

Department of Family and Consumer Sciences

Updated Parent Handbook 2009/2010



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WELCOME

The Child and Family Center is an educational program, which provides training of early childhood professionals in Child Development and Family Studies. The Center also provides quality childcare services for CSULB employees and their families.

The Child and Family Center is a nationally accredited program for children ages 2-5 years. The Center is designed to model the philosophy of Developmentally Appropriate Practices from the National Association for the Education of Young Children. Student teachers are observers and participants in the daily program, which is designed to meet the needs of young children in the areas of physical/motor, cognitive, and language development as well as providing social learning experiences.

The Center's educational environment enhances the developmental skills that are age and individually appropriate for each child. A healthy and safe environment is the top priority of faculty, staff and student teachers. The professional staff designs the program to be rich in interactive materials for the children in the program and includes teacher-initiated and child-initiated activities.

Each family we serve is unique in their values and beliefs. As a Center, it would be difficult to support each and every one of those cherished ideals. Therefore, the Child and Family Center focus has always been one of observing seasonal concepts rather than holiday or religious celebrations. Our curriculum will reflect general themes, which are appropriate to the time of year.

FOR YOUR CHILD TO BENEFIT FROM THE ACTIVITIES PROVIDED BY STAFF AND STUDENTS, PLEASE REMEMBER THAT ACTIVITIES BEGIN IN THE TODDLER ROOM AT 8AM AND IN THE PRESCHOOL ROOM AT 8:45AM.

ENROLLMENT INFORMATION

ADMISSION

Our Center is open to any child, regardless of race, color, national origin, gender or religion. The Preschool Classroom serves toilet-trained children ages 3-5 years. The Toddler Classroom serves children ages 2-3 years. Priority enrollment is given to children of employees on campus and those requesting full-time enrollment, Monday through Friday.

Monthly fees are due on or before the Fifth of each month. A late fee of 10% of your monthly tuition rate will be assessed. Returned checks will require a \$20.00 handling charge. We do not offer pro-rated tuition, extended terms, or shortened dates. Tuition payment is accepted by check only.

Priority registration for currently enrolled families will begin in Spring Semester.

Summer Session A \$200.00 DEPOSIT TO HOLD A SUMMER SPOT is required. (The deposit will be credited toward last summer tuition or forfeited if you choose not to attend). Tuition will continue to be paid monthly if you are attending all summer (June, July, August) If you are attending either the first session or second session of summer, tuition will be paid for 6 weeks. The 6 week schedule follows the university summer session 1 and summer session 3 summer school schedule.

WITHDRAWAL POLICY

A written notice is required two weeks prior to removing a child from the program.

PROBATIONARY PERIOD

Children are enrolled on a 2-week probationary basis to assess their adjustment to the Center program. **REMINDER: Children in the preschool must be potty-trained and we have the two week probationary period to verify potty-training status.**

REMINDER:

The Child and Family Center has the right to terminate services based on any of the following conditions:

- 1.) When it is recommend that parent/s and family participate in therapeutic intervention and such recommendation has not been followed and the child's dangerous or abusive behavior continues.
- 2.) If after appropriate therapeutic intervention, the child's dangerous or abusive behavior continues.
- 3.) When it is determined through clinical diagnosis that the child needs an environment which we are unable to provide.
- 4.) The non-payment of tuition and excessive late tuition payments.
- 5.) Excessive late pick-ups of your child (three or more).

BABYSITTING POLICY

Paid staffs from the Child and Family Center classrooms are not permitted to provide child care services to enrolled parents, due to increased liability issues. Paid staff includes paid student teachers, substitutes and full-time staff.

DAILY BUSINESS

SCHEDULE

The Child and Family Center is a year round program, which observes the university academic schedule/holidays (09/10 Closures are listed on the last page of the handbook). We will also close for Staff Professional Development days (to be announced in advance).

We offer weekly schedules of Monday through Friday, Monday/Wednesday/Friday, and Tuesday/Thursday.

There are no provisions for early drop-offs or late pick-ups. A late fee of \$5.00 for every five minutes will be charged for children left after 5:30pm. Three late fee assessments are grounds for dismissal from the Center.

CENTER HOURS: Mon- Thurs 7:30-5:30 and Fri 7:30-5:00pm

PARKING

All Center parking is located in employee spaces in lots 1 & 18. A current employee or courtesy parking permit is required at all times. **Parking behind the building (Fire Lane) is grounds for dismissal from the program.**

SIGN IN AND OUT

It is a licensing regulation that a responsible adult signs your child in and out each day. A full signature is required. No child will be released to anyone other than the parent without prior written authorization on file. Photo identification will be required.

CLOTHING

Children should wear easily laundered; comfortable play clothes to school. Clothing and shoes should allow for safety in climbing and running activities. **Rubber-soled, closed-toe and heel shoes are required.** All children should wear socks, even with sandals/crocs (If there was an emergency during nap, their feet would still be covered). Pull-on pants encourage young children to become independent with their toileting routines. Please supply at least two complete changes of clothing (shoes, socks, pants, etc.). Labeling clothing items help prevent loss.

CUBBIES

Each child will have a cubby for their clothing and personal belongings. These are located in each classroom. Please remind your child to check their cubby daily. We also ask that children do not bring violent toys to the classroom (i.e. swords, action figures that fight, guns, etc.) These items encourage aggressive/violent play and we would prefer that you not bring them to the center, since they are not used in our environment.

MAILBOX

Please remember to check your mailbox daily for important reminders or any kind of news from the center or other parents in the classroom.

NAPTIME REQUIREMENTS

Each child will bring a lightweight blanket for naptime. The blanket should be clearly labeled with the child's name. Blankets are sent home each week to be laundered. For sanitary purposes, pillows are not used. Cot sheets are provided by the Center for each child and will be laundered weekly. Pacifiers are discouraged.

SNACKS

Snacks are provided through your parent tuition. Nutritious snacks will be served twice daily. Please let us know if your child will not eat any particular foods. In addition, cooking activities with the children are part of our curriculum.

LUNCH

Parents will provide a nutritious lunch following suggested items at orientation. Please avoid items containing high sugar content (Jell-O, fruit snacks) or chocolate. Milk and utensils are provided by the Center at lunch. Soy Milk can be provided by parents if requested and if child is lactose intolerant we will provide water at lunch. Use a small unbreakable thermos to keep hot foods hot. Blue ice packs can be used to keep cold foods cool. Please provide foods, which are prepared and ready to eat (We have no access to a microwave during lunch). Children will be encouraged to eat protein sources first.

Some Lunch Suggestions:

Fruits:

Apples, apricots, bananas, blueberries, cantaloupe, dried fruit, peaches, pineapple, raspberries, strawberries, tangerines, watermelon, fruit rolls (ALL PREPARED AND READY TO EAT).

Dairy:

Cheese, cottage cheese, yogurt.

Meat Group:

Chicken, chili, egg, fish, peanut butter, pepperoni slices, beans, tuna turkey, variety of meats (PREPARED AND READY TO EAT.).

Breads/Grains:

Bagels, bread, cereal (NO SUGAR), Cereal bars (NO SUGAR), corn bread, pita bread, pretzels, mac and cheese, crackers, spaghetti, rice, rice cakes, pasta salad.

Vegetables:

Avocado, broccoli, cabbage, carrots, corn, green beans, lettuce, peppers, potato, soybeans, sweet potato, tomatoes, vegetable soup (ALL PREPARED AND READY TO EAT).

Foods they may eat at home: enchiladas, noodles, tortilla rolls, soup, salad, burrito, sushi, etc. (IN A THERMOS).

HEALTH AND SAFETY

ABSENCES

Please telephone the Center (562)985-8500 Preschool or (562)985-7498 Toddler, when your child will not be in attendance. We have 24-hour voice mail service. There are no provisions for make-up days due to illness. Extenuating circumstances or long periods of illness or absence should be discussed with the Director.

SICK CHILDREN

The State of California forbids attendance at school of sick children. Children must be healthy in order to participate in all aspects of the program. The Center is unable to provide care for ill children. Please exercise good judgment and keep your child at home when ill, seeking medical attention as appropriate. For the protection of other children and staff, be aware of the following indications of illness:

- Fever over 100F (auxiliary-under the arm)
- Signs of a new cold: cough, sore throat, water eyes, runny nose etc.
- Headache or earache
- Loss of appetite
- Excessive irritability or unusual passivity
- Vomiting or diarrhea
- Inflammation of the eye
- Abscess or draining sores
- Rash

If your child shows any of the above symptoms at school, we will call you to pick up. Children must be picked up within one hour of phone contact. Child must be symptom free for 24 hours before returning to school. Please notify staff if your child has a communicable disease. If contagious and requires medical attention, we need a physician's note for return to school.

MEDICATIONS

No over-the-counter medications will be administered. Requirements to administer prescription medications must be in writing including: child's full name, name of medicine, schedule of administration, amount given per dose, method of administration, expiration date, name of prescribing physician, pharmacy name and date medication was sold. All medication must be in original container.

MANDATED ABUSE REPORTERS

All child care staff is required by law to report suspected child abuse.

EMERGENCY PREPAREDNESS

Staff is CPR/First Aid certified and familiar with emergency procedures. Monthly disaster drills are conducted. In the event of a natural disaster, University procedures are implemented. Each family is expected to provide requested emergency supplies (emergency kit).

With head injuries parents are notified immediately by phone and asked to come in.

If the injury is not an emergency, but we feel that the child needs medical attention, the parent will be called to determine further medical intervention. We can provide directions to local hospitals and urgent care, if needed. It would be up to the parent to decide where to take their child for medical care.

If anything other than basic first aid is necessary and medical attention is needed for a non-emergency situation we will contact the University Police at (562) 985-4101. After arrival on scene, the University Police will assess whether the Long Beach Fire Department Paramedic assistance is needed.

If the child's injury is life threatening, the center will call 911, campus police, and the parent immediately.

NEED TO KNOW

CONFERENCES

Staff-parent conferences are scheduled in Fall and Spring. Parents are welcome to request an individual conference by appointment. The staff may also initiate a conference, if necessary, to promote the child's successful adaptation to the classroom.

PARENT ED. WORKSHOPS/BULLETIN BOARDS

Parent education workshops/bulletin boards, presented by upper division students in FCS 418, are offered during Fall and Spring semesters. Parents are encouraged to attend these workshops. Many of the presenters are students who work with your children each semester.

SPECIAL DAYS (BIRTHDAYS)

Your child's birthday will be recognized as a Special Day. Because children are often not in attendance on their exact birthday, the staff recognizes the child's Special Day on a convenient day. Parents may make arrangements to bring in paper goods for snack time (plates, cups, napkins). We invite you to support our classroom libraries by donating a Special Day book. Please label the book with your child's name and Special Day date. Your child and teacher will present the book to their classroom at snack time. It is recommended that invitations to private parties at home should be sent to all of the children in the classroom to prevent hurt feelings. These invitations should be put in parent mailboxes.

OPEN HOUSE

Open House takes place in the Spring Semester on a Friday afternoon (Center is closed, so all staff can participate). Open House is a perfect opportunity to share information about the program with other campus employees. Applications for the following year are distributed at open house. Enrollment is not automatic; applications must be filled out yearly.

COMMUNICATION

Verbal communication between parent and staff takes place on a daily basis. This system has been established to provide parents with information regarding activities at school as well as any observed changes in a child's physical or emotional state. Parents are welcome visitors in the classroom at any time. The observation room is located adjacent to the classrooms and is available for viewing the classroom during Center hours. There are Wipe Boards/Clip Boards that discuss nap and daily notes, posted in the classroom sign in area.

SEPARATION

Our staff is prepared to assist parents and children in their adjustment to new routines. Your daily drop off routine is critical in assisting your child in adjusting to their new classroom. Please be as consistent as possible. Crying at your departure is normal. Be kind, but firm when saying goodbye. Tell your child that it is time for you to leave and that you will return at the end of the day. Be assured that the staff will comfort your child and help transition them into the classroom. The rewards of helping your child adjust to this new setting are the enjoyment of being with other children and the opportunity for new and exciting experiences.

FUNDRAISERS/PARENT PARTICIPATION

Parents are required to participate in the scheduled fundraisers. Your participation allows us to maintain our excellent program and provides quality experiences for your children without making major increases in parent tuition.

Our Annual Child and Family Center Celebration is held toward the end of August. This is a fun opportunity to celebrate going to Kindergarten, the year behind, and the year ahead. This involves both the toddler and preschool classrooms. Parents are required to assist with set-up, decorating, clean up, and the potluck.

Parent Involvement is an important component to any child care setting. Teachers may post sign-ups for parents to come in and share any special talents, read with the children, work on any center projects we may need assistance with, etc. We understand how busy you are, but your participation is greatly encouraged and appreciated by us and your child.

TODDLER DAILY SCHEDULE

7:30-9:15	Inside Time (activities by students/staff)
9:30-9:40	Gathering
9:40	Family Style Snack Time
10:00-11:15	Outside Time (activities by students/staff)
11:15-11:45	Lunch provided by parents (Center provides milk)
11:45-12:00	Bathroom and Nap Transition. Wash hands, face and brush teeth.
12:00-2:30	Nap/Quiet Activities
2:30-3:15	Wake up, Bathroom, and Family Style Snack Time
3:15-3:30	Gathering
3:45-4:45	Outside Time (activities by staff)
4:45-5:30/5:00	Inside Time (activities by staff) Quiet activities planned. MAY COMBINE WITH PRESCHOOL AT 5PM

- This is a very basic outline of our daily schedule. Our schedule will vary depending on the needs of the toddlers in the classroom*

Additional Toddler Information

- Diapering/Toileting: Toddlers wearing diapers will be changed on a regular basis. Parents provide disposable diapers. **No Pull-ups please.** Toilet learning toddlers will be encouraged to use the potty every 1 1/2 hours depending on their needs.

PRESCHOOL DAILY SCHEDULE

7:30-8:30	Inside Time (includes activities by staff)
8:30-9:45	Bathroom/Outside Time (Physical/motor or dramatic play activities by staff and fieldwork students)
9:45-10:00	Rug time "A" emphasizing language/literacy development. Hand washing for snack.
10:00-10:30	Snack Time
10:30-11:45	Inside Time (Creative or math activities by staff and fieldwork students). Hand washing for lunch.
12:00-12:30	Lunch provided by parents. (Center provides milk)
12:30-1:00	Transition to nap. Wash hands, face and brush teeth.
1:00-2:45	Nap/Rest
2:45-3:00	Up from Nap/Rest
3:00-3:30	Family Style Snack
3:30-3:45	Rug time "B" emphasizing language/literacy development
3:45-4:45	Outside Time (Physical/motor, math, creative or play structure activities by staff and fieldwork students)
4:45-5:30/5:00	Inside Time. Quiet Activities planned by staff.

Additional Preschool Information:

- Preschool math and language activities follow California Department of Education Pre-K guideline and Foundations.
- AM Outside time changes when the time changes. During Fall we go outside at 11am. In Spring we go outside at 8:45am.

**REMINDER: CENTER FOLLOWS CSULB ACADEMIC CALENDAR
Tentative 2009/2010 CFC CALENDAR AND CLOSURES**

FALL SEMESTER 2009:

August 26: Annual Celebration 3:30pm-5:00pm

August 28: Center closed for Fall Preparation/ Staff Development

August 31: First Day of Classes

September 7: Labor Day Holiday (Campus/Center Closed)

November 11: Veteran's Day (Campus/Center Closed)

November 25, 26, & 27: Thanksgiving Holiday (Center/Campus Closed)

December 18: Last day that center is open for Fall 2009 Semester

December 21-January 3: Winter Recess

WINTER SESSION 2010:

January 4: Center opens for Winter Session

January 18: M.L. King, Jr. Holiday (Campus/Center Closed)

January 22: Center closed for Spring Prep and Professional Development

SPRING SEMESTER 2010:

January 22: First Day of Semester

January 25: First Day of Classes

March 26: OPEN HOUSE (Center Closed)

March 29-April 2: Spring Recess (Center Closed)

April 9- Professional development CAEYC conference (Center closed)

May 28: Last Day of Semester

May 31: Memorial Day (Campus/Center Closed)

SUMMER SESSION 2010:

**Summer Session: June 1-August 26, (Independence Day observed –
Campus/Center Closed): July 5**

Center closed August 27-28: Center closed for Fall Preparation/ Staff Development

FALL 2009 begins August 30

***CENTER ALSO OBSERVES STAFF PROFESSIONAL DEVELOPMENT DAYS TO ATTEND
WORKSHOPS, WHICH WILL BE GIVEN TO PARENTS WELL IN ADVANCE. THANK YOU
FOR YOUR CONTINUED SUPPORT OF OUR PROFESSIONAL DEVELOPMENT!**