

Saddleback College Child Development Center

Parent Handbook

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**SADDLEBACK COLLEGE CHILD DEVELOPMENT CENTER
PARENT HANDBOOK**

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WELCOME

Dear Parents,

On behalf of the staff of the Saddleback College Child Development Center, we would like to welcome you and your family to our program. We are proud that you have chosen our Center for your child and we look forward to sharing this experience with you. The Child Development Center is licensed by the State of California and upholds the highest standards of excellence for the health and safety of your children.

The Child Development Center provides a safe, relaxed and warm, child-centered program. The kinds of relationships that the children experience while at the Center are of utmost importance. It is through relationships that the child deepens his/her sense of trust, learns to see himself/herself as capable, and to see his/her world as a safe and happy place. We want every child to feel that he/she belongs and that he/she is genuinely wanted and accepted.

We believe that positive early learning strengthens a child. We believe that it is important to encourage the child's natural spontaneity, initiative and curiosity. Additionally, we believe that every child has a right to be a child and a right to live with joy and self-fulfillment.

Children in our program learn by active participation. Our children are given freedom and guidance to use their imagination, to have ideas, to have preferences and to make choices. We provide many creative and sensory materials as young children are eager to experiment, to probe, to take apart and to investigate. We help the children to stop and look ... to touch ... taste ... listen ... and smell. Outdoors, children have the chance to grow in coordination, balance and strength. We provide equipment for crawling, jumping, running, balancing, pushing and hammering. Play has special significance to children and to our program. As a result, the children are encouraged to play, explore and to use their imagination.

We hope this handbook will acquaint you with the policies and procedures of the Saddleback College Child Development Center. We encourage you to visit, observe, and participate at any time. It is important to us that you feel comfortable with our program and with our staff. We are always available to answer your questions and to aid you in finding the answers to your child-related issues. We look forward to the joys and experiences ahead during this exciting time in your child's life.

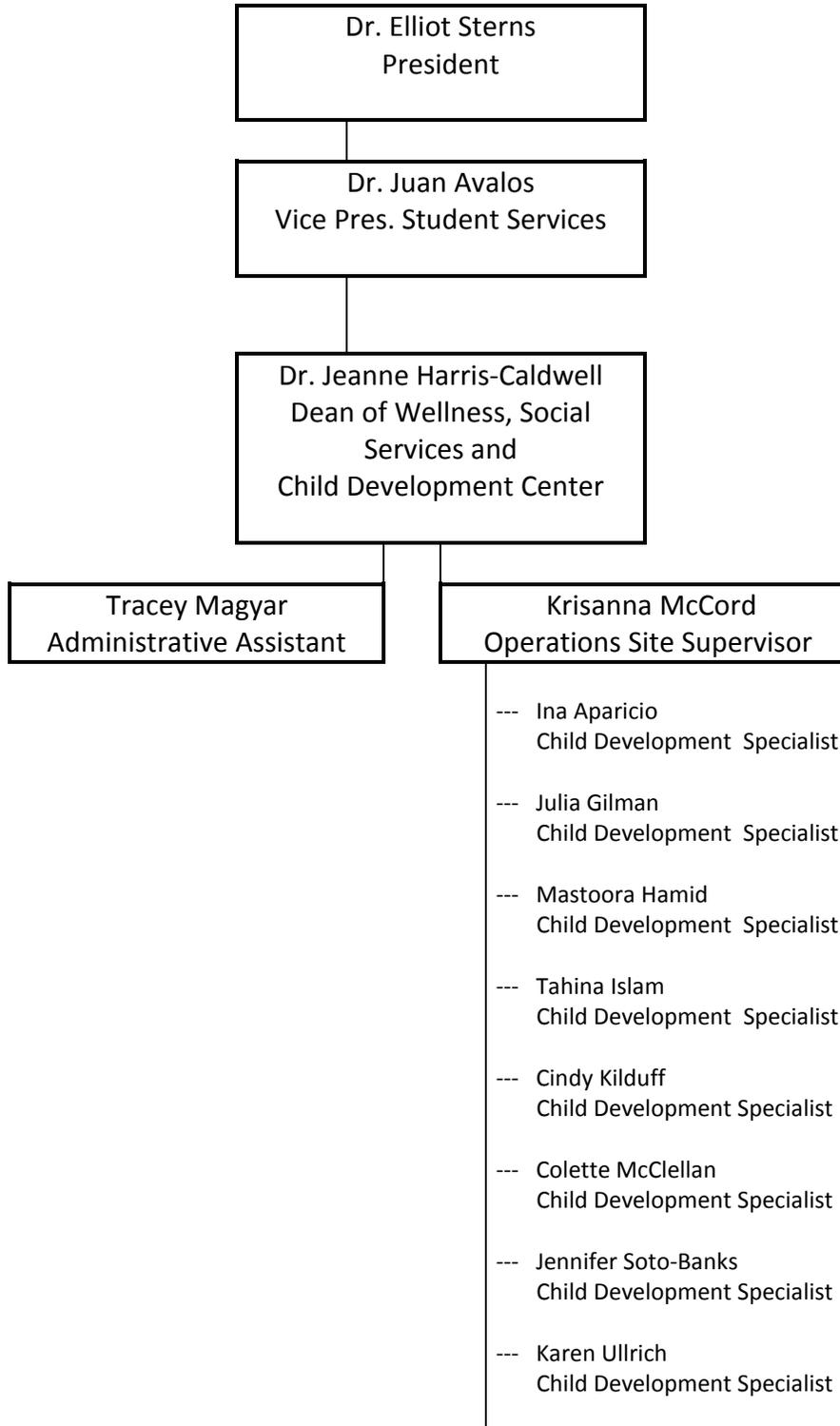
Sincerely,

Krisanna McCord, MS
Site Supervisor
Saddleback College Child Development Center

Dr. Jeanne Harris-Caldwell RN CCRN
Dean of Wellness, Social Services and
Child Development

SADDLEBACK COLLEGE
Organization Structure Office of Student Services

CHILD DEVELOPMENT CENTER



PROGRAM PHILOSOPHY

Our philosophy includes providing a quality children's program in a safe environment. Our belief in the development of the whole child extends to all areas of our program. We incorporate several theories of learning and development that influence our program structure and teaching methodologies. We believe that play is the primary vehicle through which children learn. We offer children a variety of experiences and activities designed to give them opportunities for self-discovery, exploration and the freedom to create within a safe environment. We view the child as a whole, and plan for experiences that facilitate the child's physical, emotional, social, creative, and intellectual growth; and strive to have them experience success in whatever they attempt. Saddleback College Child Development Center is a laboratory school, training future teachers in the field of Early Childhood Education. Our program serves students, college staff and faculty employees and the community with the purpose to provide a safe, nurturing, and educational program.

We believe that teachers have a significant role in this process; they must facilitate, support and encourage learning through the creation of developmentally appropriate environments, activities and opportunities, through the process of provoking ideas - talking, listening and observing young children -, and through collaborating with children in the construction of their knowledge.



The Role of the Teacher:

- To be concurrently a teacher and a learner
- To explore and create the learning experience with the children
- To listen to children's ideas and re-visit them for further exploration

- To motivate ideas, to problem solving, and to negotiate agreement
- To organize the classroom to facilitate the children's ongoing experiences
- To make visible the children's learning processes and the ways in which they build knowledge
- To collaborate with parents and other teachers
- To foster the connection between home, school and community

Experience and projects:

- Can emerge from children's ideas, thoughts, curiosities, and interest
- Can be provoked by teachers
- Can be provoked by parents



MISSION

The CDC's mission is to provide high quality child care and development services to the Saddleback College Community. We are committed to providing a safe, nurturing environment that promotes the physical, social, emotional, and cognitive development of young children while responding to the needs of families and fostering respect for diversity. Our commitment is to do this in developmentally appropriate ways, planning curriculum that is appropriate for the age span of the children enrolled in the center and implemented with attention to the specific needs, interests and developmental issues of the individual children and families who participate in the center.

MULTI-CULTURAL DIVERSITY

Our goal at the Saddleback College Child Development Center is to provide an environment for children that is diverse, multi-cultural, and free of racial, ethnic and sexual stereotypes. We strive to create an atmosphere where all children and adults are respected and accepted for themselves.

PURPOSE

The purpose of the Saddleback College Child Development Center is to provide quality childcare in an enriched learning environment to students, staff and faculty, and members of the community at large. The Center is operated on a non-discriminatory basis giving equal treatment and access to services without regard for race, creed, color, sex, religion, national origin or ancestry. The Child Development Center is licensed by the State of California. In addition, Saddleback College Child Development Center is a laboratory school, training future teachers in the field of Early Childhood Education.



STAFF

Our staff consists of qualified professional teachers who are trained in Early Childhood Education and meet State of California licensing requirements. All staff are fingerprinted and a thorough background check is performed prior to the start of employment. In addition to our teachers, we have child development aides, and students from the Child Development Department enrolled in Child Development classes, and adult volunteers who assist in the classroom. All adults working in the classroom are required to have current immunizations, including a Tuberculosis test on file indicating a Negative result.



PROGRAMS & LEARNING

The environment has been thoughtfully prepared and materials have been intentionally chosen with care and teachers anxiously await the arrival of new children and their families. The beginning of our school year is important as our classroom serves the role as a place to gather and welcome one another. Children enter with a foundation of prior knowledge that they have acquired from home which is used to establish themselves as an individual member amongst our community of learners. Studies reveal that when a child establishes their own identity they are well adjusted and successful in school, each child is unique with their own ideas, curiosity, and interests. As we begin establishing relationships with one another we will communicate, collaborate, and learn to problem solve by developing trust. Our work begins with the exploration of the indoor and outdoor environment in addition to the introduction of new materials. We use our senses to understand our new world that is filled with endless possibilities.

DEVELOPMENTALLY APPROPRIATE ACTIVITIES OFFERED THROUGHOUT OUR PROGRAMS

Children are offered a variety of experiences at Saddleback College Child Development Center. The indoor and outdoor environments are organized in learning centers and designed to encourage child-directed activities. Whether during whole class events, in small groups, or one-on-one, children are able to choose from a variety of activity options throughout the day. These include:

- Literacy & Language Arts
- Music, Song, & Dance
- Science & Sensory
- Math & Manipulatives
- Cooking & Snack Time
- Dramatic & Pretend Play
- Block Building
- Art Exploration
- Gross & Fine Motor Coordination
- Outdoor & Nature Play





LEARNING THROUGH PLAY

Block Play

1. Problem solving (example: Child has built a block tower, they have toppled it. He/she has to figure out why and what he/she can do about it.)
2. Imaginative and creative play.
3. Sense of power over what he has constructed.

Dramatic & Pretend Play

1. Work out ideas of self-identity, family relationships, identity with various adult roles, and child's view of the world.
2. Sorting out fantasy and reality (difficult for preschoolers).
3. Opportunity to experience success.
4. Problem-solving.

Outdoor & Nature Play

1. Encourage natural flow of language.
2. Cooperative play, sharing, development of other social skills.
3. Large muscle development (individual motor skills: pulling, pushing, jumping, climbing, etc.)
4. Physical coordination.
5. Stimulate curiosity and discovery of natural phenomenon.
6. Concept development (example: high-low, fast-slow, etc.)
7. Dramatic play.
8. Release from tension.

Water Play

1. Specific concept development (water pressure, volume, conservation, evaporation, etc.)
2. Emotional release.
3. Contribution to conversation (language development), social exchange.
4. Development of senses (more sensitive and aware of how things feel, smell, etc.)

Science & Sensory Center

1. Learn value of exploring, encourage discovery.
2. Encourage observation of detail.
3. Develop ability to think, reason, infer, generalize, classify.
4. Organize questions and discoveries into concepts.
5. Gain awareness for physical phenomenon.

Art Exploration

1. Foster creativity and self-expression.
2. Experience with various art media.
3. Freedom to express personally meaningful ideas and feelings.
4. Small muscle coordination of hands and fingers (necessary for reading and writing).
5. Hand-eye coordination (also necessary for reading and writing).
6. Emotional release.

Clay and Play Dough

1. Emotional release.
2. Means of exploration and experimentation (for preschoolers, the process rather than the product is important).
3. Creativity and self-expression.

Music, Song & Dance

1. Appreciation of music.
2. Appreciation of rhythm instruments and their creative potential.
3. Self-expression through creative movement.
4. Learn parts of body and about self in relation to space through movement.
5. Increase language skills and vocabulary through song.
6. Emotional release.

Language and Literature

1. Appreciation of books and what they have to offer (to foster desire to read).
2. Increase vocabulary.
3. Learn specific concepts through literature.
4. Learn that written symbols (letters and words) are meaningful.
5. Provide a rich experience background.

Math and Manipulative (Table) Games

1. Small muscle coordination.
2. Hand-eye coordination.
3. Problem-solving skills.
4. Visual discrimination (likenesses and differences).

ELIGIBILITY FOR ENROLLMENT

1. Enrollment is open to all children who are a minimum of 18 months of age and may remain in the program until their entrance into Kindergarten.
2. Children enrolled in the toddler program and the young preschool program are **not required** to be toilet trained.
3. Children must be up to date with their immunizations upon enrollment. No personal beliefs exemptions will be accepted as they are no longer valid in the state of California beginning January 2016.
 - **Please inquire about the new Infant Program beginning at 12 months of age.**

REGISTRATION INFORMATION

Students

Enrollment for children of Saddleback College students is given priority and is available on a first come first serve basis at the beginning of each semester in conjunction with registration for Saddleback classes. Students who are enrolled in six or more units in Spring and Fall semester and 3 units in Summer may be eligible to receive a 20% discount on their child's tuition and may be eligible for additional college scholarships and/or grants, if available. A monthly print out of current MYSite registration is required to receive ongoing tuition discount. A \$125 **non-refundable** registration fee is charged upon initial enrollment and each August 1st thereafter.

Staff, Faculty, and Community Members

Enrollment for children of staff, faculty and community members is available on an ongoing basis depending upon availability of space. As with students, a \$125 non-refundable registration fee is charged upon initial enrollment and each August 1st thereafter for all children enrolled in the program. An ongoing waiting list is kept for staff and community. Staff and Faculty are eligible for a discount on tuition for their children.

TUITION PAYMENT SCHEDULE & POLICY

All tuition for children must be paid on or before the first of each month *at the Center's discretion a bi-monthly payment plan may be utilized. A late fee of \$25 will be charged if payment is not received by the seventh (7th) of the month unless other arrangements have been made. The late fee will be automatically added to the tuition due. If tuition is delinquent more than a week after the seven-day grace period, immediate withdrawal of your child may be required until the balance is paid in full. In addition, you will be required to pay a pre-registration fee of \$125 before your child can return to the Center.

- Saddleback College Child Development Center accepts alternative payment (subsidy) from various agencies – please make an appointment with the Site Supervisor for information.
- If your child's enrollment starts at any time other than on the first of the month, the tuition for that month will be prorated. The monthly tuition amount will be divided by four weeks to determine tuition for that month.

- There will be no reduction of fees for the months when holidays, vacations or staff in-service days occur. The Center must provide adequate staffing at all times for the total number of children enrolled. No tuition credit or make up days are given for any days when the Center is closed and any day that a child is absent due to vacation or illness. Semester breaks are considered when student fees are calculated; therefore, no reduction in fees will be considered for semester breaks.
- Additional days can be arranged only if there is space available and must be pre-approved by the Site Supervisor or Administrative Assistant. The additional day rate will be added to your tuition payment. Remember that we will make every effort to meet your requests, but understand that we can only accommodate if there is space available with enough staffing to maintain our required teacher/child ratios.

RETURN CHECK POLICY

A \$35 processing fee will automatically be charged to your account for checks returned for any reason. In addition, the Saddleback College District Business Office will charge an additional \$25 processing fee for returned checks. After the second returned check, all future tuition payments must be paid by cash, money order or cashier's check.

HOURS

The Center is open from 7:00 a.m. to 6:00 p.m., Monday through Friday. Our Toddler Program operates between the hours of 7:30 a.m. and 5:30 p.m., Monday through Friday. We have several options for full day sessions. Everyday each child is given an option of a resting period and to ensure the quiet hours are observed **Children must arrive at the Center before 11:00 a.m. or after 1:15 p.m.**, not while the children are having lunch or napping.

CLOTHING & PERSONAL BELONGINGS

- *PLEASE LABEL YOUR CHILD'S NAME ON ALL PERSONAL ITEMS INCLUDING CLOTHING.*

When dressing your child, remember that the children will be climbing, painting, digging and playing in water and sand as well as toileting themselves. Appropriate clothing for girls includes play shorts, sun suits, long pants or play dresses. Boxer-type shorts, jeans or cords are great for boys. Tennis shoes and other rubber-soled shoes are safe for play. Boots and party shoes are slippery and not safe for play. *PLEASE BRING A CHANGE OF CLOTHING LABELED WITH YOUR CHILD'S NAME.* Please plan to leave this at the Center in a small box or bag.

TOYS

We are fortunate to be well supplied with toys and equipment for all the children at our Center. Please leave your child's toys at home since we cannot guarantee they will be returned safely.

SNACKS AND LUNCHES

A nutritious morning and afternoon snack will be served to the children daily. Throughout the year, the children will cook a variety of foods and these will be served at snack time also. Milk or water will also be served with lunch and snack. Parents need to provide a packed lunch if their child is with us at lunch time (11:30 a.m. to 12:00 noon). Nutritious lunches are required. All lunches should be labeled with your child's name. Candy, gum, cakes, sodas and other such foods are not permitted and will be returned. Teachers practice "family-style dining" during which they sit with the children, model appropriate mealtime behavior, and engage in conversation with the children. Please be sure to use containers that will retain desired temperatures of food.



Due to allergies -The Child Development Center is a "Nut Free" zone. We ask our parents to please refrain from sending their child to school with products in their lunch that contain any type of nuts. Please check packaging for warnings such as "may contain traces of nuts" or "may have been in contact with machinery used in processing peanut-based foods" as these items can be harmful as well.



NAPS

Nap time is provided after lunch and all children are encouraged to rest. Please bring a crib-size blanket and small pillow **LABELED** with your child's name that may remain at school for your child to use during nap. Sheets will be provided and laundered by the Center. **Parents are responsible to launder their child's blanket and pillowcase on a weekly basis.**

BIRTHDAYS & HOLIDAYS

Birthdays and Holidays are a special time for each child. We enjoy celebrating them with your child and also welcome the involvement of the parents to share the traditions and ideas for their child with us.

The Center requests that you discuss any birthday or holiday ideas with the Site Supervisor prior to bringing birthday snacks and/or goodie bags for the classroom in an effort to safeguard children with allergies. We would like to invite our families to participate by helping to choose what type of celebration will occur in the classroom. Some ways you can celebrate the day include:

- Sharing a nutritious snack with the class
- Sharing a favorite music CD and dance together
- Sharing a special book from home to read at group time
- Creating a special photo collage of your child from birth to their present age to share
- Purchasing a book, CD or children's board game for your child's class
- Another activity you may like to suggest

SCHOOL HOLIDAYS

The Center is not open during semester breaks and/or when classes are not in session. The Child Development Center observes the same holidays as the College and will not be open on the following School Holidays:

Independence Day
Labor Day
Veteran's Day
Thanksgiving Holiday (2 days)
Winter Recess
Martin Luther King's Birthday
Lincoln's Birthday
President's Birthday
Spring Break (Varies by Semester)
Memorial Day
In Service Days (Varies by Semester)
Cesar Chavez Day

ABSENCES

Our tuition rates are able to remain low based on a monthly tuition fee schedule. We cannot give refunds or make-up days for scheduled in-service days, holidays or absences. Our prices for our Center are based upon monthly enrollment. The full month's tuition payment is due on the first of every month even if your child attends only part of the month. If your child will be absent for a day or any other length of time, please let us know as early as possible. To provide the best care for all children if your child is absent due to any communicable illness please notify us immediately.

LATE PICKUP

The Center is licensed by the State of California and closes promptly at 6:00 p.m. Our Infant /Toddler Program closes promptly at 5:30 p.m. It is imperative that children are picked up on-time. Feeling of anxiety are often experienced by a child left after the normal pick-up time. Out of respect for the feelings of your child and our staff, we ask that parents make every effort to observe the closing time. We understand that unavoidable situations arise; however, parents **must notify the Child Development Center should an emergency arise at 949-582-4582**; additionally, there will be a late pick up fee of \$1 assessed for each minute you are late. You may choose to have this fee added to your monthly tuition or you may pay at the time of pick up.

If you know you are going to be late, please call to let us know. If we do not hear from you before 6:00 p.m. (5:30 p.m. for parents of toddlers), the staff will attempt to reach parents by phone. If by 15 minutes past closing we have not been able to reach you, we will then try to contact any authorized adult on the child's emergency form. Your child is always our first concern and please be assured that your child will be cared for with love and respect. If, however, we are unable to locate an authorized adult to pick up your child by 6:30 p.m., the Center staff may call the Child Care Protective Services for assistance. **Remember to keep the Center informed of any changes in phone numbers for yourself and your emergency contact numbers.**

NOTICE OF WITHDRAWAL OR REMOVAL

Saddleback College Child Development Center values each relationship we enter into between a parent and a child. In order to prepare your child for leaving our Center we require a two (2) week written notice to withdraw your child from the Center. If a two-week notice is not given, you will be responsible to pay full tuition for those two weeks. Additionally, if any of the following conditions exist, a child may be REMOVED from the program at the discretion of the Center:

1. If the tuition is not paid by the seven (7) day grace period.
2. If the child is distressed or unable to adjust to the program.
3. If a child's behavior becomes inappropriately aggressive or endangers any other teacher, staff, child/children and/or him or herself and is determined to be beyond the Center's expertise to deal with the repeated behavior of the child, the parent will be asked to withdraw the child from the program.
4. If a parent/guardian is behaving in a way that poses a risk to the children or adults in the facility.

ARRIVAL & DEPARTURES SAFETY

Please accompany your child into the Center and to the classroom teacher. The State of California requires that all children be signed in and out each day. Attendance notebooks are located in the lobby area. Please sign your child in recording the time of arrival and your full signature. Please sign your child out each day and record the time of departure and your full signature.

For your child's protection, **children will be released only to parents or to persons you have authorized on your child's registration form.** If someone other than the persons you have authorized will be

picking up your child, please notify us in writing ahead of time or give us a call verifying the person's name and relationship to the child. *Please advise the person that they will be asked to show photo identification before they will be allowed to take your child out of the Center.*

Our first priority for the children is "Safety". We want to ensure that all children who attend or visit the Center have a warm, nurturing and safe environment. Please keep these key safety issues in mind when arriving or departing from the Center.

1. Please **DO NOT** allow your child to leave the classroom and/or the front doors without parental supervision. Keep your child by your side and depart together.
2. Be sure to *close all gates and doors* when arriving and departing from the Center.
3. Monitor your children carefully in the parking lot. Remember we share this parking lot with the college. Keep a watchful eye out for cars when arriving and leaving.
4. Please drive slowly and with care; watch for children at all times.
5. As always, parents and children are welcome at the Center any time; however, *siblings* must be supervised at all time.
6. *Any parent arriving to pick up their child who appears to be intoxicated or under the influence of any substance that may inhibit their ability to safely transport their child will be asked to contact the other parent or an approved contact listed on their current Emergency Information Form. Upon arrival of that contact, the Center will release the child into their custody. In certain situations our Campus Police Department may be notified to help facilitate the release of the child. All staff of the Child Development Center are mandated reporters of any suspected child abuse.*

PARKING

Parking for parents who are dropping off their children is directly in front of the Center in the green striped area. Parking at the green curb is for 20 minutes only. DO NOT leave your car in the green zone while you attend your classes as this is subject to towing. All other areas require a parking permit and are subject to ticketing. Unfortunately, we are unable to reverse a ticket once it has been issued by a campus safety officer. All inquiries should be directed to Campus Police. If you are a student parent, your parking permit allows you to park in the student parking area only. Do not park in staff parking as this requires a specific permit.

PARENT COMMUNICATION

It is in the best interest of your child that parents and teachers communicate freely with one another. It is important for the staff to understand any situations at home (illness, relocations, changes of normal routine) that may influence the typical behavior of the child. Please feel comfortable in explaining reasons for changes in behavior and checking with the teachers to see how your child's day was affected.

We encourage parents to become involved in the education of their children. Research shows that children whose parents are active in helping them learn and who participate in their educational

process, make greater measurable gains. Parents are encouraged to visit, observe, volunteer and participate in our program whenever possible. For volunteer opportunity please make an appointment with the Site Supervisor to discuss opportunities.

It is important that we have a contact person at all times in case of emergency. There is a form at the front desk for this purpose. Please complete the form and turn it in to the front office staff. Also, please call and let us know if your child will not be attending school so that we can inform the teachers. **All changes in schedules, adding/dropping days and/or hours need to be addressed in writing to office personnel.** We will make every effort to meet your family's needs.

Each classroom has a Parent File Box that is located near the entrance of the each classroom. The folders, labeled with your child's name, are to be used for correspondence with other parents (i.e. exchanging birthday invitations, phone numbers, etc.). Also, this is where we will put newsletters, notices and other important information from your child's teachers and from the front office. Please be sure you check your parent box each day.

The parent board in front of your child's classroom lists monthly curriculum, lesson plans, and snack schedule. Remember to check the white board in each classroom for daily activities. In addition, email communication is sent to parents on a regular basis through our ProCare system. Please make sure to keep up to date email addresses with our Center to ensure you receive the most current information. Lastly, each classroom also provides an Art Box that contains all of your child's original masterpieces. Please take the time to check these to share their "original" art work at home.

PARENT CONFERENCES

Conferences are available during both the fall and spring semesters. They are meant to exchange information, discuss your child's growth, and generally help us develop a better understanding of your child. The parents, teachers, Site Supervisor or Dean may initiate conferences. Daily Parent/Teacher communication or informal updates are an ongoing process at our Center during daily arrival or departure time. * Please note, in order to provide you with a thorough update and answer all questions you may have during conferences we prefer a scheduled conference rather than stopping a teacher to discuss any concerns during pick-up or drop-off.

CONFLICT RESOLUTION

Often at the preschool level, children have conflicts while at play. Our strategy at the Center involves helping the children acquire the skills to resolve their own conflicts in socially acceptable ways. We offer the children alternate solutions and then allow them to solve their conflicts through verbal interactions, using these solutions.

Should a teacher need to step in, the teacher will model appropriate behavior, help the children problem solve, and reinforce the solution alternatives for the children. The children then learn to be able to negotiate appropriately.

RESTRAINING ORDERS/COURT ORDERS

Our first priority is always the safety of the children of the Child Development Center. If circumstances arise that would necessitate a temporary or permanent restraining order or court order that may impact custody or release of your child please notify the Child Development Center and Campus Police immediately.

ACCIDENT OR INJURY

Our staff are trained to handle minor injuries such as scrapes, cuts and bruises, and will treat with soap, water, ice and Band-Aids as needed.

We will contact a parent anytime a child becomes ill at the Center. We also will provide a written communication of any injuries sustained at school to the parents. In case of medical emergency, we will contact the Campus Police, the Health Center, and Call 911 for immediate transport to the closest hospital and immediately notify the child's parent and or emergency contact.

Registration forms and the permissions or special instructions for each child will be kept on file in the Center. It is necessary for these forms to be kept up to date at all times to ensure each child the best possible outcome. Please let us know when you have changed your cell, work or home phone numbers. It is important that these numbers and other emergency contacts remain current in our files.

HEALTH

The Community Care Licensing requires a completed Physician's Report (Child's Pre- admission Health Evaluation) be on file for every child attending the Center. This form is in your enrollment packet. Additionally, we must also have a copy of your child's immunization record before your child can attend the Center. **We require all immunizations for enrollment age appropriate.**

Recommended immunization schedule for children age 0 through 6 years - United States, 2019

Vaccine	Age group											
	Birth	1 month	2 months	4 months	6 months	9 months	12 months	15 months	18 months	19 through 23 months	2 through 3 years	4 through 6 years*
Hepatitis B (HepB)¶	1 st dose	2 nd dose		3 rd dose								
Rotavirus (RV)Δ (RV1: 2-dose series; RV5: 3-dose series)			1 st dose	2 nd dose	Refer to footnote Δ							
Diphtheria, tetanus, acellular pertussis (DTaP: <7 years)◊			1 st dose	2 nd dose	3 rd dose			4 th dose				5 th dose
Haemophilus influenzae type b (Hib)§			1 st dose	2 nd dose	Refer to footnote §		3 rd or 4 th dose Refer to footnote §					
Pneumococcal conjugate (PCV13)‡			1 st dose	2 nd dose	3 rd dose		4 th dose					
Pneumococcal polysaccharide (PPSV23)*											Refer to footnote *	
Inactivated poliovirus† (IPV: <18 years)			1 st dose	2 nd dose	3 rd dose							4 th dose
Influenza** (IIV: ≥6 months; LAIV: ≥2 years)					Annual vaccination 1 or 2 doses**							
Measles, mumps, rubella (MMR)¶¶					Refer to footnote ¶¶		1 st dose					2 nd dose
Varicella (VAR)ΔΔ							1 st dose					2 nd dose
Hepatitis A (HepA)◊◊					Refer to footnote ◊◊		2 dose series Refer to footnote ◊◊					
Meningococcal§§ (MenACWY-D: ≥9 months; MenACWY-CRM: ≥2 months)			Refer to footnote §§									

Range of recommended ages for all children
 Range of recommended ages for catch-up immunization
 Range of recommended ages for certain high-risk groups
 No recommendation

- If your child has an allergy that causes a runny nose, cough or other symptoms that may be confused with a more serious illness, please talk with the Site Supervisor or Administrative Assistant, and teacher.

Children with infectious diseases or any of the following illness will not be allowed to attend until 24 hours after the following illness according to California's state regulations.

- Cold - less than 3 days old, with running nose or secretions
- Lice or Pediculosis
- Fever - > 99.5
- Conjunctivitis or 'pink eye' including watery or inflamed eyes
- Cough or sore throat
- Vomiting or Diarrhea
- Draining sores, abscesses, or burns
- Rash of unknown origin

Should your child appear to have any of these symptoms the parents will be called and may be sent home during the day. This includes a child that has more than one incident of diarrhea in a single day. In a childcare center, contagious diarrhea can be problematic and to safe guard all children parents will be contacted to pick up their child. Your child may also be sent home if the staff is not able to adequately care for him/her or if the child's needs interfere with the needs of other children in the Center. In such cases of illness, the child is isolated from the other children and the parent is contacted.

MEDICATIONS

If a child requires any special medications, the parent will need to make arrangements with the physician for special instructions for the prescription for use at the Center. The staff may give ONLY MEDICATION PRESCRIBED BY A LICENSED MEDICAL PROFESSIONAL. The medication must be in the original container with full instructions on the label or on a prescription from the physician. Parents must complete the **Medication Administration Request Form** before our staff can administer medication. The licensed medical professional/physician may also prescribe over-the-counter medication. Written instructions from the licensed medical professional **must accompany the medication**. The Center office will not call the physician's office for instructions. Personnel at the Center cannot accept responsibility for administering medicine to children without written instructions from a licensed medical professional/physician.

COMMUNICABLE DISEASES

Communicable diseases, also known as infectious diseases or transmissible diseases, are illnesses that result from the infection. We have included a chart of common infectious diseases seen in childhood and the incubation period and time required off from school should your child acquire any of the following:

DISEASE	MODE OF SPREAD	INCUBATION PERIOD	EXCLUSION FROM SCHOOL
Chicken Pox	From infected person by touch or air borne	2 - 3 weeks	1 week after eruption has occurred and all lesions are dry
Fifth Disease Coxsackie aka (Hand; Foot Mouth)	From infected person by droplet spread	2 - 21 days	Medical clearance to return
Impetigo	Hands and nasal discharge	Various according to cause (4-10 days)	Adequate treatment and lesions are dry
Infectious Hepatitis	Person-person fecal/oral route; contaminated food	15 - 50 days	Must have medical clearance to return
Mumps	Air borne droplets; direct contact with saliva of infected person	12 - 26 days	9 days from onset of swelling
Pediculosis (Head Lice)	Direct contact with person or belongings	1 - 2 weeks	Treatment with medicated shampoo, all nits removed and clearance by Director or Master Teacher to return
Ringworm	Direct or indirect exposure	10 - 14 days	Under treatment and area covered
Rubella (German Measles)	Droplet spread or direct contact	14-21 days	5-7 days with medical clearance to return
Rubeola (Measles)	Droplet spread or direct contact	8-13 days	7 days with medical clearance to return
Salmonella	Contaminated food; fecal-oral route	8 - 72 hours	Two negative stool specimens and medical clearance to return
Scabies	Direct contact	Various	Medical clearance to return.

EMERGENCY PREPAREDNESS

Each month our staff and children of the Child Development Center participate in a fire and earthquake drill, according to regulations. In addition, the Center is continuing ongoing preparations for a large school emergency. Saddleback College Child Development Center is proud of the partnerships we have with Emergency Services in our community.



It is the intent of the Saddleback College Child Development Center staff to safeguard those children who may be at the Child Development Center at the time of an emergency. As parents of our children please ensure that every day you SIGN IN & OUT your child/children. **These rosters are maintained by the front office and will be utilized to account for all children in the event of an emergency.**

In the event of an emergency parents will be notified. Parents will be contacted according to the information they provide on their Emergency Information form. Emergency Information forms are completed by parents upon registration of each child at the CDC. **Parents are responsible to update this information as needed.** In the event of unavailable phone lines throughout the state, the parent's out-of-state contact person will be notified. Please ensure all cell and emergency contact numbers are up to date at all times.

CAMPUS OUTREACH

As part of our program, college students come into our Center to observe one or more children for a specific class assignment. Since we are an educational facility, we are happy to accommodate these students in their class work. College students observing in the classroom are supervised by Center Teachers. No children are ever left alone with students. Therefore, your child may be involved at some time in one of these assignments while at our Center. In addition, the college newspaper occasionally uses photos of the children at play in an article for circulation on campus. We may also take the children on a walking field trip to various parts of the campus to visit interesting sites. Permission forms must be signed for your child to participate in either observations or media activities and are included in the registration packet.

PERMISSION FOR - OBSERVATION & MEDIA ACTIVITIES

The Saddleback College Child Development Center is established as a laboratory school for students acquiring an education in Child Development. As a laboratory school, the Center provides opportunities for students to perform practicum hours on site. The practicum students read stories, prepare and present activities under the direct supervision of a Mentor Teacher and/or the Site Supervisor. Using positive interactions with children, practicum students and staff encourage respect at all times.

The Center is also open to students from other local colleges to conduct observations. Individual observations of children at the Center, by Center staff, Child Development faculty, and/or college students and are considered an integral aspect of the overall Child Development Center Program. Our program uses a variety of media in order to implement program goals and activities. Parent/Guardian release forms are required for all children enrolled at the Center. These forms will be provided in the child's enrollment packet and will be kept in your child's permanent file.

PARENT/GUARDIAN PERMISSION FOR OBSERVATION OF CHILD Saddleback College Child Development Center

I, _____ the undersigned parent/guardian of a child enrolled at the **Saddleback College Child Development Center**, whose signature appears below, hereby acknowledge that the child named: _____, is enrolled in a laboratory teaching/learning facility that includes observations and possible use of media including but not limited to video and or audio taping, photographs, and slides used for classroom instruction, bulletin boards, newsletters, brochures, educational programs, and language development experiences for the children, staff development and Board presentations of your child by our teachers and periodically by Practicum students, other college students and high school students doing observations for their Child Development class assignments.

I fully understand and grant permission for my child to be observed in the course of normal teaching and learning that occurs at the **Saddleback College Child Development Center**.

Parent/Guardian Signature

Date

PARENT VERIFICATION OF HANDBOOK

This Parent Handbook has information on policies and procedures for the SADDLEBACK COLLEGE CHILD DEVELOPMENT CENTER. These policies and procedures may be changed at any time by the Child Development Center. Parents will be notified of any changes in writing.

I have received, read, understand and agree to abide by the policies and procedures addressed in this handbook.

Parent(s)/Guardian(s) signature

Date

PLEASE DETACH AND SUBMIT TO THE FRONT OFFICE