



**FULLERTON COLLEGE  
CHILD DEVELOPMENT & EDUCATIONAL STUDIES DEPARTMENT  
LABORATORY SCHOOL  
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Parents will be notified of any changes/updates to the Parent Handbook**

**FULLERTON COLLEGE**  
**CHILD DEVELOPMENT AND EDUCATIONAL STUDIES LAB SCHOOL**

**Welcome**

We would like to extend a warm welcome to you and your family on behalf of the Child Development and Educational Studies (CDES) Department at Fullerton College. Here at the CDES department Lab School we believe that early development, education and healthy children and families are key components to supporting successful, confident, knowledgeable and caring children. We are pleased to support you in your journey as you raise your child to be a competent learner and citizen. The CDES department Lab School is licensed by the Department of Social Services and funded in part by the California State Department of Education. The CDES Lab School child adult ratios are one teacher per eight children.

**About the CDES Lab School**  
**Philosophy**

The Fullerton College Child Development and Educational Studies department Lab School adheres to a developmental, constructivist, nature-based learning and Reggio inspired approach to educating young children. The department Lab School incorporates what is known about how children learn and we create our curriculum based on the child interests and developmental needs. Our programs emphasize all areas of a child's growth and development i.e. social/emotional, cognitive, creative, and physical growth. Our primary focus centers on the processes of learning and a child's development.

The CDES department Lab School, a component of the Fullerton College Social Sciences Division, is the educational and learning platform for college CDES to practice and apply their knowledge of young children under the direction of faculty and or qualified teacher or master teacher level early childhood teaching staff. Early educators at the department Lab School are required to fully participate and integrate knowledge and learning acquired at monthly staff in-services and seminars. Teachers are required to continue to take courses, attend seminars and continue on their path on the Child Development Permit Matrix to Master Teacher level and above. AA, BA and Master's Degrees are encouraged.

Under the direction of qualified department Lab School staff opportunities for college students are arranged. Departments such as Art, Psychology, Music, and English utilize the Lab to enhance their course work experience. At times the department Lab School also acts as a facility for observation, research and student teacher placement for other colleges and

universities. All placements are scheduled through the department Lab School office. Sign in and name tag protocols are in place.

There is typically a waiting list for early care and education services. To inquire about the CDES Lab School call the Lab School office 714 992-7069.

### **American with Disabilities Act (ADA)**

The CDES department Lab School does not discriminate in determining which children are served. The CDES Lab School welcomes children with disabilities, understands ADA requirements and fully complies with the Americans with Disabilities Act (ADA). The program will make reasonable accommodations to ensure that we meet the needs of children with disabilities. The CDES Lab School meets all current ADA standards, including indoor and outdoor accommodations for children in wheel chairs.

### **Non-Religious Instruction**

While the CDES Lab School values the diversity of all families and their culture we do not practice or teach religious education.

### **Curriculum**

Important focus areas of the children's curriculum include a strong image of the child as competent, capable, and resourceful. Curriculum includes developmentally appropriate methods of learning in the areas of math, science, music, art, nature, gardening, and language and literacy development. The Atelier or studios are an integral part of the environmental indoor and outdoor landscape. Classrooms and curriculum are designed for mixed aged groupings. Another major component at the department Lab School is the nature and gardening focus. The program functions as a "nature based preschool", or "natural learning environment" (Last Child in the Woods, Richard Louv). You may hear your child or child's teacher refer to the outdoor environment affectionately as: a nature playscape, the Lab School garden, the "yard" as in reference to the child's back yard, child's play place or the outdoor environment. The outdoor life of the school is a key element in your child's early learning and educational program at the Lab. Parents will be asked to volunteer to participate in on-going Lab School gardening or other experiences, for example you and your child may sign up to bring a combination of garden plants, soil, or mulch for a fall or spring gardening program. The focus of this experience is to engage the child and parents/family members in a school based experience. Volunteer sign-ups and dates will be in your child's classroom.

The early childhood learning program for children is based upon the following CDES Lab School core philosophical framework: A constructivist approach to education which includes nature

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based learning, inspiration and practice from the programs of Reggio Emilia, Italy, developmentally appropriate experiences, and documentation of children's learning framed through an anti-bias lens including peace education, non-violence and a non-commercialism approach to growing and learning. Children experience in-depth learning processes in a variety of ways. The Atelier, outdoor Atelier, Construction Studio and other areas of the school campus are designed to actively engage children's learning. Teachers use the Desired Results Developmental Profiles (DRDP) to assess your child. Parent conferences are scheduled and available as a parent opportunity twice a year with your child's teacher. Assessment methods are used to inform the teaching and learning of your child and privacy is at the utmost forefront of the CDES department Lab School policies. The National Association for the Education of Young Children (NAEYC) code of ethics is used as a guideline for teacher, child and family interactions. Classrooms both indoor and outdoor are designed with aesthetics in mind and a prepared learning environment with interesting provocations is presented to and with children. As a parent or family member please feel free to engage and have informal dialogues with the teachers. Due to the nature of some conversations a teacher may need to schedule a time for discussion as is appropriate in a more private place. We have a policy of not talking about children or difficult situations in front of children. We like to keep the child's learning environment a place just for them.

**Parent interactive experiences at the CDES Lab School:** Lab School parents/family are encouraged to volunteer to play a musical instrument, garden, present a cooking experience, wood working, etc., etc.

## **Teaching and Learning Strategies**

Effective teaching strategies are in place at the CDES department Lab School. These teaching strategies include the following practices by Lab School teachers: scaffolding children's learning, observation, curriculum planning, child initiated practices, social interaction and peer modeling, creation of effective learning environments, family centered practices, culturally responsive teaching, and on-going integrated child assessments through child and teacher reflective practices as well as co-teaching strategies. (Supporting the Learning Processes of all children: Effective Teaching Strategies for Inclusive Preschools.) Karin Pavelek 2013

As a parent or family member you will view teachers actively engaged in conversation and in active, positive engaging relationships with your child/children, observing children, taking notes, writing down children's conversations, using clipboards, cameras and other documentation tools. These are implements that are used for documenting children's learning as way for teachers and children to reflect on their work and take next steps in the learning program. These processes also inform you and others on the ways of learning and knowing present at the department Lab School. Please see photo policy included in the enrollment documents.

## **Orientation and Enrollment**

Parents are encouraged to attend an orientation with your child prior to him/her beginning services at the Lab School. The orientation may take up to two hours. At this time you will have the opportunity to tour and observe the Lab School and ask any questions you may have about our program. You must allow your child at least one hour to participate in activities and get to know the teachers and children. During the orientation, you will be assisted in filling out all required paperwork and be given a thorough explanation of the Fullerton College Child Development and Educational Studies Lab School, as well as a copy of your parental and child's rights.

Parents must complete an enrollment packet, which includes the Application for Service, and provide a current immunization record with TB test results. The Lab School will designate a staff member to certify families.

Each year parents will be required to update immunization records with TB test results and physician's report. It is preferred that all children are independent when using the restroom; however, the teachers will support parents in this process.

Parents are entitled to copies of all information regarding their child (ren) that is generated by Fullerton College. At any time a parent may request information about their child including assessments, educational plans, observations, eating and sleeping patterns and distress signals.

## **Lab School Hours**

Our hours of operation are from 7:30 a.m. to 6:00 p.m., Monday through Friday, and we are open year-round. The Lab School follows the Fullerton College campus holiday schedule, with a few exceptions (please see the Calendar section below). All children who attend the school for a full day are provided with a nutritious breakfast, lunch, and afternoon snack at no additional cost.

## **Attendance Policies**

Attendance records document children's attendance for audit, reimbursement, and funding purposes. All absences are documented and reported to the California Department of Education. It is imperative that you properly complete your child's attendance records.

- Please notify the Fullerton College Child Development Department Lab School at (714) 992-7070 or (714) 992-7069 when your child is going to be absent with the specific reason for the absence. Any absence not reported within 3 days after the end of the month will be considered a "Best Interest" day. If no "Best Interest" days are available it will be considered an unexcused absence. Failure to report an absence is a violation of this contract. Parents who repeatedly fail to report absences are subject to termination from the program.

- Children must arrive at the Lab School no later than 9:30am. Exceptions are made due to doctor appointments and extenuating circumstances but you must notify the Lab School in advance.
- Child's attendance must be consistent with the agreed upon contracted hours of service.
- Please complete the sign-in/out sheet on a daily basis and reflect the accurate drop-off and pick-up time via the classroom clock. Please sign in and out using full signatures. No initials please. Falsification of information on any attendance sheet may be grounds for termination.
- Excessive absences, whether excused or unexcused may result in termination from the program. Excused and unexcused absences cannot exceed 1/3 of the monthly contracted service days.

### **Excused Absences**

Excused absences are limited to no more than 1/3 of your monthly contracted days of service.

Excused absences include:

- Child is ill (more than three consecutive days missed will require a note from a doctor.).
- Child, parent, guardian, or sibling has a doctor's appointment during school hours.
- Family emergency (e.g., parent, guardian, or sibling is ill, death, or emergency transportation problems that are not re-occurring, family's legal and/or economic welfare, natural disaster).
- Court-ordered visitation to the non-custodial parent (copy of legal documents to be on file in the preschool office).
- State of emergency status.

### **Unexcused Absences**

Unexcused absences are limited to 3 days per school year. Unexcused absences include:

- A child does not want to go to school.
- The child, parent or guardian overslept.
- Transportation problems that are re-occurring.
- Any absence for which a specific reason is not given.
- Any day where parent or guardian does not sign in and/or out on the attendance sheet.
- Excessive unexcused absences or failure to report absences (over 3 days per school year) may result in the child being dropped from the program.

### **Best Interest Days**

There may be a total of ten (10) days per school year per child of absences called "Best Interest of Child" absences. "Best Interest of Child" absences include:

- A vacation (leave must be requested in advance).
- Visiting out of town relatives.
- Birth of a child.
- Parent day off to spend time with the child.

- Religious observances.
- Parent is a "Student Only" and using time off during semester breaks.

In order to use a "Best Interest" day, you must complete an absence slip and submit it to the front office box located in the lobby or you can indicate the use of a "Best Interest" day on the sign in/out sheet in the absence column that the absence was a "Best Interest" day.

### **Family Fee Policy**

Payment is due in full at the first enrolled day of every month (Monday, or Tuesday, etc.) if you have a fee.

### **Late Pick-up Policy**

All children are to be picked up by the close of business, which is 6:00 p.m. If your child is not picked-up by the end of the day a late charge of \$10.00 plus \$1.00 a minute there after will begin immediately. At 6:00 p.m. the Lab School will attempt to contact both parent/s by phone to make suitable arrangements for your child's departure. If your child is not picked-up by 6:15 p.m., the Lab School will contact any authorized adult (18 years old or older) on the child's emergency card. If contact cannot be made with a parent or authorized person by 7:00 p.m., the police department and or Child Protective Services (CPS) will be asked to pick-up your child.

Please be aware that if CPS takes custody of your child, you will not be able to regain custody of your child until the next morning or when deemed appropriate from CPS.



### **Calendar**

#### **Holiday Observances**

CDES Lab School will be closed in observance of the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Lincoln's Birthday
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day and the following Friday
- Winter Break (date varies)

### **Early Childhood Classrooms and Outdoor Environments**

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Preschool classrooms and outdoor play areas are set up following the criteria established for the highest (Excellent) score on Early Childhood Environment Rating Scale-Revised (ECERS-R) rubric, as well as according to the developmental and special needs of the children. The ECERS-R is a tool used to assess the arrangement of space (both indoors and outdoors), the materials and activities offered to the children, the supervision and interactions (including language) that occur in the classroom, and the schedule of the day (including routines and all experiences).

### **CDES Department College Instruction**

The Lab School is utilized as a learning environment for students enrolled in various courses at Fullerton College and other colleges and universities. The students are scheduled in the Lab School on a one-time or weekly basis depending upon the enrolled course. Students can spend 1-9 hours per week in any classroom of the Lab School. A variety of assignments are completed in the Lab School ranging from environmental observations to direct interaction with children and staff (planning, implementing, and evaluating experiences for children). Students are always under the direct supervision of the department Lab School staff and are not utilized in the program to meet licensing requirements. Student participants change each semester and can easily be identified by the presence of nametags.

### **Anti-bias Perspective**

The Fullerton College CDES Lab School provides environments for children which place a strong emphasis on cultural and physical diversity. As part of our regular curriculum and daily activities, children are taught about and exposed to diversity in a myriad of ways. Anti-bias perspectives include teaching children to have respect for themselves as well as other cultures, customs, socioeconomic groups, and people with varying abilities.

### **Distinctive Experiences at the Lab School**

Children are engaged in a myriad of important experiences while attending the Child Development and Educational Studies Lab School. As a parent you would be interested in reading the following examples of typical experiences that your child may encounter at the Lab School.

#### **Indoor of Outdoor Science Exploration**

You may observe a child at the Lab School investigating the many properties and uses of water, for example a child may be learning about the process of water flow, how water is used in nature, water's use in relationship to plants and gardening. You may observe children caring for the garden that they have planted, watering, weeding, or harvesting fruits, vegetables, or sunflower seeds. These experiences help your child to discover meaningful learning processes necessary for investigation, scientific research, and the creation of a scientific attitude for learning. Classroom experiences are designed to promote both individual as well as group experiences in which children can study, investigate, and learn. (STEM –Science, Technology, Engineering and Mathematics)



### **Block Building Explorations**

Various types of blocks are used for creation, construction, and discovery. A child may begin to use blocks in a very simplified manner such as in stacking, and later develop and create intricate block constructions displaying bridging, connecting, and structural design techniques. Specialized unit blocks allow children to learn about mathematical information such as balance, weight, and measurement. Unit blocks are mathematically designed and named accordingly for example; quarter unit, half unit, unit, double unit, quadruple unit, etc. Extension blocks are also available for children's use. Some examples of these are as follows: columns, cylinders, archways, and intersections. Block experiences provide a natural way for children to begin to discover and understand math concepts. (STEM –Science, Technology, Engineering and Mathematics)

### **Art Explorations in the Atelier or Classroom Mini-Atelier**

You may observe children in the art area using a variety of tools for discovery. A variety of media are offered to children for creative experiences, use of imagination, and exploration. Media such as watercolors, tempera paint, skin tone paints, crayons, chalk, colored pencils, markers, clay, paper, wood, etc. are offered to children as tools for thinking and learning. Use of art media tools allows a child to discover their world through drawing, painting, and constructing. Please come in and observe your child discovering “the child artist within”. Parents can enhance the richness of their child's experience by exploring “the arts” environment with their children in their local community. A variety of free or inexpensive opportunities are available. Please discuss these possibilities with the ECE staff. (STEAM – Science, Technology, Art, and Mathematics)

## **Guidance of Children and Child Behavior**

**Guidance of children** Teachers and staff use teaching and learning strategies such as helping children resolve conflicts, re-direction, verbal processes and other positive methods for supporting positive child behavior, actions, and processes. See parent handbook appendices: California Community Care Licensing documents; Personal Rights and Parent Rights. Parents please bring questions and concerns to your child's teacher and the CDES Lab School director. Communication is critical to excellence in your child's program and time at the Lab School.

## **Dismissal of Children**

The CDES Department Lab School makes every attempt to support and work with parents/family to accommodate your child and any special behavioral needs of individual children. Parents are an integral part of this process and will be expected to participate fully in the process of creating an action plan as needed. The Lab School director, teacher and parent/s will participate in creating a child/teacher/classroom action plan. In the event that your child exhibits repeated behavior which becomes harmful to him/herself or others, your child may be referred for an Individual Educational Plan (IEP) or other assessment as applicable, or dismissal. Verbal and or written notification as deemed necessary. The CDES department Lab School reserves the right to dismiss children.

## Teaching Staff and Ratios

### Teaching Staff

All teachers working at the CDES Lab School come to us with a variety of education, experience, and knowledge of child development. Adult/Child ratios are one adult to eight children.

The Fullerton College CDES Lab School expects all teachers to complete on-going education to maintain best practices in early childhood education. All staff is offered many opportunities to participate each year in seminars, conferences, in-services, and other professional growth activities as deemed appropriate.

The CDES department Lab School maintains the right to select a professional development day, during which time the Lab School will be closed and teachers will participate in trainings, workshops, seminars, or in-services. Parents will receive ample notification if this occurs.



### **Videotaping and Photographing**

Observation, recording, photographing, and documentation all serve as important tools for providing information to staff, faculty, and students of Fullerton College. Your consent to video, record, and photograph your child helps add to the Lab School's rich learning environment. Photo release is located within the application forms.

Your child's photograph may be used during the development and updating of Lab School advertisements, presentations, displays, and college publications (i.e. campus newspaper, department web site, etc.).

Due to Fullerton College and department Lab School special events, your child may be photographed or videotaped within the group setting.

If you have any questions regarding this policy please contact the Program Director.



## Licensing Requirements

The Fullerton College CDES Lab School provides licensed childcare services governed by Title XXII and Title V Licensing Regulations and adhere to NAEYC Ethical Standards. We are required to:

- Ensure a safe environment for all children (visual supervision at all times).
- Maintain adult-child ratios for safety and instructional quality.
- Require a parent or guardian (or other adult authorized by parent) to sign each child in and out of the program each day of attendance
- Maintain complete immunization, health, and other records on each child. All records are kept confidential and only seen by appropriate program staff. A parent may request, in writing, that we release a child's records to another program or service provider. For students in the state preschool program, all information in the files is also subject to review by the California Department of Education and the State of California – Health and Welfare Agency.
- The California Community Care Licensing Department has the authority to inspect our preschool facilities, including all child and program records, at any time (see reference from Title XXII below):

The Department has the authority to interview children or staff without prior consent.

- (1) The licensee shall ensure that provisions are made for private interviews with any child(ren) or staff members.
- (c) The Department has the authority to inspect, audit, and copy child or child care center records upon demand during normal business hours. Records may be removed if necessary for copying. Removal of records shall be subject to the requirements in Sections 101217(c) and 101221 (d).
- (1) The licensee shall ensure that provisions are made for the examination of all records relating to the operation of the child care center.
- (d) The Department has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect or inappropriate placement.

During these visits and inspections, licensing agents have the right to interview any of the children at our Lab School and are not required to obtain permission from parents to do so.

## **Parent Information**

### **Access to the Lab School**

Parents are welcome in the Lab School at any time during our normal operating hours. You may come and observe your child(ren), have lunch with them or volunteer. We just ask that you sign in with the office first so that we are aware of who is in the Lab School at all times. If you have any questions or concerns during your visit, please feel free to bring them to the attention of the CDES Lab School Director.

### **Ways Parents Can Participate in our Program**

- Talk to your child about their Lab School classroom experiences and the things they will be doing while they are here. Help your child understand that the Lab School is a fun and exciting place where they will play, experiment, and learn.
- Check the sign in areas for notices.
- Attend parent meetings/seminars where you can make comments/suggestions about the program and bring up any concerns you may have.
- Become part of the Program's Parent Advisory Board.
- Visit your child's classroom; parents are welcome at any time.
- Volunteer in your child's classroom. Share your talents, children love to have parents visit and teach them new things.
- Attend parent conferences. Your child's teacher will inform you of your scheduled parent conferences, which will take place twice a year.

### **Parental Requirements**

- Sign your child in and out daily with your complete signature.
- Notify the CDES teacher, office administrator, or Lab School Director if you need to change who is allowed to pick-up your child from the Lab School.\*
- Make sure we always have current numbers and email addresses to contact you in case of an emergency.
- Discuss with the staff any special dietary needs your child may have including allergies, restrictions, vegetarian, etc.
- Complete and sign the required forms when your child needs medication.
- Attend Spring and Fall Parent Conferences.
- Comply with all aspects of the parent contract.
- Follow all guidelines set forth in the Parent Handbook.

*\* Person's picking-up your child must be at least 18 years of age, unless the minor is the child's parent. All persons picking-up children from the Lab School must have a valid photo I.D. and be on the child's release or emergency form.*

Failure to comply with any of the above guidelines may result in termination from our program.

## **Parent Advisory Board**

The Parent Advisory Board shall be comprised of a group of parents of children attending the Fullerton College Child Development and Educational Studies department Lab School. This

board shall act in the capacity of providing recommendations for improving services in the program his/her child attends. The Board shall meet on a monthly basis with the Child Development Lab School Director or Lab Tech, and at least one designated site staff.

The Parent Advisory Board shall plan groups of activities, projects, and encourage parents to participate in the program, (including: special events and activities such as, field trips, holiday events, special curriculum programs, fundraisers, gardening groups, "fix it teams", classroom support teams and other small group processes.)

The Parent Advisory Board shall be responsible for presenting any concerns to the CDES Lab School Director at each meeting. At this time, the Child Development Lab School Director will determine a solution or advise the Parent Advisory Board within 10 business days of intended actions.

### **Annual Program Self-Evaluation Process**

We continually strive to improve our program to meet the needs of our students and families. Each year, we engage in an annual self-evaluation. We utilize three main sources of information to guide our annual program improvement plan. We analyze the results of Desired Results Developmental Profile (DRDP) for our students to identify areas in which we need to add or modify learning activities, materials, and instructional strategies. We use the Early Childhood Environment Rating Scale-Revised (ECERS-R), a nationally recognized environmental rating tool, to evaluate our classroom environment. We also administer a Parent Survey each year to gain information from parents about how the program is meeting the child's and family's needs. The annual self-evaluation process involves the teaching staff and Parent Advisory Committee. The annual self-evaluation results are shared with the Parent Advisory group, in the parent newsletter, and submitted to the California Department of Education in late May.

### **Parent Education and Involvement Experiences**

All parents whose children attend the Lab School are encouraged to attend our parent education meetings. The Lab School will offer various opportunities for educational training and information each year. (Back to School Night, and Open House, other)



### **Your Child's Health and Safety**

#### **Sickness**

If your child is found to have lice, ringworm, impetigo, pink eye, or other contagious illness, you will be called to pick him/her up. Parents have one-hour from the time we notify you of your child's illness to pick him/her up. Your child will not be re-admitted to the Lab School for 24 hours and we have a doctor's note stating that they are no longer contagious. If your child has head lice and/or nits he/she will be checked by staff to ensure that all lice and nits have been removed. Children must be free of lice and/or nits before being able to return to the Lab School.

If your child is ill, he/she will need to be picked up. Staff will monitor your child and you will be notified if symptoms such as a very low-grade fever occur (99-100.3 degrees) or if your child vomits once and does not show any other symptoms of illness.

Please be aware that Fullerton College is unable to care for sick children according to our Community Care license. If your child is ill or has a communicable disease, he/she cannot attend our Lab School for 24 hours and fully recovered as evidenced by a doctor's note releasing your child to return to the Lab School.

If your child is absent due to any illness for 3 or more days, a doctor note is required upon return.

If your child contracts any of the following diseases, please notify us immediately. We will notify you of any communicable diseases that your child may have been exposed to at our Lab School.

### **Symptoms of some communicable diseases**

<b>Disease</b>	<b>Symptoms</b>	<b>Incubation Period</b>
• Chicken pox	Mild fever, small raised pimples	13-17 days
• Measles	Fever, cough, rash, red eyes	8-13 days
• Rubella	Fever, rash	14-21 days
• Mumps	Fever, neck swelling below ears	Approx. 18 days
• Scarlet Fever	Fever, sore throat, rash	24-48 hours
• Head Lice	Itching of scalp/lice/nits	3-4 weeks
• Scabies	Itching of skin, rash	1-2 months
• Bacterial Meningitis	Fever, headache, stiff neck	1-4 days

### **Medication Policy**

Medications only may be administered if all of the following conditions are met:

Medications shall be administered in accordance with the label directions as prescribed by the child's physician; 2) The parent provides in writing, approval and instructions for administration of the medication; and 3) The parents' instructions do not conflict with the label directions as prescribed by the child's physician.

### **Safety of Children**

The CDES Lab School takes all possible precautions for safeguarding children in our care against bodily harm, illness, injury, or any form of maltreatment. In all suspected cases of child abuse, the Lab School and its employees are mandated by the State of California and District policy to file a report with the proper authorities.

In a case where a parent or other authorized person comes to pick-up a child and is intoxicated or appears to be under the influence of a controlled substance, an emergency contact person will be called to pick-up the child. In some cases, Child Protective Services (CPS) will be notified of the occurrence as well as our licensing agency.

### **Car Seat Law**

Children under the age of 8 must be secured in a car seat or booster seat in the back seat. Children under the age of 8 who are 4' 9" or taller may be secured by a safety belt in the back seat. Children who are 8 years and over shall be properly secured in an appropriate child passenger system or safety belt. California Law effective 01/01/2012.

### **Emergency Preparation**

In the event of a major earthquake or disaster, the CDES Lab School is prepared to provide food, first aid, and comfort for your child. The Lab School is equipped with enough drinking water and food for 3 days in the event of an emergency. In order to make your child as comfortable as possible if a disaster should occur, we request that you also provide an emergency kit for your child. (Fire drills are conducted and logged in on a monthly basis)

Please provide the following in an 8 x 10-ziplock type of bag with your child's name clearly written on the outside.

1. An out of state phone number of a relative or contact person which family members have agreed upon.
2. Complete change of clothing, to be exchanged seasonally.
3. Non-perishable snacks (beef jerky, crackers and cheese, dried fruit, granola bars, etc.).
4. A family picture and a letter from you to help in comforting your child.

### **Fire Drill**

We will conduct a fire drill monthly to ensure your child's safety. This drill will be performed on different days, and during different times of the day to make sure all children, regardless of their enrollment are able to participate and understand the importance of the drill. This drill consist of talking to the children about the dangers of fire and the importance of following a teacher out of the building and to a safer area if the building were on fire. We then walk the children out of the yard to an area away from our Lab School buildings. Roll is taken and children are escorted back to the Lab. The drill is then logged in the office administrator's office.

### **Napping Policy**

All children enrolled are given the opportunity to rest. Children are encouraged to nap or rest, but it is not a requirement for any child to sleep. Each child needs to have a fitted crib sheet and a blanket for their cot/mat. A small pillow or a favorite toy can also be brought to the Lab School. Please make sure that all items can fit into the nap box provided and be closed tightly. Each Friday, please make sure you take your child's items home to be laundered, and return them on your child's following school day. (All parents are required to bring seven dollars for purchase of a new nap storage box)

### **Health and Nutrition**

Meal times are scheduled each day. The menu is posted in your child's classroom and just outside the kitchen. Breakfast, lunch, and snacks which are comprised of a healthy food including proteins, a fresh fruits or vegetables and dairy milk is offered. A water drinking policy is in place and includes parent participation.

If parents wish to send food to share for a birthday or special event (such as a classroom party), they must make prior arrangements with the classroom teacher.



### **First Aid**

All of our teachers are trained in basic first aid and pediatric CPR. If your child gets a minor scrape or bump in the classroom or on the playground, we will administer appropriate treatment. Parents will receive a written notice detailing the injury and treatment given. If your child bumps his or her head, or has a more severe injury, we will call you immediately and emergency medical services may be called.

### **Allergies**

Please be sure to inform Lab School staff about any allergies that your child(ren) may have (Bee Stings, Pollen, Dust, etc.) Also, please inform staff of any food allergies your child (ren) may have, as we serve many different foods and children participate in cooking experiences on a regular basis.

### **Hand Washing**

The children and staff wash their hands at various times throughout the day (upon arrival, before meals, after outdoor play, etc.) in order to help minimize any spread of illness.



### **What Your Child Should Wear**

We do a lot of active, engaging work. Please send your child (ren) in clothes that can get dirty in. Digging in the sand, gardening and playing at the water tables is part of the curriculum. We also encourage creative expression with art materials and it is difficult to prevent paint from getting on clothes. Paint does not always wash out of clothes.

Unless the weather poses a danger to the children (e.g., rain, smog alert, etc.), we will be playing outdoors. This is important for children to build gross motor skills, social skills, and physical fitness. Please be sure to label jackets and sweaters with your child's name and send them to school on days with cooler weather.

To protect against cold, heat, sun injury, and insect-borne disease, children should wear clothing that is dry and layered for warmth in cold weather. Children have the opportunity to play in the shade when outdoors. When in the sun, children should wear sun-protective clothing, applied skin protection, or both. Applied skin protection should be either sunscreen or sun block with UVB and UVA protection of SPF 15 or higher that is applied to exposed skin (only with written parental permission to do so). On sunny days, we recommend that parents apply sunscreen to children prior to coming to school.



For your child's safety, we require that children wear appropriate shoes. Flip flops are not allowed. Tennis shoes need to be worn with socks. Closed toed sandals must be fastened to his/her feet. All shoes should have traction soles for safety. If your child has a health or other reason why he or she cannot wear closed-toe shoes, please speak with the teacher or administrator.

### **What Your Child Should Bring**

Please send an extra set of clothing clearly labeled with your child's name. This extra set of clothing should include pants, underwear, shoes, and a shirt for your child.

**Please DO NOT send toys, money or valuables to school** with your child, unless special arrangements have been made with the teacher. We are not responsible for the loss of any items brought from home. Weapons of any kind (including toy weapons) are never allowed on campus.



### **Field Trips and Transportation**

Parents must sign a consent form for every activity their child attends which is off-site. The children will have the opportunity to participate in on-site walking field trips. These walks may not be announced in advance and no permission slip will be required. Parents will be given ample notice for each off-site field trip and must sign a permission slip for their child to participate.



## **IMPORTANT PROGRAM INFORMATION**

### **Sign-in and Sign-out Procedures**

To ensure continuity of your child's education it is advisable that all children be at school by 9:00 a.m.

A parent or authorized adult must sign students in when they arrive and out when the students are picked up from school. **DO NOT** sign your child in and out (at the same time) when he or she arrives in the morning. The adult must sign using the full legal name and note the exact time of sign-in and sign-out. In the event of an excused absence, the parent or authorized adult must list the reason for the absence and sign their full name in the space provided to the right of the sign-off section.

Authorized adults (18 years of age or older) other than the parent must be listed on the child's emergency card on file in the Lab School office. The child will not be released to a person

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whose name is not on the emergency card. Parents/guardians may add additional names on the emergency card at any time, by notifying us in writing or verbally.

Adults other than the parents will be required to present picture I.D. when picking up a child from school or the bus. Please support our efforts in ensuring your child's safety by informing nannies, caregivers, aunts, and others who may be picking up your child, of our procedures.

### **Reporting Changes**

Please be sure to notify our Lab School office immediately if you have changes in home address, home and work telephone numbers, emergency contacts or emergency phone numbers.

### **Vacation Policy**

Parents will be allowed 10 days of Vacation Leave each year, July 1<sup>st</sup> through June 30<sup>th</sup>. To request Vacation Leave parents need to fill out a vacation notification form and return it to program administrative staff at least 2-weeks prior to the requested dates.

1. Vacation Leave may not be used when your child is ill or for any other absence, unless the absence will be due to surgery or other medical treatments which are scheduled at least 2 weeks in advance. All requests for Vacation Leave will be granted as long as a 2-week advance notice is given.
2. The Director of the CDES Lab School must sign requests for Vacation Leave.
3. The maximum amount of Vacation Leave per child will be 10 calendar days per year.
4. Vacation Leave will be counted as Best Interest Days and only 10 Best Interest Days are granted per calendar year.

### **Grounds for Termination**

1. A false statement by a parent or guardian on any document given to the Child Development Lab School staff.
2. Failure of a parent or guardian to cooperate with program personnel, as this disrupts the efficient operation of the program.
3. Failure of a parent to follow program policies and guidelines.
4. The inability of the child attending the Lab School to comply with the rules, which creates an unsafe environment for themselves and/or others in the program.

### **Rights of Parents**

The Fullerton College CDES Lab School does not have a legal right to exclude a biological parent from visiting with or picking up their child. If a parent does not want their spouse or the child's biological parent to visit them or pick them up from the Lab School, then a custody order or restraining order must be kept on file at the Lab School. If a parent comes to pick-up a child of which the staff has never met, then the parent who enrolled the child will be called before the child is released.

### **Adults on Campus**

Your child's safety and well-being is our first concern. Thus, we require all adults visiting campus (including parent volunteers) to sign in and out and wear a school badge at all times. Thank you for following this procedure. Our staff members will ask you to obtain a badge in the

office when visiting campus if you are not wearing the badge. Our staff is diligent in ensuring that everyone follows the school procedures for our children's safety. As a parent or guardian, you are always welcome on campus. You have unlimited access to your child whenever your child is in our care. We do request parents do not use their cell phones at the Lab School. This ensures our staff and students from being distracted and allows for your full attention and participation in the classroom.

### **Parking**

There is a designated parking area for drop off and pick up to the side of the CDES Lab School. This temporary parking zone is for 10 minutes only, if you will be staying longer please see CDES Lab School clerk. . Please follow the aforementioned procedures to avoid receiving a parking ticket from Campus Safety



## HOW TO QUALIFY FOR THE PROGRAM

### Program Eligibility

Fullerton College has a California General Child Care grant. In order for a student to qualify to attend under the state program funding, the child must qualify based on documentation and verification of at least one of the following: Income, Current Aid Recipient, Homelessness, Child Protective Services or at Risk of Abuse, Neglect, and/or Exploitation. A child must turn three years old on or before October 1, of the given year in order to begin attending preschool in September. Children may attend, based on income eligibility and space in the program, until they are age-eligible for kindergarten. The office staff or administrators help families determine if they are income-eligible. If a child will turn five years old on or before October 1, of the given year, he or she enters kindergarten for that school year.

CDES Department Lab School welcomes the enrollment of children with disabilities. We understand the requirement of the Americans with Disabilities Act (ADA) and the Individuals with Disabilities Educational Act (IDEA) to make and implement reasonable accommodations for such children.

Our General Child Care Program is funded by the California Department of Education. We are required to comply with all regulations of the California Department of Education in order to provide preschool services with this funding. Our program is required to certify that your child and family are eligible for preschool following the criteria established by the California Department of Education. In doing this, we require certain documents from your family.

#### **INCOME**

In order to enroll in the program, families must provide proof of income. These regulations require our staff the responsibility of contacting employers to confirm employment and pay status. If employed, documentation must be provided for total countable income for the month preceding certification or recertification. Total countable income means all income of the individuals counted in the family size such as gross wages or salaries, overtime tips, cash aid, child support pay received and or any portion of a student grant/scholarship that is not identified for educational purposes as tuition, books, or supplies. Fullerton College reserves the right to ask for additional documentation.

We will accept documentation of at least one of the following:

- A release of authorization and payroll check stub;
- A release of authorization and letter from employer; or
- Other record of wages issued by the employer
- Provide copies of documentation of all non-wage income
- Provide self-certification of any income for which no documentation is possible

If self employed, provide as many of the following types of documentation as necessary to determine income:

- Letter from source of income
- Copy of the most recently signed and completed tax return
- Other business records, such as ledgers, receipts, or business logs

### **HOMELESSNESS**

If a family is homeless, at least one of the following must be provided:

- A written referral from an emergency shelter or other legal, medical or social service agency
- A written parental declaration that the family is homeless and a statement describing the family's living situation

### **CHILD PROTECTIVE SERVICES**

If a family qualified under Child Protective Services, a written referral from the local county welfare department dated within six months of application for services which states the following must be provided:

- A statement certifying that the child is receiving Child Protective Services (CPS) and that the child care and development services are a necessary component of the CPS service plan.
- Probable duration of the CPS service plan
- Name, address, phone number and signature of the county child welfare staff.

### **AT RISK**

If a child is "At Risk" a written referral, dated within six months of application for services which states the following must be provided:

- A statement by a legally qualified professional (someone licensed in the state to perform legal, medical, health or social services for the general public) that the child is at risk of abuse and neglect and that child care and development services are needed to reduce or eliminate that risk.
- Probable duration of the at risk situation.
- Name, address, phone number and signature of the legally qualified professional.

### **FAMILY SIZE**

Family size is used to calculate if a child is income-eligible to attend the program. The parent must provide supporting documentation regarding the number of children and parents in the family. Our program will request documentation regarding siblings, which may include:

- Birth certificates, adoption records, custody records, school or medical records, Foster Care placement records, other reliable documentation indicating the relationship of the child to the parent.

Our program staff is also required to request information about the adults in the home to certify family size. When only one parent has signed the application for service and the information provided indicated that the child in the family has another parent whose name does not appear on the application, then the presence or absence of that parent shall be documented.

Supporting documentation of the presence or absence of the other parent if only one parent has signed the application must be any one of the following:

- Records of marriage, divorce, domestic partnership or legal separation.
- Court-ordered child custody arrangement.
- Evidence that the parent signing the application receives child support payment.
- Rental receipts or agreement contracts, utility bills or other documents for the residence of the family indicating that the parent signing the application is the responsible party.
- Any other documentation, excluding a self-declaration to confirm the presence or absence of the parent of the child in the family.

If due to a **recent departure** of a parent from the family, the remaining applicant parent may submit a self-declaration under penalty of perjury explaining the absence of that parent from the family. Within six months of applying the change in family size, the parent must provide one of the above supporting documents.

## HOW FAMILIES ARE SELECTED FOR THE PROGRAM

### Enrollment Priorities

The California Department of Education has established the following enrollment priorities for children enrolling in the State Preschool program. We enroll children in the order of the priorities listed below.

#### Order of Enrollment Priority

- 1<sup>st</sup> Children referred by Child Protective Services
- 2<sup>nd</sup> Children who are four years of age
- 3<sup>rd</sup> Children who are three years of age
- 4<sup>th</sup> Lowest to Highest Income

We are required to have at least 50% of children at the site to be 4 years of age.

### Enrollment Process

During open enrollment, you will pick up an enrollment packet and be given an appointment to return your completed packet to go through the certification process.

### Documents to Bring for the Certification Appointment

The following is a list of documents you will need to bring at the time of your appointment:

- Proof of income. Please refer to Income Section.
- Birth records. Any one of the following: birth certificate, adoption record, custody record, school or medical record, Foster Care placement records, other reliable documentation indicating the relationship of the child to the parent.
- Our program staff is also required to request information about the adults in the home to certify family size. When only one parent has signed the application for service and the information provided indicated that the child in the family has another parent whose name does not appear on the application, then the presence or absence of that parent shall be documented.

## **Application for Service**

The certification process will take approximately 30 minutes. A staff member will review all required documents to determine your qualification. A staff member will ask you to sign the application in the appropriate area. The staff member will sign and date the application at the end of the certification process.

## **Notice of Action**

The Notice of Action is issued once certification is completed. The Notice of Action is issued to the parent for Approval, Denial or Termination of Services. If you become ineligible for services for any reason, you will be given a Notice of Action letter which will terminate your services. If you disagree with the decision to terminate services, you have the right to appeal.

## **Parental Appeal Rights**

If a parent disagrees with a notice of action, the parent may file a request for a hearing with Fullerton College within 14 calendar days of the date the Notice of Action was received. Upon filing a request for a hearing, the intended action shall be suspended until the review process has been completed.

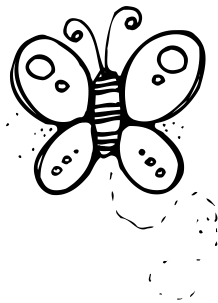
Within 10 calendar days following the receipt of the request for a hearing, Fullerton College shall notify the parents of the time and place of the hearing. The Budget and Finance Director for Fullerton College is the hearing officer and will conduct all hearings.

The hearing officer shall be at a staff level higher in authority than the staff person who made the contested decision. The hearing officer shall explain to the parents the legal, regulatory, or policy basis for the intended action. During the hearing the parents will have the opportunity to present any documentation or explanation for the reasons they believe Fullerton College's decision was incorrect. The hearing officer shall then present any material facts on behalf of the Lab School. The hearing officer shall mail or deliver to the parents a written decision within 10 calendar days after the hearing.

If the parent disagrees with the decision, the parents have 14 calendar days in which to appeal to the Child Development Division of the California Department of Education (subsidized families only.) If the parent does not submit an appeal request to the CDD within 14 calendar days, the parent's appeal process shall be deemed abandoned and Fullerton College shall implement the intended action.

If a parent needs to make an appeal to the Child Development Division, Fullerton College will provide the address and telephone number, as well as any other needed information.

Upon receipt of an appeal request, the CDD shall conduct an investigation, and shall make a decision within 30 calendar days after the receipt of the appeal request. All decisions made by the Child Development Division are deemed final under the stipulations of Fullerton College's contract.



## **PARENT HANDBOOK APPENDIX**

*California Community Care Licensing Document  
Caregiver Background Check Process LIC995E*



## IMPORTANT INFORMATION FOR PARENTS

### CAREGIVER BACKGROUND CHECK PROCESS CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

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

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

#### How the Exemption Request is Reviewed

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

The person who needs the exemption must provide information about:

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

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

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

#### How to Obtain More Information

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