed to multiple languages at MCCDC, providing an enriching experience for all students.

Our goal is to support each child's home language as they acquire English. Several staff are bilingual in English/Spanish, increasing our ability to support the children's transitioning from home to school and from their home language to English. As the school year progresses and children feel proud and secure in their home language, they begin to increase their knowledge of English. As the school year progresses, we will speak more English in the classroom and children will begin to increase their knowledge of English.

Families may have specific goals for their child's language development in our program. Please share these goals with your child's teacher so that your child's needs will be considered in developing a plan for the entire class.

A child who has difficulty speaking the language of their home, may need special help. We can help you obtain the services your child may need. Please discuss any questions or concerns you have about your child's language development with the teacher as soon as possible.

Children who grow up bilingual have a tremendous advantage. We strongly encourage families to continue speaking and reading books to their children in their home language. Children will acquire English throughout their school years. Give them experiences that will increase their vocabulary in both languages by visiting the beach, park, library, zoo and talking about these experiences with them.

DAILY SCHEDULE

The morning session is 9:00 a.m. to 12:00 p.m. The afternoon session is 12:30-3:30 p.m. Both sessions contain the main components: Circle Time, Outdoor Activities, Indoor

Activities, Small Group Time, Clean up Time, Lunch and Snack. **The schedule for each morning and afternoon program is posted in the classrooms.**

- **Outdoor Activities include:** Climbing, running, swinging, sand box and other sensory activities, games, art activities, dramatic play, riding bikes, gardening, carpentry, and much more.
- **Indoor Activities include:** Sensory Activities (play dough, water, rocks, etc.), science center (cooking projects, light table, etc.), math center (counting, patterning, classification, etc.), books and puzzles, manipulative activities (legos, linking toys, etc.), block-building, art activities, drawing/writing center, and pretend play.
- **Group Time Activities include:** stories, music, movement activities, drama, group games, and special activities such as visiting librarians and storytellers.
- **Literacy Activities include:** reading stories, dictation of children's words/ideas/stories, environmental print, book handling, and rich oral language experiences through pretend play and drama. Our writing center provides continuous experiences in drawing, writing, cutting, and other pre-writing skills. Pre-reading and pre-writing is supported in all classroom centers and activities.

PARENT AND TEACHERS WORK TOGETHER

PARENT ORIENTATION

We schedule a “**Parent Orientation Day**” soon after the school begins. Parents will get information about the curriculum, the assessment process, school policies, and other topics of interest and a chance to meet the entire staff and have a Question & Answer moment. Your attendance is highly encouraged.

NEW STUDENT ORIENTATION

OPEN HOUSE:

- Each child is assigned a cubby to keep his/her personal belongings.
- We will take a family picture and an individual picture for each cubby, and we will give each student a name tag.
- The child is introduced to the staff and given a tour of the center.



FIRST DAY of SCHOOL

Many children are ready to be left at school on the first day. Sometimes either the child or parent has a difficult time in separating. It is very important for some parents to stay with their child. Please be prepared to stay with your child the first day or two, if necessary. For some children, additional time may be necessary. The staff is prepared to assist in the transition.

Frequently a child remains upset only as long as the parent is present and transitions quickly when activities begin. Please feel free to telephone to see how your child is doing.

We want to provide a rich educational curriculum that is safe and engaging for children.

ARRIVAL PROCEDURE

- Children must be dropped off at the center at 9: 00 AM (Morning Program) or 12:30 P.M. (Afternoon Program.)
- The parent/guardian must sign the child in using the electronic system. Manual signature will available if necessary.
- In case of late arrival, follow the same procedure.

NOTE: To use the Electronic System, parents/guardian must have an account with the school's Hubbe Parent's Portal. If you don't have an account, please contact the office immediately.

PICK UP PROCEDURE

- Children must be picked up on time by parents or persons whose names are listed on the Emergency Information Form.
- The parent/guardian must sign the child in using the electronic system. Manual signature will available if necessary.
- Children leaving school early must be signed out.
- **In the event of an emergency that prevents you from picking up your child on time, please notify the office immediately.**
This will help to avoid fears and distress in your child's experience as well as help our staff to provide appropriate emergency care.
- If you are unable to pick up your child, please notify us which person on the emergency list will do so. You must notify us if someone else who is not in the list is picking your child up.
- **If a person other than a legal guardian Picks Up your child: Must be in the emergency list, be 18 years of age and show a photo I.D. to prove identification.**

NOTE: We will NOT let your child go home with someone who is not properly authorized by the parents or guardians

EMERGENCY INFORMATION FORM

Emergency Information Form is MCCDC's only **way to contact** your family in the event of an emergency or child need. Therefore, it is extremely important that you keep us updated with any changes to this form (new phone numbers, persons to pick up your child, etc.) **We will not give your child to anyone who is not on the Emergency Information Form or has not been authorized by you.**

ABSENCE PROCEDURE

If your child has symptoms of illness, she/he should remain at home for the protection of the child and fellow students. The office or your child's teacher should be notified regarding the child's absence. If the child arrives at the Center ill or becomes ill during the day, you will be notified so she/he can be picked up as soon as possible and taken home. Upon child returning to school, please indicate the date and reason for the absence(s) on the form provide by the school's office.

If your child is having a health problem, please contact MCCDC. After absences of 3 days, a staff will call home to inquire about the child. The Multicultural Center provides information to parents and staff regarding any health concerns as well as on related matters such as health resources in the community.

ABSENCE POLICY

All enrolled children must attend the school regularly, Monday through Friday. When a child attends only sporadically, the child misses out on valuable educational experiences. It makes it difficult for the child to maintain friendships, and it is difficult for the child to learn daily routines and affects the child's learning continuity.

Also, when a child misses school regularly, he/she is not using the services of our agency and preventing another child from being able to attend who needs our services. It is important for you to keep the staff informed when your child is absent.

Excessive unexcused absences (more than 5) or tardiness could result in disenrollment. A child is considered tardy if they are 15-30 minutes late.

VALID EXCUSED ABSENCES

- Illness of child or parent
- Serious injury
- Medical or dental appointment
- Counseling
- Court appointments and court ordered visits
- Family emergency. Family emergency" includes: Illness, injury or death of a member of the household or person in charge of providing transportation of the child to the center, vehicle break down or lack of usual transportation, natural disasters such as flood, heavy storm, or fire, and lack of adequate available child care before or after school hours.

LIMITED "BEST INTEREST OF THE CHILD" ABSENCES

In the best interest of the child" includes:

- special religious or cultural observance,
- special occasion with significant person in the child's life (parent, grandparent, etc.)
- travel in order to visit significant person in the child's life.
- These absences must be approved in advance by the Director
- The child is allowed to have **5 absences "in the best interest of the child"** in a school year. If a child exceeds these 5 days of "best interest," child's services shall be terminated.
- The Director of the program may permit an exception to the 5 absences rule if the leave does not jeopardize the program. The reasons for exemptions may include a family visit to out-of-town relatives at a great distance, family crisis or an emergency trip.

PARENT PARTICIPATION

PARENT EDUCATION AND VOLUNTEER DAY

MCCDC recognizes that parents are the primary teachers of their children and that parent education offers families the opportunity to grow and develop. Parents are important! As part of our parent education, parents are highly encouraged to work one day per month in the classroom, from 8:45 to 12:30 in the AM class or 12:15 to 4:00 in the PM class.

Your volunteer days were chosen when you enrolled your child and are posted in the lobby as a reminder.

By volunteering:

- Parents learn about and share in their child's experiences at school.
- Parents get to know the teachers and staff.
- Parents gain information about how their children learn and grow.
- Parents enrich our program. Parents add to our MCCDC diversity and language diversity.
- Parents get to know each other.
- Children love to have their parent or other family members work at school, they feel proud and it enhances their self-esteem.
- The staff plans on your help and is ready to guide you on your workday. We are here to ensure that your time will be educational and enjoyable. Please ask any questions you may have and share with the teachers any ideas you would like to contribute.



DUE TO THE COVID 19 PANDEMIC, we are requiring parents to be Fully vaccinated and have a recent Tuberculosis test (less than a year old) – Please make sure we have your Covid 19 card and TB test on file

ON YOUR VOLUNTEER DAY

- Make sure you sign in/out in the Parent Volunteer Binder.
- Be prepared to spend time indoors and outdoors most of the time; dress appropriately and for the weather.
- Do not bring other children with you. Children who are not enrolled at the center are not allowed to come on Parent Volunteer Days, due to insurance and licensing regulations and the policy of the West Santa Rosa Local Action Council.
- If you can not volunteer due to illness or another emergency, **please notify us at once**. Make up days must be rescheduled the day you return to school.
- NO CELLULAR Phone use while you are volunteering Use your cell phone only in emergencies. If you need to make a phone call, excuse yourself by letting a teacher know.

ENJOY this time with your child and other children without interruptions. Thank you!!



PARENTS AS SPECIAL GUESTS

Please speak to the teachers if you have a special interest or activity that you wish to share with the children. We welcome your participation in the classroom on those subjects of interest to young children. Parents are valuable resources of cultural and occupational presentations.

ADULT CONDUCT CODE

Probably the most important service we provide the children in our care is a safe environment. In a safe environment, children can feel secure that adults coming into the center will be treating them with respect and consideration. Adults must remember that when they are in a school setting they are expected to act in ways that help children feel safe. The following are examples of adult behavior that will help our children feel safe while at preschool:

- Speak in a friendly, calm voice; refrain from yelling.
- Use positive language when speaking with your child, teachers, parents, or other children. Refrain from threats and never swear or name call.
- Use words rather than any form of physical punishment while at MCCDC, even if physical punishment is used at home.
- Inform a teacher of the misbehavior of a child not your own, and allow them to correct that child's behavior.
- Refrain from smoking while at the center.
- Do not come to the center while under the influence of alcohol or drugs.
- When picking up your child, allow your child adequate time to finish what they are doing and separate from friends. Use these few minutes to check their belongings and exchange information with the teacher. If you are comfortable in the preschool, the children will feel comfortable.
- Thank you for helping us to create a pleasant atmosphere for our children.

CONFIDENTIALITY POLICY

Every family's applications and records are maintained in strict confidence. The Board requires that all staff and parents respect the confidentiality of all children and their families in the program. Please do not talk about another child or your own child in front of the child. Gossiping may seem harmless, but can be devastating under some circumstances.



It should be noted that as a non-profit, state-funded preschool all our records are subject to access by representatives of Local, State and Federal agencies for purposes of review, certification and audit. These agency representatives must also maintain a family's confidentiality.

MCCDC will release no information, including immigration status, unless given written permission by the family. This would be necessary if a family wants records sent to another school or if a consultant has been brought in to work with the child and family. The only exception is if a referral to Child Protective Services is necessary as mandated by law.

PARENT-TEACHER CONFERENCES

Individual conferences may be initiated at any time by the parent or by the teacher in order to cooperatively design a plan of development for your child. At least two times each school year the supervising teacher and support staff will schedule conferences with parents. This is an opportunity to share information and for families to address any questions or concerns you may have about your child's development or about our program. This year, the conferences will be either by ZOOM or by Phone; we will have sign ups a week before the conferences, and there is No School for Children those Days.



PARENT MEETINGS AND EVENTS

During the school year, we will schedule parent meetings and workshops and other events with information helpful to parents as well as opportunities to meet other parents. Our Open House, Parent Orientation, Movie Night, Kermex, and our Family Potluck Picnic are traditions, but **Due to the pandemic, most events were cancelled, but some will continue following the Safety and Healthy procedures.** Learn more by checking our Website, The Communication boards, and the Private Facebook we have set up for this School Year.

PARENT-SCHOOL COMMUNICATION

It is very important for you, your child and our center's staff to maintain a good communication flow. When you need to communicate:

About Your Child (allergies, medication, behavior, absences, participation, friends, name tags, etc.)

1. Talk to your child's teacher
2. If she is not available, Your Child's Program Supervisor
3. If she is not available, the Director.

About the program in general (absences, your volunteer days, paper work, allergies, medication, etc.)

1. The Family Services Coordinator
2. If she is not available, talk to the Director.



To communicate with staff and stay informed about school events:

- **In person:** we will do our best to provide you with a time to talk or set up a meeting as soon as is possible.
- **Posts** In the school's entrance.
- **Bulletin boards** in the entrance areas have information about class schedules, children's activities, parent volunteer schedules, community resources, health information, calendar of activities, etc.
- **Facebook:** <https://www.facebook.com/multiculturalpreschoolorg> and private group.
- **Email:** mccdc.info@gmail.com 
- **Our website:** www.multiculturalpreschool.org
- **Call:** 707-544-0104. **Call or Tex our School's Cell phone:** 707-899-8040
- **The Parent Survey** form is given to parents in January in order to find out if we are meeting the needs of families in our program. We hope all families will participate in the survey.

PLEASE check your EMAILS and TEXTS daily for important information regarding the school or your child.

SPECIAL EVENTS AND STUDENT PRESENTATIONS AS PART OF THE CURRICULUM

You will be given ample notification prior to any special events or student presentations, so that you can plan to attend. Please check your Remind App, the boards, classroom notices, etc. for more information. The children look forward to your participation!

Due to the **Covid 19 pandemic**, most of our traditional events have been cancelled, however, some we will manage to make it happen following the safety & healthy guidelines.

PARENTS AS MEMBERS OF THE BOARD OF DIRECTORS

This is a special opportunity for parents to become a member of the Board of Directors, known as the WEST SANTA ROSA LOCAL ACTION. Parents of enrolled children, whether currently enrolled or alumni, are the pillars of our Board. There are also community members who serve on this board.

Our Board of Directors guides our center through the establishment of regulations on the program and personnel, so that decisions on expenses and collection of money complies with all legal requirements. The Board is very important. If there is no Board of Directors, there is no school.

If you want your community to have a good pre-school, if you want an opportunity to learn leadership and organizational skills, and if you have at least a couple of hours one night each month, talk to our Director or a member of the Board of Directors, and tell them you have an interest. We need you!

PARENT ADVISORY COMMITTEE

The Parent Advisory Committee consists of all parents of children currently enrolled. As members of the PAC (Parent Advisory Committee), parents:

- Communicate ideas to the MCCDC community
- Support fundraising activities.
- Work with the school in the development of parent education programs.
- Participate in the annual self-evaluation of the program to ensure a quality program that responds to the needs of families.



Please notify the Director if you are interested in taking a leading role in this committee. All parents are invited to attend PAC Virtual meetings (for now), without the need to have a leadership role. We have a minimum of 2 meetings a year, which occur in the late afternoons Via Zoom. Please join us! Look in the Calendar of Events to learn the dates of meetings and how to connect.

CLOTHING

- To avoid “fashion distraction” our center highly encourages our parents to dress their children in **plain clothes for school**. Plain color shirts and bottoms, avoiding popular characters (Disney, Super heroes, i.e.) are best. Please save your child’s best clothing for occasions other than school.
- Dress your child simply and comfortably in washable play clothes. Children must wear shoes (gym or tennis shoes are best); sandals are difficult because of the gravel ground cover on the playground. Open toe shoes are not recommended (flip flaps for example.)
- **Label clothing, especially jackets.**
- Children should dress for outdoor weather each day.
- We encourage children to wear aprons to paint and for water play. However, there will be times when paint/water will get on clothing. (Suggestion to remove paint: soak the garment in cold water, rub some detergent into the spot and wash as usual).
- Check our “lost and found” box for missing items.
- Please keep an extra set of clothing in your child’s cubby at all times: pants, shirts, underwear, and socks. Spills and the occasional accident happen to many children. When the child uses the extra clothing, please **replace the extra clothes as soon as possible**.



TOYS FROM HOME

Except on special sharing days, parents must encourage their children to leave their toys at home. In addition, children are not allowed to bring candy, gum, pretend make up, etc. to the classroom. We appreciate your cooperation.

STUDENT PROJECTS & ART WORK

Children will sometimes have projects to take home. Please check daily for projects to take.

If your child does not have a project to take home, they may have chosen not to participate in a project that resulted in a physical product. Activities such as cooking, board games, water measurement, etc. are rich overall learning experiences, but do not leave a physical product.

SPECIAL EVENTS AND CULTURAL ACTIVITIES AS PART OF OUR CURRICULUM

The children’s cultural heritage, holidays, and special days will be acknowledged throughout the year, according to the needs and cultural heritage of our children and their

families. Parents are encouraged to help plan and participate in the classroom. Please communicate your ideas, talents, and needs to the teachers; we need your help and input to provide multicultural curriculum that is authentic and reflects the cultures of our children.

Your volunteer day is a great opportunity to share something of your culture with the children. If you would like to participate with a project (cooking, music, dance, theater, read a story, etc.) let us know right away. Due to the pandemic, please check with the Director about the measures to take, in order for you to participate in person.

CHILDREN'S BIRTHDAY CELEBRATIONS

Young children enjoy celebrating their birthdays. Our Center will provide ice cream at lunch (AM class) or snack (PM class). If you prefer not to celebrate your child's birthday for religious or other reasons, please notify the staff immediately.

- All birthdays are celebrated on Fridays.
- We encourage parents to participate by coming during the last meal, to join in the small but special celebration.
- **PLEASE, DO NOT BRING ANY Food from outside (Home or Store). Some children may have food allergies that can be life threatening, as we are not aware of the ingredients of many outside items.**
- If you would like to contribute with your child's birthday celebration; you could bring balloons, a not-eatable goody bag, plates/cups/ per each child in the classroom: BUT First: Please check with your child's teacher.
- Children whose birthdays occur in the summer will be celebrated before the closing of school.



Your cooperation will help provide a pleasant experience for the children

FIELD TRIPS

Our program will take advantage of "walking" trips to visit places in our immediate neighborhood. We also invite members of the community, such as ambulance drivers, firefighters, librarians, dancers, musicians, craftsmen, and others, to visit the children at the center.

We may have an opportunity to organize a field trip. Families will be notified of field trips in advance.

Due to the pandemic, we will carefully plan visitors and outings, which may be just walks around the block or neighborhood.

And, if we would have visitors, we will make sure, they comply with all the school's health and safety measures.

PHOTOGRAPHS

MCCDC takes photographs of the children involved in various activities. These photos are used in curriculum activities and in promoting our program to the community in brochures or displays.

Occasionally staff, parents and student teachers take pictures of the children when they are here for a birthday celebration or other special events. If you do not want your child's photograph taken for personal reasons, please notify us at once.

We save the photos we use in the curriculum and some may be available for families at the end of the school year.

At enrollment time, every parent is given a Photo Permission Form to allow us to use a photo of your child for the classroom, slideshows, events or in our website www.multiculturalpreschool.org and our MCCDC Facebook account <https://www.facebook.com/multiculturalpreschoolorg/>



HEALTH AND ILLNESS PREVENTION

DAILY INSPECTION (LICENSE REQUIREMENT, TITLE 22: 101226.1)

The staff is required by licensing to be responsible to safeguard the health of all children.

At arrival, a staff member will take each's child's temperature and record it on a daily roster.

You parent, are responsible to read the board's Health Questions about your child, and let us know if any of it applies to him/her. We are required to accept only children who are in good health. Children with obvious symptoms of illness including but not limited to coughing, fever, or vomiting, cannot be accepted into school. *Added attention shall be given to children who have been absent due to illness or who have been exposed to contagious disease.* Therefore:

- No child shall be accepted to school without contact between center staff and the person bringing the child to the center.
- The person bringing the child to the center must remain until the child is accepted for school for the day and the child is signed in.
- Children arriving late are welcome to attend, but must first check in at the office and with a teacher.
-

Due to the Covid-19 pandemic, our health policies are strickter **KEEP YOUR CHILD AT HOME 10 DAYS IF:**

- Has any Cold like syptoms, is sick with any other contagious sickness, or has fever higher tan 99 F, vomiting, cough, runny nose and/or diarrreah.

Your child can only return to school if:

- His/she is free of fever (of 99 or higher) in the last 24 hours without medication.
- Has Not vomited in the last 24 hours without medication.
- Had not had diarrreah in the last 24 hours without medication.

Your child can return to school prior the 10 days Only **with:**

- A Negative Covid 19 Rapid test taken in the school's office.
- A doctor's note stating clearly that your child is healthy and Covid 19 free,
- Or his/her runny nose/cough is due to allergies.
If your child has cronic allergies, we must have a doctor's note on file.



Upset Stomach: If your child experiences an upset stomach, he/she needs to stay at home until they feel better. Upon returning to school, we will request a Covid 19 rapid test taken by the office personnel to determinate whether it was Covid 19

MEDICATION

Medication will not be administered unless accompanied by written instructions of the parent and a note from the physician. If before coming to the school your child (a) has received any medication, please inform the teacher as soon as you sign in upon arrival

ASTHMA

Children who suffer from Asthma must have an "Asthma Plan" with us with instructions from the child's doctor on file as well as emergency medication here at the center.

LIMITING CONTAMINATION AND SPREAD OF DISEASE

POLICY FOR PREVENTION OF INFECTIOUS DISEASE

1. All children, parents and staff must be in good health in order to be in attendance. Those who are sick for longer than three days with an infectious disease may be required to bring a doctor's release in order to return to school, upon Director request.
2. Children who appear ill when arriving at school or become ill during attendance at school will be sent home. Parents are required to emergency numbers current at all times.
3. Children who become ill at the Center will be separated from other children until they are picked up.
4. All persons are required to stay home until they are free of symptoms (i.e. fever) for a 24-hour period.
5. Parents are required to notify the staff of all contagious illness (such as chicken pox, flu, strep infection, rashes, head lice, pinworms, and others) IMMEDIATELY.
6. Parents are required to telephone the Center to report absences whenever possible. Parents will write absence excuses on the sign-in sheet in the space provided.
7. Children with serious cuts, scrapes, or sores will stay home until the healing process is well developed (not runny or infected and scabbed completely).
8. Children with medical conditions will be admitted only when their doctor and the Director determine the child's health, neurological development, behavior, and immune status are appropriate for attendance at the Center.

The following precautions will be followed in accordance with the Center for Disease Control recommendations:

- Children will be taught complete hand-washing technique using liquid soap, running water, and disposable towels. Hand-washing by staff and children will be required before meals, after toileting, and encouraged frequently as needed.
- Tables will be cleaned with a bleach solution (1 tablespoon bleach to 1-quart water) before and after every mealtime and at other times when soiled or as necessary for other activities. Before meals and after the tables are cleaned, they will be sanitized with bleach and wiped with a clean paper disposable towel.

- Staff will use disposable gloves to clean up body fluids (urine, stool, vomitus, blood). After wiping up, the surface will be cleaned with a 1:10 solution of bleach and water.
- Contaminated or soiled items will be placed in a plastic bag and kept in a place inaccessible to children.
- Bodily fluids will be disposed of in the toilet whenever possible.
- Toilet brushes, mops, etc., will be soaked in diluted bleach solution after use.
- Toilet handles, sink faucets, and doorknobs will be sanitized on a daily basis or more frequently as needed.

Our licensing regulations require that we report confirmed or suspected reportable disease/infection. While reporting incidences of illness, the Center will at all times maintain the confidentiality of the children in the Center. The Public Health Department will be consulted as needed for guidelines or recommendations. Parents will be notified of this policy and be reminded of their responsibilities at Parent Orientation and as needed.

Prevention of illness requires each person's cooperation. With your help we can provide a safe, healthy environment for our children. We feel that the health of our children is of utmost importance and is worth the inconvenience these precautions may cause us from time to time.

HAND-WASHING

Frequent hand washing is the most important way we can control the spread of illness. Parents should teach their children proper hand washing habits. Teachers will reinforce the following good habits at school.

- Parents and teachers are responsible to train children about the correct hand washing techniques:
- Children and adults should always wash hands:
 - When arriving at the center before first meal
 - After using the toilet
 - After blowing nose
 - Before mealtimes
 - Before and after sanitizing tables at mealtimes
 - Before assisting with setting tables or in kitchen
 - Before participating in cooking project in classroom
 - When coming inside from the playground
 - After messy play activities such as painting or sand box
- Adults, please wash hands after using latex gloves for toilet or any messy cleanup. Gloves **do not** take the place of hand washing.
- Teachers are responsible for encouraging good hygiene habits and for providing adequate supervision and training of children using the bathrooms.
- Parents must assist teachers by training their children at home in these proper hand washing and toileting procedures.

- Children will be allowed to use the toilet at any time when they have the need and will be aided as needed, while being encouraged to do as much as they can for themselves.
- Many children have accidents from time to time. All children must keep extra clothes in their cubby at all times.

HAND-WASHING PROCEDURE

1. Moisten hands with warm water and add liquid soap.
2. Rub hands together for a minimum of 10 seconds. (sing a song to show children how long)
3. Rinse hands by rubbing them under running water until free of soap.
4. Dry hands using disposable paper towel.
- 5.

PARENTS: PLEASE TEACH YOUR CHILD TO FOLLOW THESE ROUTINES AT HOME



HEALTHY HABITS: FOOD PROGRAM AND PHYSICAL ACTIVITY

The administration and staff appreciate support from the parents in promoting the health of our children

Food Program

The MCCDC Child Development Center provides our children with two healthy meals daily. Often, our staff will create lively activities and conversations with our children about nutritious food options, encouraging them to try new foods, the importance of physical activity (at least an hour a day), “screen” time (no more than 30 min. for a

preschool age child) and the positive effects on our bodies.

We highly encourage our families to continue these healthy standards at home. There is plenty of information about Healthy Food Choices and Physical Activity in the lobby. You can always request more information from our Family Services Coordinator, our staff or cook

- Morning program: Children will be served a snack and lunch daily.
- Afternoon Program: Children will be served lunch and a snack daily.

These meals are prepared from scratch and onsite by a trained cook according to the Federal Food Program guidelines for balanced nutritional meals. The menus are planned to include foods of various cultures. We appreciate your suggestions and recipes. If you would be interested in helping to prepare a special meal, please let us know!

New foods will be presented to the children to expand their knowledge of nutritious foods. Trying a small amount of each food is encouraged before second helpings are offered.

Fruits and Vegetables

- We offer fruit to children at least 2 times a day.
- We only offer fruit canned in its own juice (no syrups), fresh, or frozen.
- We offer fresh vegetables to children at least 2 times a day.
- We only offer vegetables steamed, boiled, roasted, or lightly stir-fried with little added fat.

Meats, Fats, and Grains

- We offer lightly fried chicken at the most every other week or longer.
- We offer fried potatoes at the most every other week or longer.
- We do not offer high fat meats like sausage, bacon, hot dogs, or bologna.
- We offer beans or lean meats (chicken and turkey meat) at least once a day.
- We offer high fiber, whole grain foods at least 2X a day.

- We do-not offer sweets or salty foods as part of the food program.

Beverages

- We make drinking water freely available so children can serve themselves both inside and outdoors.
- We Never offer sweetened drinks.
- We serve only 1% or skim milk to our children.

Menus and Variety

We have 3-week (or greater) cycle menu that allows for seasonal changes. Our menus include healthy items from a variety of cultures.

Our menus include a combination of new and familiar foods.

Feeding Practices

- Our staff help children determine if they are full before removing their plate.
- Our staff help children determine if they are still hungry before serving additional food.
- Our staff gently and positively encourage children to try a new or less favorite food.
- We do not use food to encourage positive behavior.

Foods Offered Outside of Regular Meals and Snacks

- We provide and enforce written guidelines for healthier food brought in and served for holidays and celebrations (see below).
- We celebrate holidays with mostly healthy foods or non-food treats.
- Our fundraising efforts consist of selling non-food items only.

Supporting Healthy Eating

Our meals are usually served “family style”. For safety reasons due to the Covid 19 Pandemic, our meals may look different in order to maintain meal times safe; only the teachers will be the ones handling the food, and serving. Conversation is encouraged at meals. Children who do not want to eat may leave the table to quietly read a book, when excused by the teacher. Teachers or other responsible adults will sit with the children at meal times.

- Our staff always consume the same food and drink as the children.
- Our staff never eat/drink less healthy foods in front of the children. If so, our staff will have them (food and drinks) in the conference or staff rooms.
- We provide visible support for good nutrition in our classrooms, and common areas through use of posters, pictures, and displayed books.
- Our staff often talk informally with the children about trying and enjoying healthy foods.

Nutrition Education for Staff, Children, and Parents

- We make provide training opportunities and information for staff on nutrition (other than food safety and food program guidelines) 2X per year or more.
- We provide teacher-directed nutrition education/activities to the children, in our planned curriculum, 1X per week or more.
- We provide nutrition education to parents 2X per year or more through flyers, written information in our information windows, lobby, our FaceBook page and Website. We are planning on providing in-person as soon as is possible.

Physical Activity

Active Play and Inactive Time

- We provide at least 120 minutes of active play time to all children each day.
- We provide opportunities for outdoor play 60 minutes or more.
- We ensure that children are rarely seated for periods of more than 30 minutes.
- We do not withhold active play time for children who misbehave. Instead, we use active play as a re-direction technique.
- We show videos no longer than 10 min. in special occasion as part of a specific part of a curriculum activity.

Play Environment

- We provide fixed play equipment (tunnels, climbing and balancing equipment) that is extensive and varied for all children.
- We provide portable play equipment (wheeled toys, balls, hoops, ribbons) that is diverse and available for children to use at the same time.
- We make outdoor portable play equipment freely available to all children all of the time.
- Outdoor play space includes an open, grassy area and a track/path for wheeled toys.
- Indoor play space is available for all activities, including running, jumping or dancing when weather does not permit outdoor play.

Supporting Physical Activity

- Our staff often encourages children to be active and often join children in active play.
- We provide visible support for physical activity in our classrooms and common areas through use of posters, pictures, and displayed books.

Physical Activity Education

- We often provide learning opportunities for staff on physical activity (other than playground safety) 2X per year or more.
- We provide teacher-directed physical activity education for children, through a standardized curriculum, 1X per week or more.
- We offer physical activity education to parents 2X per year or more.

Healthy Guidelines for Celebrations

- Children's birthdays are celebrated generately on Fridays when a child's birthday lands on that week. Winter and Summmer babies's birthdays are celebrated before the school breaks.
- Our birthday's celebrations are considered a special occasion. Our teachers read books, sing songs and provide other activities about birthdays. The birthday child decorates his/her own crown, and all the children are encouraged to make cards for their celebrated friend. This is an amazing opoportunity for our staff to enhance friendship and kindness.
- At lunch (AM program) or Snack (PM) all children are treated with a mini-icecream sandwich.
- We encourage parents to join us for their child's birthday or other special occasion. The teachers will contact you to plan this.
- Parents are welcome to come to our facility's kitchen to bake muffins for their child's class.
- Due to allergies on many children and our Nutrition policies, our center does not permit food of any kind in the preschool during school's hours. (Feb.2022 This will come back into effect when the Covid-19 Pandemic health restrictions are lifted).
- Other things parents can do to collaborate to their children's celebration is share balloons and goody bags (with no candy) with all the children the class, or bring decorative plates and cups.
- Please note that either baking muffins, briging goodie bags nor decorative plates/cups are a obligation; To do this is optional.
- Often the most important thing to your child is that you took the time to help plan something special. Please talk with the Director if you have questions or need ideas.

FOOD ALLERGIES & SPECIAL DIETS

Parents need to let the staff know if your child has any food allergies. The information provided will be in the child's records and posted in the kitchen and classrooms.

If your child has any food allergies, you must provide a note from a doctor describing the type of allergy and the recommendation for a supplement. We try to accommodate special diets, however the CDE Food Program does not cover special diets for religious or other personal reasons. Therefore, please understand it is your responsibility to work with us to find solutions.

Find more information in the Wellness Policies in our website www.multiculturalpreschool.org



GUIDELINES FOR SAFETY

BASIC CENTER GUIDELINES

These rules apply to everyone in the Center and serve as a guide to all who volunteer in the Center.

Inside

- Children must walk inside; no running. A large number of people and objects make running too dangerous. Remind the children to “walk” instead of saying “don’t run”.
- Children are encouraged to put toys away before taking out others, and to clean up what they are using in one area before moving on to another.
- Toys are to be kept in appropriate play areas.
- Children are to play in the water only when there is a specific water play activity set up.
- Aprons should be worn for painting and water projects. Remember to roll up long sleeves.
- Large blocks may be stacked no higher than chin level (usually three large blocks).



Outside

- Stand near the swings, and remind the children walking nearby to avoid the swings so they won't get hurt.
- Stand near the monkey bars, and remind children to avoid walking or running under the bars.
- The sand and sand toys stay in the sandbox area.
- Children may not enter the storage sheds.
- Children may not climb on the fence.
- Shoes must be worn outside unless a specific activity allows bare feet.
- Children must not have any toys in hand while climbing the play structures or playing in the swings.



If you have any questions, please ask a supervisor or director.

SAFETY IS OUR FIRST CONCERN

FRAGRANCE- FREE SCHOOL



As a licensed childcare facility, we are required to maintain a **smoke-free** environment.

Additionally, please **refrain from using any perfumes and fragrances** while at the center, due to allergies in many children and adults.

Parents, especially do not use fragrances on your volunteer day. Children and other adults could be seriously affected. Thank you for your cooperation!

FIRE SAFETY

We hold monthly fire drills, one earthquake and one shelter in place drills twice per year with the children. During Fire Drills: when the bell rings, adults and all children leave by the nearest exit and go to the back of the playground. In each room there is a map to show the nearest exit.

Smoking is not allowed in the building, campus or around the children. Second hand smoke is dangerous for all children and especially those with health concerns.

Smoking in your house or in the car when your children are present puts them at serious risk for more illness.

GUIDELINES FOR WILDFIRE SMOKE

As we have been experiencing wildfires in our communities near and far, smoke awareness is a must. Smoke due to fires can be dangerous and impact people's health, especially people with sensory health issues (such as respiratory conditions), elderly and children. Even if the wildfire is hundreds of miles away, the air current moves the smoke

to areas away from it. In order to keep our children and staff safe and healthy from the impact of smoke we have created the following guidelines.

AIR QUALITY INDEX LEVELS OF HEALTH CONCERN GUIDELINES:

- **GOOD (0 to 50):** No restrictions

- **MODERATE (51 to 100):** No restrictions

- **UNHEALTHY FOR SENSITIVE GROUPS (101 to 150):** We will stay indoors. Windows closed and HEPA approved air purifiers will be running in the classrooms.

- **UNHEALTHY (151 TO 200):** We will stay indoors. Windows closed and HEPA approved air purifiers will be running in the classrooms.

- **VERY UNHEALTHY (201 TO 300):** School will be CLOSED – Classes may move via Zoom.

- **HAZARDOUS (301 TO 500):** School will be CLOSED. Classes may move via Zoom.

When our community is impacted by smoke, The Multi-Cultural Child Development Center will closely follow the Index Levels of Air Quality conditions local air tracking apps AirNow gov (U.S. EPA’s air quality index (AQI), and Purple Air.

ACCIDENT SAFETY

Minor injuries sustained at the Center will be handled by the Director or Teachers. Parents will be notified in case of any severe or questionable injury. If parents are unreachable, we will contact the doctor and relative/friend listed on the child’s emergency card while continuing our efforts to contact the parent. 911 will be called if the situation merits it.

In the event of a major emergency (such as an earthquake) we request that you come to the Center as soon as possible to pick up your children. Please remember to sign out. The Center has a written emergency/disaster plan in the office for your review if you wish to see it.

Our designated evacuation site in case of disaster is J.X. Wilson Elementary School located at 246 Brittain Lane, 525-8350.

PARKING LOT SAFETY

SUPERVISE YOUR CHILDREN IN THE PARKING LOT AT ALL TIMES
DO NOT LEAVE CHILDREN UNATTENDED. IT IS AGAINST THE LAW TO LEAVE A CHILD ALONE IN A
CAR EVEN FOR A BRIEF TIME.

When arriving at and leaving MCCDC:

- Be sure your child waits for you; Do not let any of your children run ahead of you.
- Hold their hand in the parking lot.
- Use sidewalk.
- Drive SLOWLY with caution.
- Buckle up and use car seats.



HANDICAP AREA PARKING

- Drivers may park in the Handicap areas ONLY WITH the Handicap permits.
- Drivers who do not have the appropriate Handicap permit, MUST NOT PARK in the Handicap area; not even for short periods of time. Your car may be towed.



DISCIPLINE POLICY

***Parents and Teachers working together is the best way to support our children.
Please communicate any ideas and/or concerns to us.***

This policy is intended to serve as guidance for staff, parents, and volunteers in their interactions with children at the MCCDC. Our purpose is to achieve continuity and consistency in how we guide children's behavior that will serve the best interests of the children. Our goal is to provide a safe environment where children will gain trust in others and children develop self-control and responsibility for their actions.

*MCCDC uses the **Teaching Pyramid Model**, a systematic framework developed by CSEFEL that incorporates Early Childhood Positive Behavior Support (EC-PBS) through promoting social-emotional development, providing support for children's appropriate behavior, preventing challenging behavior, and addressing problematic behavior.*

It is our belief that, first and foremost, children learn by what they see. Therefore, all adults should attempt to **model appropriate behavior** for the children. Additionally, respect for each individual child shall be given. Adults will be sensitive to the needs of each individual child.

Confidentiality is essential. Adults will not discuss any child related issues in the presence of any child or other adults. Ask for help from a teacher, supervisor, or Director if a behavior becomes too overwhelming. Teachers will provide opportunities to discuss issues of concern at an appropriate time.

We will **focus on positive behavior** rather than negative behavior. We will use Positive Reinforcement such as:

"You are safe, you are walking inside" (instead of: "Don't run").

"You are respectful, you are using inside voices to speak" (instead of "don't yell")

When we acknowledge the child when they are demonstrating positive behavior, they will have a major tendency to continue that positive behavior. For example, notice when the child you want to sit is finally sitting, immediately acknowledging them with a positive comment, "Jose, you are sitting quietly at the table." This reinforces appropriate behavior.

Because many of our children may not understand English, extra patience may be required. Does the child understand what behavior is expected of him or her? Often our expression and tone of voice or a gesture will be all that is necessary to communicate approval or disapproval. Children who don't understand English will often be sensitive to non-verbal communications.

At MCCDC we do not allow the use of any physical punishments such as grabbing, spanking or shaking. We believe that punishment such as spanking or shaking leads to resentment, rebellion, withdrawal and undermines self-esteem. Therefore, our aim will be to model and guide children in appropriate behavior.

Positive Descriptive Acknowledgments (PDA) leads to self-confidence and a positive self-image. “You are helpful, you picked up all the toys from the table,” or “You’re responsible, you put away all the blocks,” “You are healthy, you washed your hands before eating,” or simply a smile of approval.

Redirection Frequently, a child who is misbehaving can be “redirected.” For example, “We don’t throw rocks here, someone might get hurt. Let’s go find a ball to throw,” or “John was playing with that bucket. Let’s see if we can find another bucket.”

Because conflict is often a necessary learning opportunity, adults will **guide children to solve their problems**. Given a chance, children often can do this on their own without help from adults. Sometimes they need the support of an adult to model this behavior and give them the words. When conflict results in physical or emotional harm to a child, i.e. through hitting or name-calling, it is necessary for adults to respond. Children need to know that their feelings are valid and accepted. When a child feels he is understood, he won’t have to act out those feelings in a negative way. Example: “Sally, I know you are really angry right now, but I can’t let you hit and hurt Johnny. Let’s try asking Johnny if we can have a turn.”



Problem solving with children can be helped along by recognizing how each child is feeling about the situation. “Maria and John, you both want to swing.” Ask for a solution: “What can you do so you both get a turn to swing?” Help children come up with their own solutions: “Maria agreed to let John go first and John will give Maria a turn when he is done. Does that sound like a fair solution?” It may be necessary to follow through to remind John of the agreement they made when it is time for Maria’s turn.

Consequences of unwanted behavior should be related to that behavior, and should be immediate whenever possible. For example, “If you throw sand again you will have to leave the sandbox.” A warning about the consequence will teach children that they are responsible for their behavior. It’s important to follow through.

If serious behaviors occur repeatedly that cause injury (such as biting, causing head injuries, pushing from high places, etc.), and are a danger to self and others, they will result in swift action and will be treated on a case-by-case basis. A conference will be scheduled with the family to develop a plan of action that would allow the child to remain in the program whenever possible. In most instances, with parents and teachers working together, the child would be able to self-regulate.

MCCDC reserves the right to decide whether this program is able to meet the needs of a child. We want all the children to experience a happy, safe, and successful learning experience here at MCCDC.

PROTOCOL FOR CHALLENGING BEHAVIORS

1. When a staff identifies a child with a challenging behavior, she/he will work with the child to change the behavior, with the support and guidance of Supervisor, Director and other school staff.
2. If the behavior continues and is impacting the child and peers, the primary teacher and supervisor will communicate with the parents and seek support from the family and the Behavioral Consultation Project (You may request information about this program.)
3. If behavior continues, a meeting will be scheduled with the child's parents or guardians, the child's primary teacher, and the supervisor and/or Director to set up goals and a plan of action.
4. Follow up meetings may be scheduled to continue supporting the child's progress.
5. If the child's behavior disrupts a learning environment, the child may be brought to the office to rest and continue the positive guidance from the office staff. (*Note: This is not a "time out".*)
6. If the child's behavior places him/her self or other children in danger, we will ask the parent or guardian to pick up the child and take him/her home for the day.
7. If these steps do not result in decreases in the behaviors, it may be an indication that our program does not meet the child's needs and the Director and/or supervisors will work with the family to help them find a suitable program for the child.



IMPORTANT INFORMATION FOR PARENTS

CAREGIVER BACKGROUND CHECK PROCESS CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

The California Department of Social Services works to protect the safety of children in child care by licensing child care centers and family child care homes. Our highest priority is to be sure that children are in safe and healthy child care settings. California law requires a background check for any adult who owns, lives in, or works in a licensed child care home or center. Each of these adults must submit fingerprints so that a background check can be done to see if they have any history of crime. If we find that a person has been convicted of a crime other than a minor traffic violation or a marijuana-related offense covered by the marijuana reform legislation codified at Health and Safety Code sections 11361.5 and 11361.7, he/she cannot work or live in the licensed child care home or center unless approved by the Department. This approval is called an exemption.

A person convicted of a crime such as murder, rape, torture, kidnapping, crimes of sexual violence or molestation against children **cannot by law be given an exemption that would allow them to own, live in or work in** a licensed child care home or center. If the crime was a felony or a serious misdemeanor, the person must leave the facility while the request is being reviewed. If the crime is less serious, he/she may be allowed to remain in the licensed child care home or center while the exemption request is being reviewed.

How the Exemption Request is Reviewed

We request information from police departments, the FBI and the courts about the person's record. We consider the type of crime, how many crimes there were, how long ago the crime happened and whether the person has been honest in what they told us.

The person who needs the exemption must provide information about:

- The crime
- What they have done to change their life and obey the law
- Whether they are working, going to school, or receiving training
- Whether they have successfully completed a counseling or rehabilitation program

The person also gives us reference letters from people who aren't related to them who know about their history and their life now.

We look at all these things very carefully in making our decision on exemptions. By law this information cannot be shared with the public.

How to Obtain More Information

As a parent or authorized representative of a child in licensed child care, you have the right to ask the licensed child care home or center whether anyone working or living there has an exemption. If you request this information, and there is a person with an exemption, the child care home or center must tell you the person's name and how he or she is involved with the home or center and give you the name, address, and telephone number of the local licensing office. You may also get the person's name by contacting the local licensing office. You may find the address and phone number on our website. The website address is <http://cclcd.ca.gov/contact.htm>.

OTHER POLICIES AND PROCEDURES

ADMISSION POLICY

The MCCDC Center is required to follow California Department of Education guidelines, rules and regulations when enrolling for our part day program. State funded programs such as ours are designed for low to moderate income families. We are a subsidized program.

Sonoma County Pilot Project Statement

As of October 2, 2018, Sonoma County is operating a Child Care Subsidy Pilot project. The Pilot is a five-year project that intends to better meet the early education and child care needs of families in Sonoma County through policies that support low-income families and promote stable child care. Sonoma County is fortunate to have full participation of subsidized child care providers. This creates an easier system that reduces access barriers to children and families, reduces contractor administrative burden, and keeps subsidized funds serving Sonoma County.

PRIORITY REGISTRATION

Children who meet the criteria below receive priority for enrollment at state preschool programs:

1. Those referred by Child Protective Services and those with a documented referral by a licensed professional as being at-risk of abuse and/or neglect,
2. Children whose family receive Public assistance.
3. Continuation of Care – When child is already enrolled in a state-subsidized program, and is about to lose care.
4. Sibling priority – When child has a sibling enrolled in a state-subsidized program.
5. Income eligibility – Includes family monthly gross income and family size.

We first enroll children who are four-years old within the admission priorities who will be entering kindergarten in the following school year; then we offer spaces to three-years old within the priorities above.

ADMISSION APPLICATION

A personal interview (in person or by phone), with the parent or guardian will occur prior to enrollment. At this time, we will provide all needed information about the program and review the completed application materials to determine eligibility. Children who meet the admission criteria will be enrolled or placed on the waiting list. Upon inquiry, application materials will be provided. These include forms required by the California Department of

Education (Child Division of Fiscal Services), the California Community Care Licensing and our Center.

POLICY ON ACCEPTING CHILDREN WITH SPECIAL NEEDS

Our agency assists in meeting the developmental and educational needs of children eligible for our program. We work closely with families to assure that our program meets the needs of children with special needs. Many children with special needs have successful preschool experiences in our program. We are committed to mainstreaming children with special needs when we are able to provide the child with a positive and successful experience.

In some cases, our staff may find it is beyond our ability to provide a suitable environment and that we lack the resources to serve a child in our program. We will work with the family to either acquire those resources for our program or assist the family in finding a program able to provide appropriate resources for the child.

NON-ENROLLED CHILDREN AS VISITORS

Due to licensing and insurance requirements, we cannot allow non-enrolled children to visit during session. Only those children enrolled at the Center are insured. Additionally, our school environment is not set up for the safety of infants and toddlers.

TERMINATION OF SERVICES

Termination of services for a child and family is rare. Usually by working together, families will have a successful experience here at MCCDC and that is our goal. However, the following circumstances may result in termination:

- Family decides to dis-enroll their child for personal reasons. If this is the case, please notify the office at least 2 weeks in advance, so that we enroll another child from the waiting list.
- Excessive unexcused absences (more than 5), or tardiness (arriving 15-30 minutes late.) Parents must inform the center of the reasons for the absences or tardiness as soon as possible. If there is no communication from the parent or guardian for up to 5 days, MCCDC shall decide to disenroll the child.
- Inappropriate adult behavior as described in "Adult Conduct Code".
- Failure of the parent to provide the information and documentation requested by us and required by us, and the funding terms and conditions from the State of California.
- We may determine that we are unable to meet the child's social, emotional or physical needs and that our program is not a suitable match for the child.
- Other circumstances in the best interest of the program and children.

POLICY FOR USING FOOD IN THE CURRICULUM

Children need real experiences where they can touch and manipulate things in their environment. Preschool age children need sensory experiences to grow and develop optimally. An absolute rule regarding food in the curriculum is difficult to make because some foods clearly are wonderful curriculum material. Staff will observe the following principles in deciding on the use of food products for curriculum activities;

- Is it safe? It is difficult to find inexpensive sensory materials that are safe for very young children. Foods that are edible are known safe materials for children to handle. Synthetic (man-made) substances make it hard to know if something is toxic or not. We will avoid foods that are allergens and foods which spoil quickly.
- Is it respectful of others feelings? Staff members will use their own best judgment about what feels right for all concerned, considering that some basic foods such as rice and beans may be found inappropriate play material by some families.
- Is there a substitute available? For example, shaving cream or fingerpaint may be used instead of chocolate pudding.
- Can it be used in a cooking project? For example, flour or corn meal may be included in the curriculum by making tortillas or bread.

RESPONSIBILITY TO REPORT CHILD ABUSE

Our community is deeply concerned about the safety and welfare of all its children and preventing child abuse. Abuse can be physical injury, neglect (a child's needs are not met), psychological abuse or sexual abuse.

You as a parent have the primary responsibility for your child's well-being. With time, attention, and effort you may prevent your child from being injured in an abusive situation. Be aware of these forms of abuse, especially if your child is left in the care of others. Be alert to signs: unusual marks, bruises, etc. or unusual behavior. If you are having difficulty controlling your own anger around your child, seek help before harm occurs to your child. Shaking a child, for example, can cause serious brain injury, blindness, or death in a very young child.

While everyone should report suspected child abuse and neglect, the California Penal Code provides that certain professionals and persons must report suspected abuse to the proper authorities. The mandated reporters of child abuse are any child care provider or teacher, social workers, medical personnel, clergy and others. Therefore, the staff at MCCDC are mandated reporters. If abuse is suspected, we must report. Our goal in reporting is the safety and welfare of each child in our care.

Failure to report suspected abuse by a mandated reporter within 36 hours is a misdemeanor punishable by up to 6 months in county jail, a fine of not more than \$1,000. or both. You may access the database maintained by the Department of Justice.

www.meganslaw.ca.gov. This database includes names and addresses of people convicted of assaults against children,

Good communication between parents and teachers is very important. The teachers and staff are here to help. Please ask at any time for assistance regarding your child or to receive more information about the state child abuse policy.

CHILD'S PERSONAL RIGHTS

Each child shall have personal rights that 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.



NON-RELIGIOUS PRACTICES

MCCDC is funded by the State of California, Department of Education. We give instruction in cognitive, physical, social/emotional, language, and nutritional development. Children do not participate in religious instruction or worship.

POLICY FOR A DRUG-FREE WORKPLACE

It is the policy of *MCCDC* that this agency be declared a drug-free workplace. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited at the MCCDC Child Development Center, as required by California Government Code, Section 8355. An employee's or volunteer's violation of this status impacts not only the program and the children adversely, but also may result in the suspension of payments under our contract with the state or termination of the contract or both, and therefore will not be tolerated. No smoking in the building or playground is permitted. Second-hand smoke is damaging to our health, especially that of young children.

OUR COMMITMENT TO EQUAL OPPORTUNITY

MCCDC does not discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability in determining which children are served. Our program welcomes the enrollment of children with disabilities. We understand the requirement of the Americans with Disabilities Act (ADA) to make reasonable accommodations for such children.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call 202-720-5964 (voice and TDD). The USDA and the Nutrition Services Division (NSD) are equal opportunity providers and employers.

NONDISCRIMINATION STATEMENT

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027), found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
- (2) Fax: 202-690-7442
- (3) E-mail: program.intake@usda.gov

This institution is an equal opportunity provider.

A CLOSING NOTE

It is our hope that this handbook meets your needs and fulfills its purpose of informing you about the policies of our Center. We plan to make revisions as needed. If you find omissions or care to give us any kind of feedback and/or suggestions, we would be very appreciative of your help.

We also invite you to give your opinion about any matter concerning MCCDC. Please share your thoughts with a staff member or a member of the Board. It will help us improve our Program.

We are Friendly and Kind

We are Respectful

We are Safe and Healthy

THE MOST IMPORTANT THINGS TO KNOW

1. Bring your child to school every day, unless they are sick.
2. Communicate with the teachers. We are here to support you and your child and build a relationship with your family.
3. You are the most important person in your child's life. Talk to them, read to them, laugh with them, set boundaries for them, hug and kiss them, show up for their events and in their classroom, give thanks for the blessing they are in your life.



2022-23 Events Calendar



Friday, August 19	OPEN HOUSE - AM: 8:30-12:30 / PM: 1-4
Monday, August 22	First Day of School
Monday, September 5	<u>No School</u> - Labor Day
Wednesday, September 7	In Person Orientation from 5-7 PM
Friday, September 23	No School for Children - Staff Development Day (IEEEP)
Wed Sep. 29 and Oct. 05	Teaching Pyramid for Families from 5-7 PM
Tuesday, October 04	AM Fall Student's Portraits
Wednesday, October 05	PM Fall Student's Portraits
Wednesday, October 20	PAC-Parent Meeting & Social After you drop off you child
Saturday, October 22	<u>50th Anniversary School Celebration</u>
Tuesday, November 1	<u>No School</u> - Teacher Development Day
Friday, November 11	Parent-Teacher Conferences / <u>No School</u> for children
November, Wed 23-Fri 25	<u>No School</u> - Thanksgiving Holiday
Wednesday, December 7	Kindergarten Readiness 5-7 PM
December 19 to January 6, 2023	No School - Winter Break
Monday, January 9, 2023	Classes Resumes
Monday, January 16	<u>No School</u> - Martin Luther Kings' Day
Wednesday, January 18	PAC- Parent Meeting & Social After you drop off your child
Monday, February 20	<u>No School</u> - President's Day
March 13-17	Multicultural Teacher's Appreciation Week
March 20-24	<u>No School</u> - Spring Break
Friday, April 14	Parent-Teacher Conferences / <u>No School</u> for children
Friday, April 21	No School for Children - Staff Development Day (IEEEP/TP)
Tuesday, May 2	AM Spring Portraits
Wednesday, May 3	PM Spring Portraits
Monday, May 29	<u>No School</u> - Memorial Day
June 5	Graduation Day/Celebration / AM-11:20 am & PM-2:50 pm

Due to the Covid 19 Pandemic, some Crowded may be cancelled/modified Stay tuned for updates.