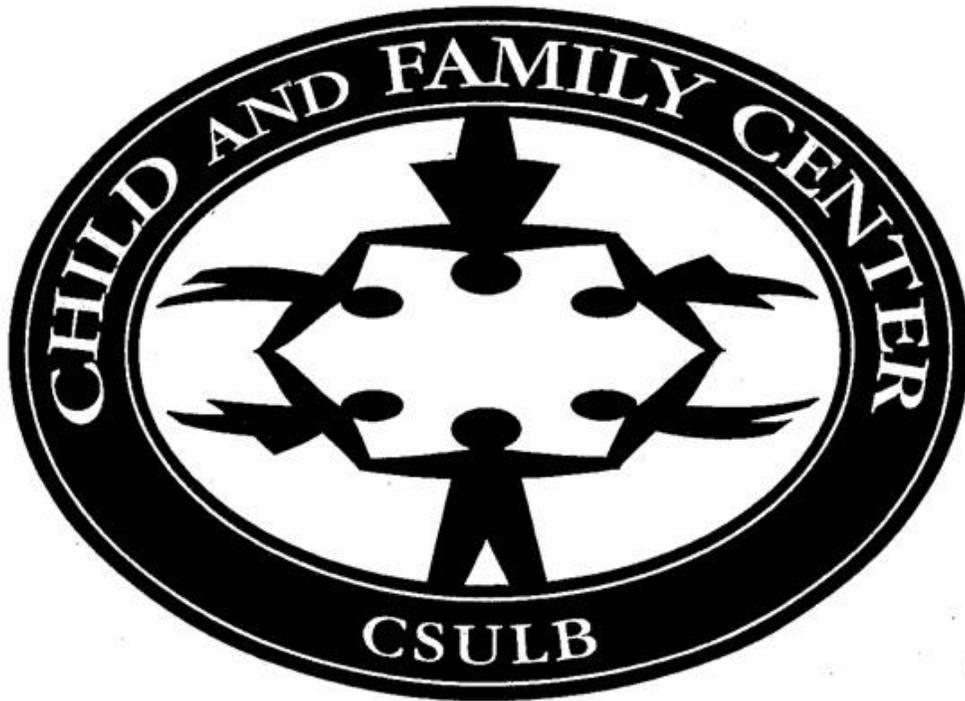


Child and Family Center
Parent Handbook 2019-2020

Department of Family and Consumer Sciences
College of Health and Human Services
California State University, Long Beach



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Website – www.csulb.edu/cfc

Facility Number: 198004391

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MISSION STATEMENT

The Child and Family Center, located in the Department of Family and Consumer Sciences at CSULB, 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. Promotion of educational resources to campus parents is an important component of the Center's mission. The Center is tied to the mission statements of the Department of Family and Consumer Sciences; the College of Health and Human Services; and California State University, Long Beach.

PHILOSOPHY STATEMENT

The Child and Family Center is a nationally accredited program for children ages 18 months-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, designed to meet the developmental needs of young children in the areas of physical/motor, cognitive, language, and affective development.

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.

We look forward to building a positive relationship with you and your child!

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 reflects general themes, which are appropriate to the time of year.

OBSERVATION, ASSESSMENT, AND CURRICULUM

Within a scheduled routine each day, The Child and Family Center implements an emergent curriculum, designing activities based on observation of children's developmental needs and interests while daily fulfilling the developmental domains: cognitive, language, physical/motor, and social/emotional. Child and Family Center teachers are familiarized with the Desired Results Developmental Profile (DRDP), an assessment tool from the California Department of Education, Child Development Division. Curriculum goals and objectives used by the center are derived from the Infant/Toddler Learning & Development Foundations, and the Preschool Curriculum Framework. Teachers are trained to take objective anecdotal notes, photographs, and work samples within the children's naturally-occurring learning environment, which are used to complete the DRDP assessment for each child and aid Lead Teachers during parent conferences twice a year, once in the Fall and once in the Spring. These pieces of documentation, used in conjunction with the DRDP assessment tool and Foundations/Framework objectives, are used in the creation of developmentally appropriate curriculum in the classrooms.

ENROLLMENT INFORMATION

ADMISSION

The Center is open to any child, regardless of race, color, national origin, gender or religion. The preschool classroom serves toilet-trained children ages three-five years. The toddler classroom serves children ages eighteen months-three years. Priority enrollment is given to children of employees on campus.

TUITION FEES

| Preschool Monthly | | Toddler Monthly | |
|-------------------|----------|-----------------|-----------|
| M-F | \$997.00 | M-F | \$1150.00 |
| MWF | \$688.00 | MWF | \$841.00 |
| T/TH | \$527.00 | T/TH | \$653.00 |

Upon enrollment, a \$200 annual enrollment fee must be submitted in addition to the monthly tuition. Monthly tuition is due on or before the fifth (5th) of each month. There is a ten day grace period for payment. A late fee of 10% of your monthly tuition rate will be assessed if payment is not received by the fifteenth (15th). The Center only accepts payments online via CASHNet. There is a direct link provided from the centers website (www.csulb.edu/cfc) under the fees and payment section. Tuition receipts will be emailed to families once payment is made. We do not offer pro-rated tuition, extended terms, or shortened dates.

Tuition rates will be reviewed every semester. Families will be given a written notice *at least* thirty days prior to any tuition rate change taking effect.

Priority registration for currently enrolled families will begin in the spring semester.

SUMMER SESSION

The Center is open all summer. The enrollment options for summer session will be available in early Spring.

RETURNED CHECKS

There is a \$20 dishonored check fee which will be charged for each e-check payment that is returned from your bank for any reason. If paying by credit card, a \$20 dishonored credit card fee will be charged for each payment disputed with your credit card company. Please contact Child & Family Center at (562) 985-8500 or Childandfamilycenter@csulb.edu before placing the dispute. If payment for a dishonored check is not paid in full within two weeks of notification from the Child and Family Center, enrollment will be forfeited.

WITHDRAWAL POLICY

A written notice is required **30 days** prior to removing a child from the program. If departure from the program occurs mid-month, tuition will not be prorated.

PROBATIONARY PERIOD

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

TERMINATION POLICY

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

- 1) When parent/s and family are recommended to participate in therapeutic intervention and such recommendation has not been acted upon 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 clinical diagnosis has determined that the child needs an environment which we are unable to provide.
- 4) The non-payment of tuition.
- 5) Excessive late tuition payments (three or more within one full school year).
- 6) Excessive late pick-ups of your child (three or more within one full school year).
- 7) Parking behind the FCS building, which has been designated as a fire lane.

BABYSITTING POLICY

Paid staff members from the Child and Family Center are not permitted to provide childcare services to enrolled parents, due to increased liability issues. Paid staff members, or "blue apron teachers", include paid student teachers, substitutes, and full-time staff.

The fieldwork students "brown apron teachers" may babysit for families. Flyers or advertisements can be posted in the fieldwork sign in area.

LICENSING

It is understood that the Child and Family Center, CSULB is a state licensed childcare provider through the State of California - Department of Social Services, Community Care Licensing Division, and it is this licensing agency's authority to inspect our facility at any time and interview staff and children in our care without prior consent.

DAILY BUSINESS

SCHEDULE

The Child and Family Center is a year round program, which observes the University's academic schedule/holidays (2019/2020 school year closures are listed on page 20). We will also close for staff professional development days (to be announced in advance).

Center hours are **Monday- Friday 7:30-5:30**

We offer the following three weekly schedule options:

Monday – Friday

Monday/Wednesday/Friday

Tuesday/Thursday

Schedule Modification Policy – A schedule change (i.e switching to MWF from M-F) must be discussed with the director or assistant director and is dependent on availability of space. A written notice is required **30 days** prior to the schedule change taking effect.

PARKING

Several parking options are available for drop-off and pick-up times:

- Lot G1 will have short term parking. Families may park in any of the short term parking spots for no more than 30 minutes during drop off 7:30am-9:30am and pick up 3:00pm-5:30pm. If you need to park for more than 30 minutes, you will need to purchase a general parking permit from the dispensers. Your center-issued permit must be displayed on the dashboard of your vehicle, or you will be given a citation.
- Lot E11 (across from CFC) – Employee Parking Permit
- Lot G3 (behind Student Health Services) – General parking permit required (General parking permits are available at the dispensers.)
- Half-circle loading area in front of the FCS building –**ten minutes only!!** This is a shared loading area for students and University vehicles as well. Please be aware that this is a **loading area only**, and you will be ticketed if parked here for more than ten minutes. You may also be ticketed if your vehicle is blocking traffic in any way on Beach Drive.

Parking behind the building (Fire Lane) is grounds for dismissal from the program. Any issues or disputes about parking can be addressed with Parking and Transportation Services, which can be reached at (562) 985-4146.

DROP-OFF AND PICK-UP

The parent/guardian is responsible for making sure that their children are walking safely to and from the Child and Family Center classrooms. Parents must accompany their child(ren) the entire way to the classrooms. This also ensures your child's safety and the safety of others. Children will not be permitted into the Center without a parent or guardian. Children must be dropped off to a **BLUE APRON TEACHER ONLY**. If the children are playing outside, please walk your child to the playground. We ask that families respect the work of faculty, staff, and CSULB students in the Family Consumer Sciences building by refraining from running or yelling in the hallways and courtyard.

There are no provisions for early drop-offs or late pick-ups. Children may not be dropped off earlier than the center's opening time at 7:30am. Children must be picked up by 5:30pm everyday. A late fee of \$10.00 for every five minutes, and \$2 per minute thereafter will be charged for children left after 5:30pm, Monday through Friday. **Three late fee assessments within one full school year are grounds for dismissal from the Center.**

IN ORDER FOR YOUR CHILD TO FULLY 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 8:30AM.

SIGN-IN AND SIGN-OUT

A parent or guardian must sign his or her child in and out each day because of licensing regulations. A full signature is required. *If a full signature is missing, you will be called to come back to the Center to sign for your child.* No child will be released to anyone other than the parent without prior written authorization on file. Photo identification will be required. Phone calls with the name of a person to pick-up your child will not be accepted.

CLOTHING AND DIAPERS

Children should wear easily laundered comfortable play clothes to school. Clothing and shoes should be safe for climbing and running activities. **Rubber-soled, closed-toe, and heel shoes are required.** All children should wear socks, even with sandals/Crocs because if there is an emergency during nap, their feet would still be covered. Please supply at least two complete changes of clothing (shoes, socks, underwear, pants, and shirts.). Labeling clothing items helps prevent loss.

Children will wear jackets when it is cold outside. Jackets are provided by the families and hung on hooks in the classroom when not in use. In the event a jacket has not been provided by the family, the center has extra jackets stored in the bathroom cabinets for children to wear. These borrowed jackets are washed after each use.

In the toddler classroom, for children who are unable to use the toilet consistently, only disposable diapers are used. Extra diapers are kept in your child's clothing cubby near the diaper changing table. If a child has a medical reason that does not permit the use of disposable diapers, a healthcare provider's authorization is required.

Clothing soiled by urine or a bowel movement are minimally handled and immediately placed in a plastic bag, tied, and put in the parent cubby to be sent home the same day. If the soiled clothing is not taken home at the end of the day, the clothing will be thrown away.

CUBBIES

Each child will have a cubby for their clothing and personal belongings. These are located in each classroom and should be checked daily by a parent to be refilled as needed. 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 and violent play and will be sent home since they are not supported in our environment. The Center provides ample amounts of toys for play; therefore, personal toys should remain at home.

MAILBOX

Parent mailboxes are located in the sign-in areas of the classrooms, *below* the parent's name/last name. Please remember to check your mailbox daily for important reminders, administrative business, or news from the Center. Mailboxes are also used by families as a means of communication with each other.

NAPTIME REQUIREMENTS

At the beginning of the week, each child will bring a lightweight blanket and soft toy, if needed, *in a reusable bag* for naptime. The blanket should be clearly labeled with the child's name. Blankets and bags are sent home on Thursdays and Fridays 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.

MEALS

SNACKS

Snacks are provided as part of your monthly tuition. Nutritious snacks containing at least two food groups will be served once in the morning and once in the afternoon. In addition, cooking activities with the children are incorporated into the curriculum. A monthly snack menu is available on the center's website and posted in the classroom for your convenience. **For your child's safety, please notify us if your child is allergic to any particular foods, especially if you become aware of the allergy during the school year.** If your child requires a special diet, snacks will be provided by the parent (such as soy cheese, tofu, etc.).

LUNCH

Parents will provide a nutritious lunch, in a lunch box or bag, following suggested items at orientation. Please avoid items containing high sugar content (Jell-O, fruit snacks) or chocolate. Lunches will be checked each day to ensure all foods provided are "healthy growing foods" and do not contain peanuts. Anything found to be "non-growing foods" or containing peanuts will be placed in parent mailboxes or administration office to be taken home. Milk and utensils are provided by the Center at lunch. Milk alternatives can be provided by families if requested. A small unbreakable thermos should be used to keep hot foods hot. Blue ice packs can be used to keep cold foods cool. Please provide foods which are prepared in containers and ready to eat (we have no access to a microwave or refrigerator during lunch).

Some lunch suggestions:

Fruits:

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

Vegetables:

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

Dairy:

Cheese, cottage cheese, yogurt.

Protein:

Chicken, chili, egg, fish, pepperoni slices, beans, tuna, turkey, pot roast, tofu (PREPARED AND READY TO EAT.).

Breads/Grains:

Bagels, bread, cereal (NO SUGAR), Cereal bars (NO SUGAR OR FROSTING), corn bread, pita bread, macaroni and cheese, crackers, pasta, rice, rice cakes, pasta salad.

Foods eaten at home:

Enchiladas, noodles, tortilla rolls, soup, salad, burrito, sushi, etc.

Bottles and “sippy” cups are not permitted in the program. Paper, disposable cups provided by the program are available for water and milk during meal and snack times, as well as for water consumption throughout the day. Children are assisted by staff to sit at meal and snack times to drink and eat. Staff ensure that the foods provided to the children, especially to toddlers, are cut into small pieces according to the children’s chewing and swallowing capability.

PEANUT-FREE POLICY

The Child and Family Center is a peanut free center. Peanuts, peanut butter, and anything made with peanut oil will not be allowed at the center. In addition, any packaged foods that state, “May Contain Peanuts” will not be allowed. However, packaged food that may have been processed on the same equipment as peanuts will be allowed. Below are some alternatives to peanuts/peanut butter:

- other types of nuts (cashews/almonds/sunflowers/walnut/etc)
- almond/cashew/sunflower butter

Please label sandwiches made from alternative nut butters with the type of butter used, for example “Almond Butter” or “Cashew Butter”. Since all nut butters look and smell alike, labeling will help us separate out any sandwiches containing peanut butter. If your household has decided to ONLY use alternatives to peanut butter, please speak with Teacher Stefanie. Food in children’s lunches that are determined to contain peanuts or peanut products, will be removed and placed in the administration office for pick-up at the end of the day.

HEALTH AND SAFETY

HANDWASHING

Hand washing is required of **staff, fieldwork students, and children:**

- upon entering the classroom,
- after wiping/blowing noses,
- after toileting/diapering procedures,
- before snack/lunch preparation and consumption,
- after fingers have touched their mouth or nose,
- after handling animals, or materials that could be contaminated by animals
- after any contact with any bodily fluids
- when moving from one age group to another (ex. preschool to toddler, or vice versa)

ABSENCES

Please telephone the Center when your child will not be in attendance or late. This helps us staff our classrooms with the appropriate ratio numbers. The Preschool phone number is (562) 985-8500, and the Toddler phone number is (562) 985-7498. We have twenty four 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 the attendance of sick children at school. 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 at 100F or higher (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 your child. Children must be picked-up within **one hour of phone contact**. A child must be *symptom free for twenty four hours before returning to school*. Please notify staff if your child has a communicable disease. If contagious and requires medical attention, a physician's note is needed to return to school.

SUNSCREEN

Sunscreen lotion of at least SPF 30 is available in the sign-in areas of the toddler and preschool classrooms. Parents are asked to apply sunblock on their child each morning at drop-off, and CFC staff will reapply sunblock prior to afternoon outdoor play. Parents must complete the Sunscreen Authorization form at the time of enrollment. If a specific sunscreen brand is preferred, families will label with the child's first and last name and it will be kept in the parent cubby.

INCIDENTAL MEDICAL SERVICES

MEDICATIONS

Over-the-counter medications **WILL NOT** be administered. A Parent Consent for Administration of Medication Form must be filled out completely and signed daily by the parent. Forms are available from your child's lead teacher. All medication must be in its original container with labeling from the pharmacy that includes: 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. Inhalers and nebulizers will be administered with doses in original packaging along with a completed Nebulizer Care Consent Form. Medications will be administered by center director/assistant director/or lead teacher. If the medication needs any special application the parent will provide the information to the center director/assistant director/lead teacher.

ADMINISTRATION of EpiPen Jr (Title 22 101226)

Nonmedical personnel such as childcare center staff may administer the EpiPen Jr Auto-Injector or EpiPen Auto Injector as **prescribed by a physician and in emergencies ONLY**.

EpiPen Jr and EpiPen should be used by/or administered to, a hypersensitive (allergic) person in the event of an allergic emergency as prescribed by a physician. The child's file needs to contain specific written documentation/directions from the child's physician that include: what the child is allergic to, the child's emergency care plan, handling and distributing procedures for the EpiPen Jr/EpiPen, and dosage information. The child's file must include a Parent Consent for Administration of Medication and Medical Chart form (LIC 9221). Training for the use of an EpiPen Jr can be provided by the CSULB student health center or the child's parents. The center does have EpiPen Jr practice pens that can be used to demonstrate proper application.

EpiPen Jr or EpiPen can be kept at the center with the following instructions:

- 1) Use in accordance with the directions and as prescribed by a physician
- 2) Keep ready to use at all times (carried in the emergency backpack)
- 3) Protect from exposure to light and extreme heat
- 4) Note the expiration date on the unit and replace prior to that date
- 5) Replace any auto-injector if the solution is discolored or contains precipitate.

In the event of a severe allergic reaction where the EpiPen Jr/EpiPen needs to be administered the Child and Family Center director/assistant director/lead teacher will administer the shot and immediately call 911. The center staff will then call the parent/guardian and send the used EpiPen Jr/EpiPen container/shot with the child to the hospital.

USE OF NEBULIZER

A child needing nebulizer treatments while at school must have their parent/guardian complete a Nebulizer Care Consent/Verification Child Care Facilities form (LIC 9166) as well as the Parent Consent for Administration of Medication and Medical Chart form(LIC 9221). The nebulizer will be brought in by the parent/guardian with the medication in the original box with the prescription label. The label from the pharmacy must include: child's name, physician's name, dosage, how and when to administer the dosage, and the expiration date. The center director/assistant director/lead teacher will administer the medication. The child's parents can give instructions and demonstrate to the center director/assistant director/lead teacher how to administer the medication with the use of the nebulizer.

SAFETY AND EMERGENCY PREPAREDNESS

The children are provided ample opportunities to practice safety procedures daily and monthly.

Daily:

- Children practice holding hands or a ring rope while walking out to the playgrounds. Children are never to walk outside without the rope/hand of a teacher.
- Children practice, and are reminded to use, walking feet inside the classrooms to avoid injury. Running feet can be used outside.
- Teachers remind children to use quiet, inside voices when they are in the classroom. This is so children and teachers may hear each other, and in the event of an emergency, children and teachers may hear vital directions.
- When building in the block areas, children practice building structures that do not pass their shoulders in height. This is to avoid injury from falling blocks.

Monthly

- The Child and Family Center practices monthly evacuation drills. Each month alternates between practices in fire, earthquake, and invisible drills. During a fire drill, children, staff, and fieldwork students practice walking out of the building to the Child and Family Center's designated evacuation meeting point on the preschool yard. During an earthquake drill, children, staff, and fieldwork students practice ducking and covering in addition to evacuation procedures. During an invisible drill, children, staff, and fieldwork students practice locking doors, turning of lights, closing windows/blinds/shades, gathering in a central location in the classroom, and being quiet and still.

Full-time staff of the Child and Family Center are CPR/First Aid certified and familiar with emergency procedures. Monthly disaster drills are conducted. Each family is expected to provide requested emergency supplies (emergency kit/survival kit) at the beginning of each school year. Emergency kits contain extra clothes and shoes, diapers (toddler), a book, and a family picture. Survival kits include food and emergency supplies. Kits are stored in plastic tubs in a shed on the preschool yard & in the main office of the CFC.

INJURIES AND MEDICAL ATTENTION

When simple injuries occur, a trained Center staff person will perform basic first aid. You will be informed either by phone or at pick up time about the injury and actions that were taken.

In the case of any head injury, parents will be notified immediately by phone and may be asked to come in to assess the injury.

In the case of a non-emergency injury, but we feel that the child needs medical attention**, the parent will be called to determine further medical intervention. Once contacted, you will assume responsibility for obtaining any medical treatment necessary. We can provide directions to local hospitals and urgent care, if needed. The parent will decide where to take his or her 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 as well as the parent. After arrival on the scene, the University Police will assess whether the Long Beach Fire Department Paramedic assistance is needed.

If the child's injury is life threatening, we will immediately call 911, campus police, and the parent. Center staff are not authorized to transport the child in their own vehicles. If needed, the child will be transported by ambulance and will be treated by a qualified physician** at the nearest hospital. Any costs incurred from treatment of an injury or illness occurring within the program is the parent's responsibility.

**Anytime a child receives medical attention due to injury or allergic reaction (EpiPen Jr administered) at the Child and Family Center, State of California - Department of Social Services, Community Care Licensing Division is contacted within 24 hours of an incident. If a parent deems it necessary to seek medical attention once taking their child from the center, families are asked to notify the center by 7am the following morning with details of the medical visit, including the name of the attending physician, any forms or medication given or prescribed, and any plan of action (including activities to avoid or maintenance of the injury). This will aid center administrators in reporting all correct information to licensing in a timely manner. A licensing analyst may inspect our facility at any time and interview staff and children in our care.

MANDATED ABUSE REPORTERS

All childcare staff members are required by law to report suspected child abuse.

NEED TO KNOW

COMMUNICATION

Verbal communication between parent and staff occurs 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. The observation room is located adjacent to the classrooms and is available for viewing during Center hours. There are wipe boards/clip boards posted in the classroom sign-in areas that discuss nap times and daily notes. The center director and assistant director also use family emails to communicate with families, such as delivering tuition invoices, and providing center updates and event reminders. The Child and Family Center also maintains a website at www.csulb.edu/cfc. You can find information such as the monthly snack menu, newsletters, current tuition rates, and center updates/events.

LEARNING GENIE APP

The center utilizes an app called Learning Genie to communicate with parents for documentation purposes. Through Learning Genie, we are able to connect with families through digital daily reports. With the app we are able to share with individual families a variety of photos, daily updates, reminders and more. Participating in the app is voluntary. If you choose not to participate in the parent app, the quality of your child's care will not be compromised. We will continue to communicate with you via your preferred method. Upon enrollment you will be given a consent form to participate in the Learning Genie program.

CONFERENCES

Parent-Teacher Conferences are scheduled once in fall semester and once in spring semester. Parents are welcome to request additional conferences by appointment. The staff may also initiate a conference, if necessary, to promote the child's successful adaptation to the classroom.

SPECIAL DAYS (BIRTHDAYS)

If your family celebrates birthdays, your child's birthday will be recognized as a Special Day. Families may make arrangements to bring in paper goods for snack time (plates, cups, napkins). Families are also welcome to bring a special snack to share with the class at morning or afternoon snack time. Please remember the center's healthy growing foods policy when choosing a special snack. Food items brought in must be store-bought with the ingredients label on the packaging. This ensures the safety of any children in the program who may have food allergies. 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 group time before snack. The Center recommends that invitations to private parties at home should be sent to all of the children in their classroom to prevent hurt feelings. The parent is responsible for placing invitations in the mailboxes. Class rosters are sent home each year to help with child and family names.

BACK TO SCHOOL NIGHT

Back to School Night is on the evening of the first Friday in October. The Center is open for regular operation during the day. Back to School Night is an opportunity for currently enrolled Child and Family Center families to gather with each other, see their child's classroom, and bring friends and family to visit. Lead teachers and administrators prepare the classrooms with

work done by the children so far in the school year and are present on this special evening for families to speak with. Children are welcome to join!

OPEN HOUSE

Open House is held on a Friday in April (the Center is closed, so all staff can participate). Open House is a wonderful opportunity to share information about the program with other campus employees and families interested in enrolling their children and touring the classrooms. Applications for the following fall semester are first available at open house. Waitlists are maintained for one year only. Families who have been on the waitlist, and have not received an enrollment space, must complete another application for the following school year.

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, so 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. It is often helpful to designate a pick-up time so teachers can put your child at ease. 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. There is an observation room located between the preschool and toddler classroom that parents can use to check on their child during the day.

FUNDRAISERS/PARENT PARTICIPATION

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

The Child and Family Center also organizes restaurant fundraiser nights at local eateries throughout the year. These are fun events for a night out with your family, to come together with other families from the Center, and to support our program.

Our End of the Year Celebration is held at the end of summer session in August. This is a fun opportunity to celebrate going to Kindergarten/TK, the year behind, and the year ahead. This involves both the toddler and preschool classrooms. A sign-up sheet will be put out for parents to volunteer for set-up, decorating, clean-up, and bring snack items to share.

Parents are invited to take part in their child's classroom throughout the year in various ways. There is a parent board available in each of the in the parent sign-in areas. This board will be updated monthly with community events, resources, and ways to volunteer in the classrooms. There is also a Wish Tree located in parent sign in area of each classroom. The Wish Tree has items that the center would like to receive or have donated. These items are often needed at the Center for daily use and special activities for the children. Check the Wish Tree monthly as items are often changed or added.

Parent involvement is an important component to any childcare 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, conduct a cooking/creative activity, etc. We understand how busy you are, but your participation is greatly encouraged and appreciated by us and your child. Please see the center administrators/lead teachers to see what can be scheduled

POSITIVE DISCIPLINE

Our teachers provide positive discipline; we avoid the use of “no” and “don’t”. Instead, we use redirection into a more positive outlet. The goal is self-control that is developed through acknowledgement of responsibility of one’s actions. We avoid comments like “You’re so smart” or “you’re so cute”.

The Child and Family Center does not support the practice of making children say “sorry”. They are to ask “are you ok?” and/or help the friend that they hurt. These are teachable moments for children to learn empathy, and how their actions can make others feel.

All staff and fieldwork students of the Child and Family Center are NEVER to use physical punishment, psychological abuse, or coercion as a form of discipline. In regards to behavior management, staff and fieldwork will work to:

- build positive, trusting relationships between teacher and child
- redirect the child into positive behavior and activities,
- provide a consistent schedule and routine,
- provide consistent follow-through with guidance
- use positive reinforcement of desirable behavior
- provide a well-planned, sufficiently equipped environment to reduce frustration

CONCERNS ABOUT DEVELOPMENT

As a parent, you know your child best. If you feel your child is not meeting the milestones for his or her age, or if you think there could be a problem with the way your child plays, learns, speaks, acts, and moves talk to your child's doctor and share your concerns with your child's teacher. Families are welcome to request a parent-teacher conference to discuss concerns, and teachers can share their observations. There are several resources available to families. A few are listed below:

Regional Centers

Regional centers are nonprofit private corporations that contract with the Department of Developmental Services to provide or coordinate services and supports for individuals with developmental disabilities. They have offices throughout California to provide a local resource to help find and access the many services available to individuals and their families. The two closest centers to the Child and Family Center are:

Regional Center of Orange County (serving those who live in Orange County)

<http://www.rcocdd.com/contact-us/>

To inquire about applying for services through RCOC, call the Intake and Assessment Department at (714) 796-5354 or email intake@rcocdd.com.

Harbor Regional Center (serving those who live in the South Bay, Harbor, Long Beach, and Bellflower areas)

<http://www.harborrc.org/contact>

- for infants and toddlers birth to three years of age, call (310) 543-7927
- for children 3 and over through adults, call (310) 543-7928

Regional Center Early Childhood Services: Counselors help families identify community resources for children who have, or have an established risk for, developmental delay or disability, and who are not yet eligible for a public school program. Services and supports emphasize parent-child interaction and focus on the development of interpersonal, social, language, cognitive, and motor skills. Services are typically provided under the supervision of specialists in child development, occupational therapy, physical therapy, speech, and social work. Preference is given to services and supports provided in natural environments, such as in neighborhood preschools.

CSULB Speech and Language Clinic

The CSULB Speech, Language and Hearing Clinic is a University based clinic which provides comprehensive diagnostic and therapeutic services for children and adults who have Speech-Language Pathology. The clinic may be contacted at (562) 985-4583 or email csulb.clinic@gmail.com. Website: <http://web.csulb.edu/colleges/chhs/departments/speech-languagepathology/services/>

TODDLER DAILY SCHEDULE

| | |
|--------------------|---|
| 7:30 | Center opens; Children begin to arrive |
| 7:30-9:30 | Free choice play inside (activities by staff and students) |
| 9:30 | Clean up, handwashing, AM Group time |
| 9:45 | Morning snack |
| 10:00 | Transition to outside play |
| 10:15-11:15 | Outside play (free choice play and activities by staff and fieldwork students). |
| 11:15 | Clean up outside environment, handwashing, transition to lunch |
| 11:30 | Lunch provided by parents (center provides milk). |
| 11:45 | Transition to nap, wash hands and brush teeth |
| 12:00-2:00 | Nap |
| 2:00-2:15 | Children wake up from nap; Toileting and handwashing |
| 2:15 | Afternoon snack |
| 2:15-3:30 | Free choice play inside (activities by staff and students) |
| 3:30 | Clean up; PM Group time |
| 3:40 | Transition to outside play |
| 3:45-4:45 | Outside play (free choice play and activities by staff and fieldwork students). |
| 4:45 | Clean up outside environment; Toileting and handwashing |
| 5:00-5:30 | Quiet activities inside; Small snack as needed Last child departs from center; Center closes |

*This is a very basic outline of our daily schedule. Our schedule will vary depending on the needs of the toddlers and the weather. In cases of rain or extreme heat, the children will be provided opportunities for gross motor play 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.
- Toddler activities follow the California Department of Education DRDP and Toddler Foundations.

PRESCHOOL DAILY SCHEDULE

| | |
|--------------------|--|
| 7:30 | Center opens |
| 7:30-9:45 | Inside Time (free choice play and activities by staff and fieldwork students). |
| 9:45-10:00 | Group Time; One group emphasizing language/literacy development. Hand washing for snack. |
| 10:00-10:30 | Snack Time |
| 10:30-10:45 | Toileting, Handwashing, and Transition to Outside. |
| 10:45-12:00 | Outside Time (free choice play and activities by staff and fieldwork students). |
| 12:00-12:15 | Handwashing, and Transition to Lunch |
| 12:15-12:45 | Lunch provided by parents (center provides milk). |
| 12:45-1:00 | Transition to nap. Wash hands, face and brush teeth. |
| 1:00-3:00 | Nap/Rest |
| 3:00 | Up from Nap/Rest, Toileting and Handwashing. |
| 3:00-3:15 | Group Time; One group emphasizing language/literacy development |
| 3:15-3:45 | Snack Time |
| 3:45-5:00 | Outside Time (free choice play and activities by staff and fieldwork students). |
| 5-5:30 | Inside Time. Quiet Activities planned by staff. Last child departs from center; Center closes |

This is a very basic outline of our daily schedule. Our schedule will vary depending on the needs of the preschoolers and the weather. In cases of rain or extreme heat, the children will be provided opportunities for gross motor play in the classrooms and/or FCS 113

Additional Preschool Information:

- Preschool math, language, and social-emotional activities follow California Department of Education DRDP and Preschool Foundations.

THE CHILD AND FAMILY CENTER
FALL 2019-SPRING 2020 SCHOOL CALENDAR
Reminder: The Center follows the CSULB Academic Calendar

FALL SEMESTER 2019:

August 21: Annual End of the Year Celebration 3:30-5PM in Preschool Yard CENTER IS OPEN

August 22 & August 23: Fall Preparation/ Staff Development CENTER CLOSED

August 26: First Day of the Fall 2019 Semester

September 2: Labor Day Holiday CAMPUS/CENTER CLOSED

October 4: Back to School Night, 6pm-7pm CENTER IS OPEN

November 11: Veteran's Day Observed CAMPUS/CENTER CLOSED

THANKSGIVING HOLIDAY: November 27 (HALF DAY, close at 12pm), November 28 (CLOSED) & November 29 (CLOSED)

WINTER RECESS: December 23 – January 1 (CLOSED)

WINTER SESSION 2020:

January 2: Center opens for Winter Session

January 17: Spring Preparation/Staff Development CENTER CLOSED

SPRING SEMESTER 2020:

January 20: Martin Luther King, Jr. Day CENTER CLOSED

January 21: First Day of Spring 2020 Semester

March 31: Cesar Chavez Day CAMPUS/CENTER CLOSED

April 3: Open House CENTER CLOSED

May FCS Commencement Ceremony / Teacher In-Service – CLOSURE DATE TO BE DETERMINED (2020 Commencement Schedule not yet available)

May 25: Memorial Day CAMPUS/CENTER CLOSED

SUMMER SESSION 2020:

(Center is OPEN ALL Summer)

July 3: Independence Day Observance CAMPUS/CENTER CLOSED

August 19: Annual End of the Year Celebration 3:30-5PM in Preschool Yard CENTER IS OPEN

August 20 & August 21: Fall Preparation/ Staff Development CENTER CLOSED

August 24: Fall Semester 2020 begins

***THE 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!**

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CALIFORNIA STATE UNIVERSITY LONG BEACH



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July 2019

Parent(s)/ Guardian(s),

Please read the attached updated **Parent Handbook** and return the bottom portion of this letter to your classroom box by Friday, August 30th.

Thank you,

The Child and Family Center

Please cut and return bottom portion

Parent's Acknowledgement of Handbook Updates

Acknowledgement:

I/We, the parent(s)/guardian(s) of _____ have received a copy of the updated 2019-2020 "**Child and Family Center Parent Handbook**". I have reviewed and will abide by the policies and procedures of the Center.

Any questions and/or concerns may be directed to Stefanie Pedigo, Center Director

Printed Parent/Guardian Name _____

Signed Parent/Guardian Name _____

Date _____