The Merced College Child Development Center is a publicly funded education program administered by the California Department of Education Child Development Division
www.mccd.edu/services/child_dev.
Dear Parents and Guardians:

Welcome! The Merced College Child Development Center provides a safe, caring, nurturing, and education place for your child. The Staff is committed to providing children with the best experience as possible through a developmentally appropriate based approach to learning. This means that our program is age and individually appropriate based on the social, emotional, physical, and academic needs of each child.

We look forward to working with you and your child this year. We encourage you to continue to support your child by volunteering and visiting our program.

Sincerely,

Marilyn Scorby
Program Director
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Merced College
Child Development Center

Center Philosophy

*The Merced College Child Development Center (CDC) is designed to provide an environment, which encourages the positive growth and development of each child, family, student, and staff member.*

*The educational philosophy of all programs associated with the CDC is based on the belief that the years of early childhood are the most crucial and all individuals have the right to develop to their fullest potential.*

To achieve this goal the Merced College Child Development Center:
Recognizes:
- Each child is unique and learns at his/her own rate according to individual styles.
- The primary way in which a child learns is through play.
- Children go through developmental stages of growth. The classrooms are designed to help develop the whole child.
- Children can learn skills necessary for success which will develop a positive self-image.

Provides:
- A developmental program which provides a curriculum that will nurture and facilitate growth.
- A curriculum designed to reflect the needs of the individual child.
- An environment that is sensitive to the diverse backgrounds of the children, families, and students.
- Opportunities for the development of social relationships in a predictable, safe, and healthy environment which is essential to building security and trust.
- An opportunity for parents to pursue their goals in education and/or while working. Additionally parents will grow in their understanding of child development.
- A means for students of Merced College to pursue their coursework in Child Development.
- A full inclusion model encouraging children with all abilities to participate.
Hours of operation: Monday through Friday
7:30 AM - 5:00 PM

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Admission Policies

The Merced College Child Development Center offers a child care subsidy program that assists with child care costs. The Center serves children 6 months through 5 years of age. All families applying for child care must go through a formal orientation and certification process to determine and document the eligibility and need of the family and establish a complete family data file as required by the California Department of Education. The Center is required to verify information provided by the family and it is the family’s obligation to provide whatever information is necessary for such verification before children are certified and enrolled.

Eligibility for Child Care Subsidy Services is based on the total countable gross monthly income for the family, adjusted for family size, at or below 70% of the State Median Income as set by the State of California. A list of countable and non countable income will be given to the family in enrollment packets.

For the purpose of income eligibility the following definitions apply:

Parent: means a biological parent, step parent, adoptive parent, foster parent, caretaker relative, legal guardian, domestic partner of the parent or any other adult living with a child who has responsibility for the care welfare of the child.

Family: means the parent and the child for whom the parents are responsible, who comprise the household in which the child receiving services is living.

Need for child care must be established by the parent before subsidized child care can be offered to the family. First, the Center must document that each parent in the family meets a need criterion that precludes the provision of care and supervision of the family’s child for some part of the day. Secondly, the Center must document that at least one of the parents in the family is participating in vocational training leading directly to a recognized trade, paraprofessional, or profession. Documentation of the parent’s vocational need is met by the parent providing a Merced College counselor approved Student Educational Plan and the parent’s registration print out in 12 or more units at Merced Community College. Additional child care hours may be available for study time and parent employment.

For the purpose of establishing hours of child care need the following definitions apply:

Study hours means: Hours of subsidized child care that a parent may request to give them time to do home work assignments and studying. The grant also allows 2 subsidized child care hours for each academic unit in which the parent is enrolled. Study hours are not given for lab hours or P.E. Study hours will be given at the time of enrollment.

Work Hours means: Hours of subsidized child care that a parent may receive in accordance with the parents’ verified employment.

Verified employment means: The parent must sign a release authorizing the Center to contact their employer to verify employment and the parent’s payroll stub information. There are additional criteria to determine eligibility and need that will be discussed at the time of the families orientation and certification. The center will also require additional information from the Family Data File including but not limited to child health information, current emergency information, immunization records. Failure to provide certification
information or providing fraudulent information will result in either not certifying your child for enrollment in to the program or in termination of services for the family. Families/Parents are eligible for subsidized child care for one to two years from their original start date in any subsidized program. Families will be certified upon admittance and thereafter, annually at the beginning of the fall semester or any time the need or eligibility for subsidized child care changes.

Certification of Services for Child Care
After the families eligibility and need for subsidized child care services is certified the family is enrolled in the Merced College Child Development Center. At the time of certification the Parent and the Center Representative will be required to sign the California Department of Education Confidential Application for Child Development Services and Certification of Eligibility and the Merced College Child Development Center Admissions Agreement. These contract agreements certify the family’s eligibility for subsidized child care, the hours that the parent is qualified to receive child care, responsibilities of the parent in meeting program regulations, and the parent’s responsibility in meeting the child’s daily schedule of contracted hours.

Changes effective January 2010
Family Fee Determination and Collection

Fee Determination – Families receiving subsidized child care services may be required to pay a fee based on a sliding scale prepared by the California Department of Education. (Fee scale is available upon request.) Family size and adjusted monthly income (earned and unearned) are used to determine the applicable fee rate. The family fee is based upon the applicable Family Fee Rate applied to family’s child whose certified need is the longest period of time per day.

Fee Payment – Fees are due and payable in advance. Family fees are due on the last working day of the month for the following month *(e.g. by the last working day in August for September child care.) All payments are to be paid at the Student Fees office. The Merced college CDC will make every effort to send a Family Fee Invoice fifteen (15) days prior to the due date. However, it is ultimately the parent’s responsibility to meet the payment schedule.

No adjustment to Family Fees will be made for excused or unexcused absences.

It is the responsibility of the parent to immediately report any changes in income or family size as these may affect the amount of the family Fee. Changes in the parent’s income may be estimated and adjusted for the following month. A Notice of Action will be hand delivered or mailed to the parent notifying the parent of fee changes. Failing to report changes within five (5) calendar days a Notice of Action shall be mailed which may result in termination of child care services.

Delinquent Fees – If fees are not paid in full and in advance, the family is subject to termination. A notice of Action will be sent to the family with notification of non-payment or
insufficient payment of fees and termination from the program unless fees are paid within
nineteen (19) days from the mailing of the notice. Families who receive two (2) Notices of
Action in a twelve (12) month period of delinquent or non-payment in full of family fees will
be terminated regardless of payment prior to the termination date. If services it terminated
due to non payment or less than payment in full of family fees, the family will be ineligible for
child care services for at least one (1) year and until all outstanding fees are paid.

Repayment Plans – Families must complete the appeal process stated on page 2 of the
Notice of Action they receive for nonpayment of fees. If the appeal is approved by the
program director, then a repayment plan will be opened. The Merced College CDC has
developed a clear policy related to repayment plans for parent(s) with delinquent fees.
Repayment plans will only be allowed for families who have contacted the office prior to
effective date of termination. Merced College CDC will continue to provide services to the
child provided the parent(s) pays current fees when due and complies with provisions of the
repayment plan.

Documentation of Training toward Vocational Goals: Service Limitations

Student’s progress will be verified four times a year as required by the funding terms and
conditions for continued enrollment. Additionally parents enrolled at the CDC must maintain
a 2.0 average throughout each semester to be eligible for continued childcare. The first time
the parent does not meet the 2.0 GPA, they may continue to receive services for one
additional semester. If you are taking classes for credit/non credit, then you must receive a
credit on the final grades.

Families/Parents are not eligible for our services if, as of June 27, 2008, have attained a
Bachelor’s Degree and are receiving services for vocational training.

Communication

All students enrolled at Merced College have access to a college email address. As a means
of communicating effectively with all families enrolled at the Center, e-mail will be utilized as
the main source of communication. It is your responsibility to keep a current email address
on record with the Center. The Center maintains an active Web and Facebook page. Both
will be utilized for sharing current Center information. (www.mccd.edu/services/child_dev
and https://www.facebook.com/#!/MercedCollegeChildDevelopmentCenter

Arrival/Pick-up Procedures:

The parent or guardian must sign-in/out with his/her **full signature** at time of arrival or
departure. Sign-in/out sheets are located in the entrance of the main CDC and in the portable
classrooms. Each parent or guardian is required to bring their child into the classroom.
Parents must designate in writing on the emergency card any other person authorized to pick up their child from the CDC. **This person must be 18 years or older, and must show a photo id.**

If a parent or any other person is prohibited from picking up the child by a restraining order or custody arrangement, or is prohibited from having any contact with a child enrolled in the CDC, a copy of all legal documents must be on file at the CDC office.

No child will be released to an individual who is intoxicated or impaired in any way that would make this person unable to care for the child safely.

**Late Pick-up:**

The CDC closes **promptly** at 5:00 PM. Please allow time to check in with your child’s teacher, gather their belongings and pick up all your children **before** 5:00 PM.

Parents that pick up children after their scheduled pick up time will receive a “Notice Of Late Pick Up,” and will result in a reduction of child’s hours or being dropped from the Center.

**Emergency Contact Information**

Every child in the program must have a current emergency card on file in the classroom. In case of an emergency, the parent/guardian or designated person will be contacted. It is very important that the contact information listed on the child’s card is kept up to date. If information for anyone listed on the child’s emergency contact card changes, please inform the center and update the child’s emergency card immediately. Anybody listed on the emergency card must be at least 18 years of age and available to pick up the child.

Security will be called to find you on campus. If you cannot be located, the staff will then call the emergency numbers listed on your emergency card. If those telephone numbers are not current or the people contacted are not available, your child will be kept in isolation until you arrive. You will be required to meet with the director or assistant director before your child is admitted back into the program. A clear and defined plan for emergencies will be established with the director at that time.

**Attendance:**

The State Department of Education reimburses the CDC for children’s actual attendance, and for valid excused absences. It is the parent’s responsibility to bring your child on a consistent basis and/or to notify the CDC when your child is absent. Parents must notify the CDC before 9:30 a.m. if their child is going to be absent. Children are encouraged to attend school even if the parent is ill.
Excused Absences:
Under the Funding Terms and Conditions and Program’s Requirements “Excused Absences” are defined as follows:

1. **Child is Ill:** child has a doctor’s appointment, child is ill, child needs to be hospitalized, and child has a communicable disease (e.g. head lice, pink eye).
2. **Family emergency sudden and unexpected:** an immediate family member is ill (e.g. grandparents, aunts, uncles, parents), death in the immediate family.
3. **In the best interest of the child:** family vacations up to one week (includes traveling or staying home with parent or relatives), court ordered visitations.
   (Note: Best interest days are limited to 10 days per contract year.)

If your child is ill three (3) consecutive enrollment days you must bring a Doctor’s note or your child will not be admitted.

Unexcused Absences:
Unexcused absences include but are not limited to transportation problems, overslept, running errands or no phone call to the center the day of the absence.
If your child has three (3) unexcused absences you will be terminated from the CDC.

Termination:
Two weeks notice, in writing, is required to end childcare arrangements. Parents will be charged for this two-week period.
Termination will occur if:
- Unable to locate parent
- The child has three (3) unexcused absences in a semester.
- The child has more than five (5) excused absences in a month without proper documentation.
- A parent repeatedly brings a child to the CDC when child is ill.
- A parent fails to pay tuition.
- The CDC cannot satisfactorily meet the child’s needs or the child is not profiting from the CDC experience.
- More than three late pickups in one calendar year.

**Cell Phones:** All cell phones are prohibited inside the CDC.
Health Services
Healthy children learn better. Parents/guardians are encouraged to be actively involved in their child’s health care. To reach this goal, children enrolled in the CDC program must be fully immunized with proof of immunizations upon enrollment. A completed Physician’s Report with proof of current TB test must be submitted within 30 days of enrollment or the child will be excluded from school.

As part of the preschool year, children participate in a variety of required health and developmental screenings, which may vary depending on the specific program in which the child is enrolled. Screenings include vision, hearing, speech, dental and social emotional. At the time of registration, parents/guardians must provide written consent for their child to participate in screenings provided by the center.

Health Check:
In order to help everyone stay healthy, preschool teachers conduct a health check at the beginning of each school session. No child shall be accepted without parent participation in the daily health check with teacher. If the health check reveals signs of illness, infection, or head lice, the child’s parent/guardian will be required to take him or her home. If the child becomes ill while at school, the child’s parent/guardian will be called to pick up the child immediately.

For a healthy center each child and parent are required to wash their hands before participating in the classroom. After your child’s morning health check please assist your child in washing their hands before you leave.

When to Keep Your Child Home:

Illness prevents children from participating comfortably in school activities. At times, illness results in a greater care need than the school staff can provide. For the welfare of all children enrolled at the CDC, parents/guardians should follow recommended guidelines of when to keep their child at home. When a contagious disease has occurred in the classroom, parents will be notified. The Center follows the exclusion guidelines per American Public Health Association in conjunction with the American Academy of Pediatrics.

A child should stay home when he/she has any of the following conditions or signs of possible severe illness:

- Fever along with behavior change or other signs of illness such as sore throat, rash, vomiting, diarrhea, earache, etc. Fever is defined as having a temperature of 101.0° or higher.
- Symptoms and signs of possible severe illness such as unusual tiredness, uncontrolled coughing or wheezing, continuous crying, difficulty breathing or green discharge from the nose.
- Diarrhea – runny, watery or bloody stools.
- Vomiting – more than once in a 24-hour period.
- Body rash with fever.
- Sore throat with fever and swollen glands or mouth sore with drooling.
- Eye discharge - thick mucus or pus draining from the eye. (Viral conjunctivitis usually has a clear, watery discharge and may not require medication or exclusion.)
- Head lice
- Severe coughing – child gets red or blue in the face, or makes high-pitched whooping sound after coughing.
- Child is irritable, continuously crying, or requires more attention and care than you can provide without compromising the health and safety of the other children in your care.
- We reserve the right to refuse child care in the event that a child comes to the Center ill or is possibly contagious. If a child’s temperature registers over 101°, the child must be isolated and parent is called to pick up.

When to Send Your Child Back to School:

The child is “symptom-free” for a full 24 hours of the areas listed above and/or has a doctor’s note stating the date the child can return safely to school or is no longer contagious.

Lice:

Pediculosis (head lice) infestation is a significant problem that impacts a child’s ability to attend school, and therefore, make adequate developmental, social and academic progress. Head lice are common and easily spread. Prevention and treatment are important and the ultimate responsibility for such rests with parents/guardians. When head lice are detected the child shall be sent home at the time of the morning health check or at the end of the school day with his/her parents. Parents of all children in the classroom will be notified of the infestation. The CDC observes a no live lice policy as recommended by the California Department of Health Services. Once a parent is notified regarding lice infestation they will be informed of the following:

1. The Center’s No Lice Policy
2. The student should be treated with a pediculicide or other approved non-toxic solutions
3. Mechanical removal of lice and nits is the most effective method of eradication.
4. The student can return the next school day (after treatment and removal of nits)
5. Upon return to school, the student must be cleared by a staff member
6. As a last resort, for chronic outbreaks, the Center reserves the right to request proof of treatment from parents

For chronic /recurrent cases, (i.e., child has had three or more occurrences or missed more than 14 days in a three month period) designated staff from the Center may initiate a referral to Child Welfare Services.

For more detailed information regarding the treatment of lice or of the Center’s lice policy, parents may contact the Family Services Education Coordinator.

The above policy is based upon Merced County-Wide Response to Head Lice Among Children as well as recommendations from The American Academy of Pediatrics, the National Association of School Nurses and the Centers for Disease Control and Prevention, California Department of Public Health.
Administration of Medication

Staff may distribute only **prescribed medication** to a child. The parent must fill out the proper form providing information about the medicine and parental permission before any prescribed medication is administered or **stored**. No over-the-counter medication will be administered under any circumstances. **No over the counter medication (e.g. cough medicine, Tylenol) may be stored in your child’s cubby.**

Asthma

If a child has been diagnosed with asthma, the CDC requests the parent enroll in asthma training provided by a trained professional. Evidence of education must be returned to the Family Service Education Coordinator. An “Asthma Plan” must be developed with forms completed by the parent, physician and staff. In addition, all children identified with asthma by a physician must have Quick Relief Medication and Spacer prescribed for the Center.

The Center is an “Asthma Friendly” program. As such, we request you respect children who may have asthma or respiratory conditions by keeping colognes, scented soaps, etc. to a minimum on your child.

Your Child’s Center

Center Staff Contacts:

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<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Location</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Marilyn Scorby</td>
<td>Program Director</td>
<td>Office</td>
<td>384-6245</td>
</tr>
<tr>
<td>Kay Sarnoff-Wilson</td>
<td>Assistant Director</td>
<td>Star Room – Office</td>
<td>381-6530</td>
</tr>
<tr>
<td>Beverly Quigley</td>
<td>Administrative Clerk</td>
<td>Wind Room – Office</td>
<td>386-6672</td>
</tr>
<tr>
<td>Donnell Smith</td>
<td>Family Services Education Coordinator</td>
<td>Office</td>
<td>381-6572</td>
</tr>
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Field Trips
The Merced College District has approved a policy authorizing the CDC to ask parents to pay a fee not to exceed $25.00 per family. “No child can be denied participation in either the Child Development Program or the field trips because of a parent’s inability or refusal to pay. No adverse action shall be taken against any parent for inability or refusal to pay.”

Parents will be notified of any trips away from the immediate vicinity. Written parental permission will be obtained in advance for field trips requiring bus transportation.

Parking:
Parents dropping off or picking up children may park in the twenty-minute parking spaces located in the front of the CDC. Security does enforce parking and you can be ticketed if you are parking illegally (i.e., staff parking, handicapped parking, no parking pass.)

Car Seat Policy:
As a state licensed child care center, we are obligated to report any persons not following state law with regards to the Child Car Seat Law. Center policy is to not release children if state guidelines regarding car seats are not being followed. If you leave the center with your child not secured per code, or if you leave a child unattended in a vehicle, we are required to report you to campus security. Remember to protect your child, it is not only the law – it is your responsibility.

Megan’s Law:
All registered sex offenders in California can be found on the following website: www.meganslaw.ca.gov. If you would like to know more about sex offenders or search for registered offenders in your area, please refer to the website

Shaken Baby Syndrome:

Twenty to thirty percent of all shaken infants die and many more than that have some form of permanent damage caused by shaking. For more information and support for when you are frustrated with a crying infant http://www.Dontshake.org/index.php or talk to the Director immediately.

Child Abuse Policy:

The California Penal code states that all staff members in licensed childcare centers are mandated reporters. If a staff “suspects” abuse or neglect, he/she is mandated to report to the police or Child Protective Services. Failure by our staff to report suspicious situations within 36 hours is a misdemeanor for the staff member, which is punishable by 6 months in jail and/or a $1,000 fine.
Merced College Board Policy 2610: Smoking Restrictions:

It shall be the policy of the board of Trustees to prohibit smoking by students, staff and visitors on campus in all indoor or structurally enclosed areas.

The central purpose of this policy is to limit smoking on campus in recognition of the evidence that cites involuntary inhalation of smoke as a hazard to the health of the general public. A secondary reason for the policy is to provide an environment of comfort for students, staff and visitors who find involuntary inhalation of smoke in areas of general access both an inconvenience and an annoyance.

Smoking is permitted in all outdoor areas under the following conditions:

1. When or if all smoking materials and matches are deposited into a receptacle designated for disposal of smoking materials.
2. When or if a “No Smoking” sign is not posted in the area and it is not within 20 feet of covered corridors, doors, elevators, stairways, stairwells and open windows.
3. When or if a safety and/or fire threat is not created by smoking.

Smoking is not permitted:
1. In College vehicles.
2. In any district or district rented building.

Children’s Standards of Conduct:

Children will be helped, through positive guidance techniques, to respect the rights and feelings of others. Children will not be permitted to physically or verbally assault other children or CDC staff members.

Children will be expected to help maintain material and equipment in the CDC. In addition, children will be responsible for cleaning up after themselves. Children will not be permitted to misuse equipment.

Children will be expected to follow instructions given by staff members to insure their health and safety. They will participate in emergency evacuation drills designed to keep them safe in case of an emergency.
Discipline:

Staff members are required to provide all children with a safe, healthy, and comfortable learning environment. Constructive methods for maintaining group discipline and handling individual behaviors are always employed. Staff encourages children to use their words to express their feelings (for example, “I’m mad.” “I don’t like…” “You’re hurting my feelings,”) instead of hitting, biting, or using other unacceptable forms of expression. If children forget to use words to express their feelings, they are reminded and redirected to practice more positive actions. Staff strives to help children develop self-control and self-regulation. Expectations for all children are clearly explained to children and to parents/guardians. Corporal punishment, humiliation, or frightening techniques will not be used.

Time out may be used as a strategy only when a behavioral action plan has been developed. Follow up will occur with the Program Director, Family Services Education Coordinator, child’s Lead Teacher, and parents of the child.

Biting:

Biting evokes strong emotions in parents; however biting is a typical developmental occurrence. Biting can be short lived or last longer in some children. If long term biting occurs, it will be addressed through a behavioral action plan as described in the discipline policy. The following steps will be taken when a child is going through the biting stage.

First incident: teacher will meet with parent to discuss any possible changes in child’s routine or family. At that time teacher will provide handout with strategies for biting to parent. Daily contact will be made between staff and parent providing positive feedback on child’s progress.

After third biting incident within same week: Teacher will forward a Concern Form to the Family Service Education Coordinator and begin utilizing the ABC Chart for two weeks of tracking. Teacher will advise the parent this process has begun and any strategies currently utilized in the classroom. A follow up meeting with parent, administration, and staff will take place in two weeks if biting is not curtailed.

Biting continues over two weeks of tracking: Behavior plan will be developed by administration, parent & teacher, this may include reducing the hours the child attends the Center. Weekly follow through will occur to see how behavior is developing.

As a last resort: The child may be exited from the program and be put back on the waiting list until the following semester when the child has matured through this phase of development.

Confidentiality:

“The Center shall maintain confidentiality and shall respect the family’s right to privacy, refraining from disclosure of confidential information and intrusion into family life. Disclosure of children’s records beyond family members, program personnel, and consultants having an
obligation of confidentiality shall require familial consent (except in cases of abuse or neglect.)” Adopted from the NAEYC Position Statement Code of Ethical Conduct.

The Family Service Education Coordinator is responsible for maintaining the confidentiality of children and family personal records, which includes but is not limited to all referrals, services received, individual education plans, consultant recommendations and notes. Children’s developmental profiles and Goals/ Objectives set forth by Individual Education Plans, Speech & Language Plans and/or Behavioral Plans may be viewed by program staff, lab students and lab faculty to ensure a high quality individual program that meets the needs of each child. Confidential records of children will not be accessible outside of family members, program administration and Center consultants without familial consent in writing.

Photos & Training Facility:
You are asked to sign a release permitting staff of the Center to take photographs or video recordings of your child. Photographs or video recordings taken by staff at the Center will be utilized for portfolios, social stories, classroom posters, bulletin boards and learning opportunities for children. All staff signs an oath of confidentiality and agrees not to share photographs or video recordings outside of the Center. Only Center staff and lab students are allowed to take photos or video recordings of children at the Center.

Merced College CDC is a laboratory childcare facility. Students will work with the children attending the CDC as part of their coursework. They will be conducting observations, developing activities and lesson plans, learning to supervise children and discussing observations and experiences with the children in a college classroom setting. In consideration of this, students will also be taking photographs or video recordings of the child they have been observing in accordance with their class requirements. All laboratory students sign an oath of confidentiality and agree not to share any information, photographs or video recordings outside of their laboratory classroom.

The Center supports and safeguards the confidentiality of your child, beyond that we are not responsible for photos or video recordings that go beyond the Center. This policy does not govern any social events outside the normal operating hours of the Center.

Family Partnerships:

“Every family functions as a home learning environment, regardless of its structure, economic level, ethnic, or cultural background. Consequently, every family has the potential to support and improve the academic achievement of its children.” Oliver C. Moles and Diana D'Angelo (1993) Building School-Family Partnerships for Learning U.S. Department of Education

Parents/guardians are critical to every child’s success. Family involvement is support and participation at home, at the school site, and in the community. Involvement directly and positively affects the educational performance of all children. Family involvement is most successful when it is viewed, practiced, and promoted as a partnership between the home and school.
Within the program, there are many opportunities for parents/guardians to be involved in their child’s education. Opportunities include not only direct participation in the classroom, but also information and experiences designed for parents'/guardians’ growth and development. Get involved!

- Make sure your child gets enough sleep, wears appropriate clothes, and arrives at school on time.
- Read to your child every day or encourage your child to read independently.
- Insist that children treat school staff members with respect and obey the rules.
- Speak to your child’s teacher or write a note when you have a question, compliment, or concern.
- Visit your child’s classroom. You are always welcome!
- Participate in parent conferences and home visits.
- Attend school events such as Open House or Parent Workshops.
- Get involved in the Parent Advisory Council.
- Volunteer your time.

Parent Volunteers
Parents/guardians are expected to volunteer three hours time and services per semester. Parents/guardians can assist in the classroom, serve on parent committees, participate in health screenings, attend parent workshops and in many other activities. Whatever way parents/guardians choose to help, their contributions are needed and valued. Regular volunteers (12 hours or more per week) must be fingerprinted at their own expense, have a current TB test on file and fill out a Volunteer Assignment Notice. In addition, volunteers must sign in/out daily.

Open Door Policy
We maintain an open door policy and welcome all parents. We encourage a strong parent-teacher relationship to be sure the early care and educational needs of each child is met.

Your Child’s Classroom

Children will be grouped according to developmental age approximately as follows:

- Six months – 12 months
- 12 to 24 months
- 24 to 36 months
- Three years – Four years
- Four years – Five years

The educational environment provides maximum opportunities for individualization as children are free to choose tasks and are encouraged to complete them. Materials are easily accessible providing tasks which are creative, responsive, and educational. Developmentally
selected materials encourage experimentation and self-discovery as well as practice in fundamental skills. The environment outside is one, which promotes a combination of small and large muscle development.

**Curriculum:**

The Merced College Child Development Center utilizes a multi-faceted approach based upon theories of development in young children. Our approach encompasses a combination of curriculum including:

- Play Based
- Project Based
- Emergent
- Creative Curriculum
- Houghton-Mifflin Curriculum (*Pre-K classroom.)*

The curriculum includes learning concepts that are individualized as a way of meeting the developmental needs of each child. The curriculum is planned and developed by each classroom teacher and provides interactive and age appropriate activities. Weekly learning activities integrate opportunities for cultural awareness, health and safety, socio-emotional growth, and nutrition. Teachers plan experiences so that children can learn in a large group, small groups, and individually on a daily basis.

**Activity plans and daily schedules are posted in all classrooms.**

**Infant and Toddler Classrooms:**

The infant/toddler curriculum is strongly rooted in building quality relationships through routines and the adult/child interactions. Routines such as meal time, nap, and toileting are critical times to bond with the care giver and build a foundation of trust. It is the belief that children learn through their exploration and play with the guidance and support of the teaching staff. The play environment is the core of the curriculum. Interesting materials and toys are made available for children to freely explore. The teaching staff observes the children and enhances learning opportunities based on the child’s interests. In addition, social/emotional growth is a strong emphasis. Children learn to relate to groups of other children and learn to problem solve as it relates to others. The young child learns about feelings, building trusting relationships, and successful interactions with others.

**Preschool Classroom:**

The three year old classroom is a bridge between toddlerhood and pre-k. The curriculum starts off with a strong emphasis utilizing the play environment. Children freely explore the use of new and interesting materials that fosters curiosity and problem solving. Over the course of the year, new concepts are added to include basic math and literacy concepts. Math concepts that are introduced include counting and number recognition, shapes, sorting, and patterning. In addition, language and literacy concepts are gradually introduced that includes vocabulary building, story sequencing, and critical thinking through the use of open ended questions. As children become more proficient in many of the language and literacy
skills, an introduction to letters are introduced. Most of the letter recognition comes from children beginning to work with the letters of their name.

**Pre-K Classrooms:**

Our Pre-K program is a scientifically based instructional program that intentionally addresses the development of oral language and vocabulary skills; alphabetic knowledge; phonological processing; print awareness and emergent writing skills, as well as promotes parental involvement in early reading and language development of their children. *The MCCDC believes children’s learning environments are critical in expanding the child’s learning. Our rich classroom environments provide concrete learning opportunities in the Art, Blocks, Dramatics Play, Library, Music, Science and Outdoor areas. In an effort to better prepare your child for entering elementary school, it is highly encouraged you to have your child present and on time to receive the full benefit of this program.*

**Developmental Screenings:**

Children are assessed throughout the year using the Desired Results Developmental Profile (DRDP) which includes the four domains: Social Emotional; Cognitive; Physical and Motor Competence; and Health and Safety. Assessment results are used to plan an individualized program for each child.

**Conferences:**

Parent/teacher conferences are scheduled once a semester. The child’s progress is discussed and goals are set. Parents may request additional conferences at any time.

**Personal Belongings:**

Children may bring personal belongings from home, especially if the item provides comfort if the child becomes upset. Comfort items may be a blanket (small), pillow, stuffed animal, or other item a child uses when upset. If toys are brought to school, the staff is not responsible for lost or damaged items. Teachers may also request certain items not be brought into the program if it is determined the object will be disruptive. **No toy weapons are allowed in the program.** Personal items will be stored in the child’s cubby and he/she can have access to the belonging when requested. Each child will be assigned a small bin to keep their clothing in. **Back Packs and diaper bags will not be allowed.**
Clothing:
Please dress your child in clean comfortable clothes. It is encouraged that children dress in clothes that can get dirty since many activities at school can be messy. Children are encouraged to play in sand, water, paint, and other materials that may stain the clothing. Also provide shoes that allow children to move and climb without slipping or falling. Rubber soles are often the best for physical play. Open toe shoes are allowed at the Center only when they have a strap on the back of the shoe – absolutely no flip flops will be allowed.

A change of clothes must be kept in your child’s cubby at all times. Clothing should also be appropriate for the current weather. A parent may be contacted during their hours scheduled to bring extra clothing or pick up their child when no extra clothing has been provided for their child who is in need of clean clothes.

Please do not bring children in pajamas. (For children less than 18 months, speak individually with your child’s teacher.) Make sure that your child’s clothes are labeled. By labeling your child’s clothes you will help yourself by cutting down on lost items.

Diapers and Toilet Training:

If your child is not toilet trained then regular diaper changes are done throughout the day. Parents will provide a minimum of five diapers per day for their child. In addition, one case (approximately 700) of diaper wipes are to be donated per semester. All wipes must be unscented and for sensitive skin. Parents who fail to provide the basic supply of diapers and wipes for their child may have access denied to the program. If your child has allergies to certain wipes, you must provide the appropriate wipes as needed. Pull-ups with tabs are permissible. A & D diaper ointment is provided by the CDC. Permission slips to use this ointment must be signed by the parents.

It is expected that children enter into the program with a clean diaper and be dressed appropriately for school. It is the parent’s responsibility to make sure his/her child enters the program with a clean diaper so the child does not have a prolonged exposure to urine or a bowel movement. Upon arrival, all parents will take their child to the changing table in the classroom. The parent will make sure the child has a clean diaper. If the child does not have a clean, dry diaper, the parent will follow the “Steps for Diapering” posted in the diapering area. All parents will make certain they are washing the child’s hands as well as their own hands after diaper check. At time of departure, the teacher will check to ensure the child has a clean diaper prior to the child leaving the Center.

Children have a diaper check a minimum of every two hours at school. When your child is ready to be toilet trained, talk to the lead teacher and she will work with you to develop an appropriate toilet training plan that is consistent for your child.
Bottles:

The Center provides only one style of bottle (Gerber 9 ounce Baby Bottle) for children 6 to 12 months. If your child requires a style different than the one provided, we ask that you donate four bottles, nipples and disposable bags if applicable of your choice. All bottles will be sterilized daily in a dishwasher. Please check with your Lead Teacher.

Parents of infants who bring bottles from home may store the bottles in the classroom refrigerator; however these bottles will not be served to the children while at the CDC. Beverages from home may not be served to children while at the CDC. This Center follows the recommendations from The American Dental Association stating that children over 12 months will be provided water only in bottles during naptime.

Nutrition Services
The Merced College Child Development Center provides all meals and snacks that meet the required nutritional guidelines established by the U.S. Department of Agriculture for the Child Care Food Program. All families are allowed to participate in the Child Care Food Program. (Refer to Parents Rights on Page 22).

This institution is an equal opportunity program
In accordance with Federal law and U.S Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, director, Office at Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer. (See Page 22 for “Where to File A Complaint”.)

Center Menu
The Center menu meets the guidelines established by the U.S. Department of Agriculture for the Child Care Food Program. The menus are evaluated by a registered dietician regularly. The Center operates from a five-week cycle menu. Menus are posted in each classroom. Each family receives a set of menus at the time of enrollment.

Mealtime:
Meals are served in a “family style manner” for the toddler and preschool children. Children and staff sit down together to enjoy a nutritious meal. Conversations at the table between children and adults provide many opportunities for learning. Children are encouraged to help set the table, eat at the table with other children and adults, serve themselves and pass the food to others sitting at the table. Children clean their area when finished eating.

Parents are encouraged to bring their children in before mealtime begins or after mealtime is finished. (See schedule below.) If parents arrive during mealtime, they may join their child
at the table until the child is finished eating his/her meal. The center is not allowed to send children home with food that was served during mealtime or snack time.

<table>
<thead>
<tr>
<th>Infant/Toddler</th>
<th>Pre School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast – 8:15 AM</td>
<td>Breakfast - 8:30 AM</td>
</tr>
<tr>
<td>Lunch – 11:15 AM</td>
<td>Lunch – 11:30 PM</td>
</tr>
<tr>
<td>PM Snack – 2:00 PM</td>
<td>PM Snack 2:00 PM</td>
</tr>
</tbody>
</table>

Children may not enter their classroom with partially finished food items. Parents may sit with their child outside their child’s classroom as the child finishes their food item. Infants are held while being fed to establish a sense of security, improve digestion and to protect developing teeth. Infants are fed on demand and personalized eating schedules are developed for infants under one year of age.

Formula is provided for infants 12 months and younger. The brand of formula is up to the discretion of the CDC. Mothers may come at any time to breast feed their infants or toddlers.

Food Allergies and Special Dietary Considerations:
Alternate meals are served to children who have identified and documented food restrictions for health reasons for food preferences for personal or religious reasons. Parents/Guardians with children requiring food substitutions for medical and/or personal reasons must complete the necessary forms to be completed by the parent, physician and staff.

Birthdays, Holiday and Celebrations: NO SUGAR POLICY*

Holidays and Center Celebrations: The Center participates in celebrations throughout the school year. As in mealtimes, it is important that children be offered healthy food choices during classroom celebrations. The Health Department requires that all food that is brought into the center must be purchased from a store and in its original package. Classroom Celebrations Notices will be sent home a week in advance describing the event and outlining how parents may contribute items and/or participate in the classroom. (*Only Halloween celebrations may have an expanded food menu as the children will be trick or treating on campus and may receive multiple sweet items.)

Birthday Celebrations: Classrooms have the option of either celebrating individual birthdays or have a birthday celebration once a month to acknowledge all children whose birthdays are in that month. Parents may collaborate with their child’s teacher if they would like to contribute to the birthday celebration that celebrates the month of their child’s birth. Check with your Lead Teacher.
Family Service Program

This program provides support for the whole family and direct services for the children of the Center. The main focus of this project is to provide early detection screenings for children enrolled to identify not-so-obvious health problems and to address them before they become significant health concerns.

Children with physical and mental obstacles to learning need early detection to prevent them from falling behind their peers. Parents and children need to have access to good preventative care and treatment services, including regular immunizations, dental, hearing, vision and speech screenings. The benefits of early health screenings and intervention services include improved emotional and cognitive development, improved educational performance and healthier self-esteem. Through early detection and follow-up services, children can be healthy and school ready.

To accomplish this goal, health screenings are offered to all children attending the Center. It is the parent’s responsibility to make sure the child is present for all screenings, even if they fall on a day the child is not usually scheduled to attend.

KID’s First - Kids Inspired Daily Succeed First

The Center is committed to providing quality services for all families and encourages enrollment of children with disabilities. It is the belief that children are much more alike than different. They are also much more accepting of differences. Children with disabilities can often learn successfully with their typically developing peers in a regular educational setting with support services. Including children with disabilities in the Center provides children and families an opportunity to learn from each other.

This institution is an equal opportunity provider

Nondiscrimination:
In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

The Merced College Child Development Center refrains from any religious instruction.
Parent Rights
Questions and Concerns:
Any questions or concerns you may have regarding your child or the Center may be directed to the Program Director.

Parents Hearing Rights:
Parents can refer to their copy of “Notification of Parents Rights” (Lic. 995) and “Notice of Action” (CD 7617) for any concerns or complaints pertaining to the CDC. Appeals can be forwarded to:

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

Reporting Health and Safety Concerns:
Health and Safety Concern forms are available at the front desk for any concerns parents might have. Please return completed forms to the front desk at the main CDC building. The Health and Safety Concern forms will be forwarded to the CDC administration for review and follow-up.

WHERE TO FILE A COMPLAINT
Child and Adult Care Food Program

To file a complaint of discrimination on the basis of race, color, national origin, sex, age, or disability, write:

USDA, Director, Office of Civil Rights  
Room 326-W, Whitten Building  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410

In lieu of submitting discrimination complaints to the Office of Civil Rights in Washington D.C., complaints may be submitted to:

Office of Civil Rights  
USDA, Western Region  
550 Kearny Street, Room 400  
San Francisco, CA 94108-2518

(415) 705-1322 or (415) 705-1364 FAX or tony_copeland@fns.usda.gov
Refer complaints alleging discrimination on the basis of any of the classes protected under state law or all discrimination issues in the State Meal Program to:

California Department of Education  
Office of Equal Opportunity  
721 Capital Mall, Room 651  
Sacramento, CA 95814

If a complainant does not want to file their program complaint with the sponsor, they may file with:

Rae Dalimonte, Complaint Coordinator  
California Department of Education  
Nutrition Services Division  
560 J Street, Suite 270  
Sacramento, CA 95814-2342

(916) 445-6775 or (800) 952-5609 or rdalimon@cde.ca.gov
Merced College
Child Development Center

Parent Handbook

Child’s Name:____________________________________________________

1. I have received a copy of the Parent Handbook and agree to abide by the rules, regulations, and requirements of the Center.

2. I have read all the forms and information, including Admissions Policies and/or Enrollment Agreements and all subsequent forms that are a part of the enrollment application packet.

Signed:__________________________________________ ____________

Parent/Guardian Signature  Date
The Merced College Child Development Center is a center-based child care facility that serves children from six months to five years of age. The CDC has been serving the community for over twenty years and reaches a wide number of families throughout Merced County.

www.mccd.edu/services/child_dev.
https://www.facebook.com/#!/MercedCollegeChildDevelopmentCenter

Like Us on Face Book