



FRUIT OF THE VINE
CHILD DEVELOPMENT CENTER

PARENT HANDBOOK

Our Parent Handbook is a valuable resource that provides important information about our center, policies, and programs. We are committed to providing high-quality care and education for your child and ensuring that you are informed and involved in their development. Please read through it carefully and feel free to contact us with any questions or concerns.

FAMILY OF PRAYER AND PRAISE FRUIT OF THE VINE CDC
323-305-2439
info@fruitofthevinecdc.com
www.fruitofthevinecdc.com

Welcome Message

We would like to extend a warm welcome to you and your family on behalf of the Family of Prayer and Praise Fruit of the Vine Child Development Center. This handbook has been prepared for you so that you may become familiar with the policies and procedures which are in effect at the Center. We hope that it will be of help to you. Please keep it where you can refer to it in case you have any questions about the Center's policies and/or procedures. You may also bring any questions or concerns to the Program Director, or to your child's teacher. The Center may modify policies and procedures outlined in this **Parent Handbook** provided written notice is given to parents 30 days prior to implementation of any such changes. The term "parent" is used to include parents, legal guardians, foster parents, or anyone who has legal custody of the child enrolled at the Center. Thank you for choosing the services of Family of Prayer and Praise Fruit of the Vine Child Development Center.

Mission

The mission of Family of Prayer and Praise Fruit of the Vine Child Development Center is to enhance the quality of early childhood care and education in the multi-ethnic Athens Village and Rosewood community so that all children 6-weeks to 5 years of age in this community can be healthy and ready for school. We will accomplish this goal by offering a model early childhood program that provides quality care for preschool-age children and supports the entire family through comprehensive services.

Philosophy

Family of Prayer and Praise Fruit of The Vine is founded on the belief that early childhood education is the crucial foundation for life, and is critical in a child's physical, cognitive and language and emotional growth. We believe that children need a structured and predictable environment which is emotionally nurturing and physically safe and where loving, well-trained and knowledgeable caregivers attentively meet the needs of young children. We practice a progressive philosophy. We believe children learn through play and direct experience. Our multicultural and anti-bias curriculum is designed to help children expand their thinking and encourage creativity in order to integrate their cognitive, emotional, and social development and foster respect for one another.

The Creative Curriculum balances both teacher-directed and child-initiated learning with an emphasis on responding to children's learning styles and building on their strengths and interests. This completely updated new edition of one of the country's leading research-based preschool curricula applies the latest theory and research on best practices in teaching and learning and content standards developed by states and professional organizations. While keeping the original environmentally-based approach of earlier editions.

The Creative Curriculum for Preschool clearly defines the teacher's vital role in connecting content, teaching and learning for preschool children. It features goals and objectives linked directly to our valid and reliable assessment instrument (The Creative Curriculum Development Continuum for ages 6 weeks -5). Children are free to choose from a variety of teachers directed and child-initiated activities and interest areas including exploring sand and water, dramatic play, stories, language and literacy activities, science explorations, block building, manipulative and numeric development, art and carpentry materials, music and movement, clay and play dough, sculpting, painting, collage work, cooking, gardening, and a variety of active outdoor exploration. All of these activities are designed to promote high self-esteem, independent learning, friendships, and foster lifelong feelings of competence.



FAMILY ELIGIBILITY REQUIREMENTS

Children must be between the ages of 6-weeks to 5 years of age. Parents must provide acceptable documentation to prove age eligibility. A birth certificate or official medical document is acceptable. A current physical must be on file before enrollment. All documents and the enrollment packet must be submitted before your child's first day of school. Eligibility is based on either child or family eligibility. Participants must provide documentation of eligibility in one (1) or more of these categories:

Child Eligibility:

- Child Protective Services
- At-Risk of abuse, neglect, or exploitation

Family Eligibility:

- Homelessness
- CalWORKs Cash Aid Recipient
- Income Eligible (85% SMI)

NEED REQUIREMENTS

Need for service is based on documentation and verification. The documentation and verification for need is used to determine the number of children hours needed. The eligibility specialist verifies work schedules to determine hours of care. The parent/guardian is required to sign a release of information and the designated eligibility specialist will contact the employer to verify employment information.

Need of service is based on documentation and verification of the following:

Need Criteria:

- Employment
- Seeking Employment
- Vocational Training
- Engaged in Educational Program
- Seeking Permanent Housing
- Homelessness
- Incapacitation
- Welfare to Work Activities (CalWORKs programs)
 - Exempt from Need Criteria
- Child Protective Services
- At-Risk of abuse, neglect, or exploitation

OUR PROGRAM

The Creative Curriculum balances both teacher-directed and child-initiated learning with an emphasis on responding to children's learning styles and building on their strengths and interests. This completely updated new addition of the country's leading research-based preschool curricula applies the latest theory and research on the best practices in teaching and professional organizations. While keeping the original environmentally-based approach of earlier editions. The Creative Curriculum for Preschool clearly defines the teacher's vital role in connecting content, teaching, and learning for preschool children. It features goals and objectives linked directly to our valid and reliable assessment

instrument (The Creative Curriculum Developmental Continuum for Ages 6-weeks to 5 years of age). Children are free to choose from a variety of teacher-directed and child-initiated activities, science exploration, block building, manipulative and numeric development, art and carpentry materials, music and movement, clay and play dough, sculpting, painting, collage work, cooking, gardening, and variety of active outdoor exploration. All of these activities are designed to promote high self-esteem, independent learning, friendships, and foster lifelong feelings of competence.

OUR DAILY SCHEDULE

* Children signed in after 8:45am cannot be counted for breakfast.

**Your child must be signed in by 9:00am or according to the contract hour.

Classroom 1: Preschool

TIME	ACTIVITY
7:00am - 8:00am	Arrival-Welcome each child! Children Can Freely Explore Areas
8:00am - 8:30am	Handwashing / Breakfast
8:30am - 9:00am	Outdoor Play Time
9:00am - 9:10am	Clean-Up / Handwashing / Bathroom /Diapering
9:10am - 9:30am	Circle Time-Large Group Activities (Calendar, Alphabets, Music, etc.)
9:15am - 9:30am	Small Group Activity: Teacher Lead Activity
9:30am - 10:30am	Indoor Free Choice Time
10:30am - 11:00am	Story Time
11:00am - 11:30am	Handwashing / Bathroom / Diapering/ Lunch
1:30pm - 2:00pm	Naptime (Children will not be forced to sleep but it will be quiet time, they may lay on the cot with a book or small toy)
1:30pm - 2:00pm	Outdoor Play Time

2:00pm - 2:30pm	Handwashing / Snack
2:30pm - 3:00pm	Circle Time
3:00pm - 4:30pm	Indoor Free Choice Time
4:30pm - 5:00pm	Teacher Directed Activity
5:00pm - 6:00pm	Outdoor Play Time / Clean-up / Dismissal

OUR STAFF

Each staff member of Family of Prayer and Praise Fruit of The Vine Child Development Center has to meet the educational and experiential requirements set by Title 22 of the State of California, Community Care Licensing regulations, and/or Title 5 of the California Department of Social Services staff qualifications. We strive to hire staff who promote good moral character and are equipped with education and/or training. All staff hired are required to submit a Department of Justice and F.B.I. fingerprint clearance, a Child Abuse Index Check, a T.B. clearance, and a physical examination. A CPR and First-Aid certified staff member is always on-site. A Staff Development plan is established each year and staff is required to attend conferences and workshops relating to Early Childhood Education. Our teachers, site supervisors, and program directors must have an active California Commission on Teacher Credential permit or credential. Other adults in the classroom must meet Title 5 licensing requirements and have 6 units or more in child development. Adults without permits will always be supervised by permitted staff.

Dual Language Learner:

Our staff creates a welcoming environment for children and families from all cultures and who speak different languages. Here are a few things we do to make great beginnings for young dual language learners (DLLs)

1. Read books in different languages and highlight the unique features of each language.
2. Sing songs and read poems that expose children to the sounds of multiple languages.
3. Introduce vocabulary words in multiple languages, especially words that children know from their home languages.

CENTER OPERATIONAL PROCEDURES

Hours and Operations (Drop-off & Pick-up Times)

Our Center is open Monday through Friday 7:00 A.M. to 6:00 P.M.

Bringing your child before 7:00A.M. or picking him/her after 6:00 P.M. is not permitted.

Our Center will be CLOSED to observe the following holidays:

*Holiday schedule is subject to change. Please check Parent Board for updates.

January	New Years Day, Martin Luther King Jr. Day
February	President's Day
March	Ceaser Chavez Day
May	Memorial Day
June	Juneteenth
July	Independence Day
September	Labor Day
October	Indigenous People's Day
November	Veterans Day, Thanksgiving (Thursday and Friday)
December	Christmas Eve, Christmas Day, New Years Day

Pick up Policy

If parents cannot be reached after the Center is closed, staff will go down the emergency contact list until someone can be reached. Staff will not release a child to anyone who is not on the waitlist! To avoid this problem, please add everyone who you may need to pick up your child. Parents will be responsible for paying any late charges that are incurred while waiting for an alternate authorized individual to pick up their child. A phone call from a parent does not authorize anyone who is not on the emergency list to pick up.

Drop off Policy

Children are to be dropped off at the Center on time, according to their contract hours. It is also more difficult for children who are dropped off late to smoothly transition into the Center.

ALL CHILDREN SHOULD BE AT THE CENTER BY 9:00 A.M. OR BY THEIR CONTRACT TIME IF IT IS LATER THAN 9:00 A.M.

Late Drop-off Policy:

- 1st late drop-off - verbal warning
- 2nd late drop-off - written warning
- 3rd late drop-off - Three (3) or more occurrences of late pick-up may result in a meeting with center staff

Late Arrivals Due to Appointments

If possible, please schedule appointments outside of school hours. If this is not an option, please notify your child's Program Director in writing in advance.

You may sign your child out any time before 6:00 P.M. You are required to pay an additional \$10.00 after 6:00 P.M. closing time and \$1.00 per minute thereafter. If a parent is not able to pay the late pick-up fee at the time of pick-up, the fee will be due with the following month's tuition. After 7:00 p.m., if there has been no contact between Family of Prayer and Praise Fruit of the Vine Child Development Center and you or your authorized

representative, your child will be in the custody of the local Police Department, as this constitutes abandonment. Any family who picks up their child late four (4) times in a fiscal year, (July 1 - June 30), will have their services terminated. If you are consistently late in picking up your child, this is considered to be child neglect and will be reported to the Dept. of Children and Family Services. If you are going to be late, both your child and the staff will appreciate a courtesy phone call.

NOTE: A COURTESY PHONE CALL DOES NOT WAIVE LATE CHARGES.

Sign IN and OUT Procedures

All parents, or authorized persons, are required by state law to accompany their children into the Center and to pick them up from the premises. Your child must be signed in and out each day and this must be done with a full and legible signature, no initials or unreadable signatures are allowed. This is a state law, and this is necessary for the safety of your child so please remember this each day. Please make sure that a staff member is aware of your entrance and exit.

Authorization For Pick Up

Only those individuals with prior written authorization and who have proper I.D. may pick up the child (no faxed and no phone authorizations). This is for your child's protection. **THE STAFF WILL NOT RELEASE A CHILD TO ANYONE WITHOUT PROPER AUTHORIZATION.** Proper authorization is a person's name written by you on the child's emergency form. All authorized persons must furnish a photo I.D. If you need to add a name to your form, please notify the Program Director. Any authorized person must be able to verify their identification with a staff member before a child will be released to them. It is important to keep work and home phone numbers and addresses current so that we can locate you in case of an emergency.

Alcohol, Drugs and Firearms

The use of tobacco in any form, alcohol, or illegal drugs is prohibited on the Center premises. Possession of illegal substances or unauthorized and potentially toxic substances is prohibited. No guns or other lethal weapons will be allowed in the center. Parents required to carry firearms as a function of their job must lock firearms in their vehicle before entering the facility.

Birthday Celebrations

Birthdays are wonderful social experiences for children. Parents must make prior arrangements with the child's teacher, or the Program Director if they would like their child to have a celebration with their class at the center. If parents would like to bring treats for the celebration. (For Example: small birthday cake, cupcakes, muffins, or fruit). Please do not send "goodie bags or favors", they tend to distract from the celebration of the child's special day and lead to a focus on "things" instead. Birthdays will be celebrated during afternoon snacks, after the children wake up from their naps. **All food must be store-bought. CANDY, AND BALLOONS ARE NOT ALLOWED AT THE CENTER**

Clothing

Please dress your child in comfortable clothing that will allow him or her to participate in various activities. Send your child to the Center in play clothes that can be easily laundered. Smocks will be available to protect children's clothing, but they may get paint, glue, or other materials on their clothing.

Children should wear clothing that they can easily get on and off when using the bathroom. Overalls, belts, buttons, and other complicated fastenings make it difficult for children to use the toilet independently. Staff members are always available to assist children, but simple clothing allows children to use the toilet without delays, which can lead to accidents.

Children must wear appropriate shoes. Closed shoes offer the best protection for your child's feet. Thongs, sandals, and boots are not allowed. Dressy shoes are often slippery and may be damaged at the Center. Shoes must have traction soles for safety.

Please bring an extra set of clothing, including pants, a shirt, underwear, socks, and shoes for your child. An extra set of clothing must be available at all times. Please check each day for clothing that needs to be taken home for laundering and bring clean clothing for your child the next day.

All articles of clothing should be labeled with the child's name. It is easier to return clothing to its rightful owner if it is labeled. You will also be asked to bring a second change of clothing in case of an emergency to be stored with emergency food and water supplies.

Jewelry, watches, and children's toys should be kept at home as they are easily lost or damaged. Your child's teacher may ask you to send something to the Center with your child on sharing day. Please do not send weapons or other inappropriate items to the Center with your child. If you are not sure, check with your child's teacher.

ENROLLMENT STATEMENT

Enrollment in Family of Prayer and Praise Fruit of The Vine Child Development Center will be open to all children and non-discriminatory. Children cannot be denied enrollment in the program on the basis of race, color, national origin, sexual orientation, religion, sex, or disability.

There shall be a ratio of one (1) teacher for every four infants in attendance.

1) An aide may be substituted for a teacher when all of the following conditions are met:

- a) There is a fully qualified teacher directly supervising no more than 12 infants.
- b) Each aide is responsible for the direct care and supervision of a group of no more than four infants.

2) When engaged in activities away from the center, there shall be a minimum of one adult to every two infants in attendance.

- a) This ratio may include authorized representatives of infants in care and adult volunteers to supplement the staff-infant ratio.
- b) The director and the assistant director in an infant care center or a combination center may be counted in the staff-infant ratio when actually working with infants.
- c) There shall be one teacher to visually observe every 12 sleeping infants provided the remaining staff necessary to meet the ratios specified in (b) above are immediately available at the center.
 - i. An aide who is 18 years of age or older, and who meets the requirements of Sections 101216 and 101216.2(e), may visually observe 12 sleeping infants in place of a teacher if the conditions specified in (d) above are met.
- d) There shall be provision for overlap of staff for different shifts so that continuity of care is assured. Children in a child care center between the ages of 18 months and 30 months may be placed in the toddler program. No child shall be placed in the toddler program before the age of 18 months.

- 3) The infant care center shall obtain written permission from the child's authorized representative for the placement of the child in the toddler program.
- 4) A ratio of six children to each teacher shall be maintained for all children in attendance in the toddler program. An aide who is participating in on-the-job training may be substituted for a teacher when directly supervised by a fully qualified teacher.
- 5) The maximum group size with two teachers, or one fully qualified teacher and one aide, shall not exceed 12 toddlers.
- 6) The toddler program shall be conducted in areas physically separate from those used by older or younger children. Space planning and usage for the toddler component shall be governed by the provisions of Section 101438.3. Children in a child care center between the ages of 18 months and 30 months may be placed in the toddler program. No child shall be placed in the toddler program before the age of 18 months.
- 7) The infant care center shall obtain written permission from the child's authorized representative for the placement of the child in the toddler program.
- 8) A ratio of six children to each teacher shall be maintained for all children in attendance in the toddler program. An aide who is participating in on-the-job training may be substituted for a teacher when directly supervised by a fully qualified teacher.
- 9) The maximum group size with two teachers, or one fully qualified teacher and one aide, shall not exceed 12 toddlers.
- 10) The toddler program shall be conducted in areas physically separate from those used by older or younger children. Space planning and usage for the toddler component shall be governed by the provisions of Section 101438.3.

Communication with Parents

We believe our center can be more helpful to you and your child when good communication is maintained. We practice multiple communication strategies to help build our relationship with you and your family.

- Daily Parent Communications
 - For information that needs immediate attention, a note may be found by your child's sign bag.
- Parent Newsletter
- Center's Website:
 - Please visit us at www.fruitofthevinecdc.com for more information regarding the center, program, staff, and teachers.
- Center's Social Media:
 - Family of Prayer and Praise Fruit of The Vine Child Development Center maintains a Facebook & Instagram account.
 - @Fruitofthevinecdc
- Parent Bulletin Board
 - Parent information is located on the main bulletin board at the entrance of each center. This bulletin board contains information of interest to families. You will find: Licensing information, food menu, menu changes, monthly and annual calendars, class schedules, etc.

FAMILY FEES

Some families enrolled in the program may have a family fee based on their total countable income, family size and certified hours of care. You will be notified when you are responsible for paying a family fee. Family fees are only assessed at Initial Certification, Recertification, or if a family voluntarily requests to have fees re-assessed. If upon re-assessment, the fee decreases, the new fee is effective on the first day of the month that follows the NOA issue date. If the fee increases, there is no increase during the current certification period. Family fees are determined using the family fee schedule approved by the California Department of Finance. Family fees are charged on a monthly rate and are based on the number

of hours a child is certified to attend. Full-Time fee is for 130 hours or more in a month and Part-Time is for less than 130 hours a month.

- Fees are due on the first school day of each month and become delinquent after 7 calendar days.
- Fees can be paid by check, money order or cashier's check made payable to Family of Prayer and Praise Fruit of The Vine CDC.

At any time, parents may request a re-assessment of the family fee if the family has a change in hours of service, income is lower, or the family size changes.

LATE FEES- Plan for Payment of Delinquent Fees

Family of Prayer and Praise Fruit of The Vine Child Development Center shall accept a reasonable plan from the parent(s) for payment of delinquent fees. Family of Prayer and Prayer and Praise Fruit of The Vine CDC shall continue to provide services to the child, provided the parent(s) pays current fees when due and complies with the provisions of the repayment plan.

Consequences of Nonpayment of Delinquent Fees (5 CCR 18116)

Upon termination of services for nonpayment of delinquent fees, the family shall be ineligible for childcare and development services until all delinquent fees are paid. All fees are determined on a sliding scale according to the family income, using the California Department of Social Services guidelines. Fees are billed on the day of enrollment and not days of attendance. Fees are billed on the 1st day of the month and due on the 5th day of the month. All fees are to be paid in the form of cash, money order, or check. CHECKS OR MONEY ORDERS ONLY are to be made payable to Fruit of the Vine Child Development Center. Payments are due no later than the 3rd of each month. Parents who fail to comply will generate a 14-day Notice of Action (NOA) to pay a fee or risk termination from the program. If you are terminated and have an outstanding balance, you may make payment arrangements with the Program Director.

Attendance and Abandonment of Care

An Attendance Record is the official Family of Prayer and Praise Fruit of the Vine Child Development Center sign-in/out form in your child's classroom. The Record must be completed daily. You must sign the form each day with your full signature and record the time in and time out of your child.

- Keep within contract hours.
 - Persons must be authorized to pick up your child, be at least 18 years of age and have photo identification (Driver's license, CA ID Card or other valid photo ID.)
- If you are late picking up your child and you cannot be reached, an authorized person from your emergency contact form will be called to pick up your child.
- Full signatures are required on the sign-in and sign-out forms.

ALL CHILDREN SHOULD BE AT THE CENTER BY 9:00 AM OR BY THEIR CONTRACT TIME.

Absences

It is important for your child and for Fruit of the Vine Child Development Center that your child comes to school every day. Getting into a regular routine is one of the most important ways you help your child get ready for elementary school. Of course, if your child is sick or cannot come for another reason, please call to let us know. If you have problems with transportation or things are happening in your family that make it hard for your child to attend regularly, talk to the teacher/Program Director and see what you can work out together.

ALL ABSENCES MUST BE NOTED ON THE ATTENDANCE RECORD/S AND SIGNED BY THE PARENT/GUARDIAN. DOCUMENTATION OF THE EXCUSED ABSENCE MUST ACCOMPANY THE ATTENDANCE RECORDS.

Fruit of the Vine Child Development Center encourages regular attendance for all children. Fruit of the Vine Child Development Center also recognizes that there are valid reasons why children will be absent from their illness of child (specific illness i.e., flu, fever over 103 degrees, diarrhea, etc. must be given), parent, sibling, or other household members.

- Quarantine of child or parent
- Death in the family
- Accident
- Medical, dental, and counseling appointments of child, sibling, or parent.
- Court-ordered visitation. (A copy of the court-ordered visitations must be submitted and retained in the child's file).
- Fire
- Earthquake

SUBSIDIZED - EXCUSED ABSENCES - LIMITED TO 10 DAYS PER FISCAL YEAR (7/1 TO 6/30) (best interest of the child)

- Family vacation.
- Religious holidays and events.
- Special family events.

Unsubsidized

Please note that you are allowed to take vacation days at any time with 2 weeks' advance notice. If you will be on vacation during the first part of the month you will be required to pay tuition prior to vacation to avoid late fees.

Abandonment of Care

When the family has not been in communication with Family of Prayer and Praise Fruit of The Vine CDC for seven (7) consecutive calendar days and has not notified the center of the reason the family is not using services:

- Using the contact information on file, the center shall attempt to contact the parent through a variety of communication methods. At least one communication attempt shall be in writing, which may be through electronic methods.

- Family of Prayer and Praise Fruit of The Vine CDC will keep documentation of all communication attempts, including a copy of all written communication, in the family data file.
- Family of Prayer and Praise Fruit of The Vine CDC shall inform the parent in these communications that failure to communicate with the center may result in termination of services.
- Family of Prayer and Praise Fruit of The Vine CDC shall issue a notice of action to disenroll the family on the basis of abandonment of care when there has been no communication with the provider or the contractor for a total of 30 consecutive calendar days.

In the event that your child will be absent, you must notify the program by phone each day. Fruit of the Vine Child Development Center will allow a maximum of 10 best-interest days and a maximum of 5 unexcused absences per fiscal year (July-June). If your child's absence from our program is unavoidable, you must call in each day and specify the reason for the absence. (If you know your child's absence will be for more than one day you may inform the Center on the first day.) All children who will require a doctor's note to return to the center from a communicable disease.

ADMISSION, PRIORITIES, WAITING LIST, AND DISPLACEMENT

A. General Admission Procedures (5 CCR 18105)

Family of Prayer and Praise Fruit of The Vine staff shall develop written admission policies and procedures that shall be made available to the public.

1. First priority:
 - a) Must be given to families whose children are recipients of child protective services, or who are at risk of being neglected, abused, or exploited, upon written referral from a legal, medical, or social services agency.

- b) Within the first priority for services children receiving protective services through the local county welfare department shall be enrolled before children identified as at risk of being neglected or abused or exploited.
 - c) If Family of Prayer and Praise Fruit of the Vine staff are unable to enroll a child in this first priority category, then we shall refer the child's parent or guardian to local resources and referral services so that services for the child can be located.
2. Second priority:
- a) All children and families who are not within the first priority for admission shall be admitted in accordance with family income, with the lowest income ranked families admitted first.
 - b) For purposes of determining the order of admission, families with the lowest gross monthly income in relation to family size as determined by the income ranking schedule adopted by the CDSS shall be admitted first. Public assistance grants are counted as income.
 - c) When two or more families have the same income ranking, families shall be admitted in the following order:
 - i. The family that has a child with exceptional needs shall be admitted first.
 - ii. If there is no family with a child with exceptional needs, the family in which the primary home language is a language other than English shall be admitted first.
 - d) If there is no family with the same income ranking that meet the criteria in (c) above, the family with the same income ranking that has been on the waiting list the longest shall be admitted first.
 - e) Contractors shall not deny service to nor assign a lower priority to a family that needs less than full-time services.
3. Except for situations where not all of the children in a family are certified based on child protective services, a family that has a child or children enrolled in a program shall be allowed to enroll additional children provided there exists an appropriate program

opening such as infant care or services to school age care children in which to enroll the child.

4. When not all of the children in a family are certified based on child protective services, the other children or the parents in the family must meet both eligibility and need criteria as specified in section III, paragraphs A, Eligibility Criteria and B, Need Requirements prior to enrollment and shall be admitted in accordance with priorities specified in this paragraph.
5. The CDSS may grant a waiver to the priorities specified above in order for the contractor to serve specific populations. Requests may not include waiver of the fee schedule or admission of ineligible families. Waiver requests shall be submitted to the CDSS and approved prior to implementation.

Waiting List (5 CCR 18106)

Contractors shall maintain a current waiting list in accordance with admission priorities. Contractors may satisfy the requirement for maintaining a waiting list by participating in a county childcare centralized eligibility list. Contractors shall contact applicants in order of priority from the waiting list as vacancies occur.

Displacement (5 CCR 18106)

If it is necessary to displace families, families shall be displaced in reverse order of admission priorities.

APPEAL AND COMPLAINT PROCEDURES

Step 1: Request an Appeal Hearing

If the parent does not agree with the center's action as stated in the Notice of Action (NOA), the parent may appeal the intended action and file a request for a hearing.

Step 2: Schedule a Hearing

Mail or deliver your request within 14 days of receipt of your Notice of Action.

To file an appeal:
Vice President of Education
California Children's Academy
2701 N. Main Street Los Angeles, CA 90031
(323)223-3313, Extension 225

Step 3: Appeal Hearing

Within ten (10) calendar days following the receipt of your appeal request, you will be notified with the time and place of the hearing. You are required to attend the hearing. If you do not attend the hearing, you abandon your rights to an appeal, and the action of the center will be implemented.

Step 4: Hearing Decision

You will be sent written notification of decision within 10 calendar days following the hearing.

Step 5: If Parent Disagrees

If you disagree with the written decision, you have 14 calendar days in which to appeal to the Child Care and Development Division (CCDD). Your appeal to the CCDD must include the following documents and information:

- A written statement specifying the reasons you believe the decision was incorrect

- A copy of the decision letter
- A copy of both sides of the Notice of Action.

You may either fax or mail your appeal to the contact information below:

California Department of Social Services
Child Care and Development Division
Attn: Appeals Coordinator
744 P Street, MS 9-8-351
Sacramento, CA 95814
Phone: 1-833-559-2417
Fax: 1-916-654-1048
Email: CCDDAppeals@dss.ca.gov

Step 6: CCDD Hearing Decision

Within 30 calendar days after the receipt of your appeal, the CCDD will issue a written decision to you and the center. If your appeal is denied, the center will stop providing childcare and development services immediately upon receipt of the California Department of Social Services decision letter.

If the complainant is not satisfied with the final written decision of the California Department of Education, remedies may be available in federal or state court. A complainant filing a written complaint alleging violations of unlawful discrimination may also pursue civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders.

Title 5 Section 4622

Each local educational agency shall annually notify in writing, as applicable, its students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties of their local educational agency

complaint procedures, including the opportunity to appeal to the Department and the provisions of this chapter.

The notice shall include the identity (identities) of the person(s) responsible for processing complaints. The notice shall also advise the recipient of any civil law remedies that may be available under state or federal discrimination laws, if applicable, and of the appeal pursuant to Education Code section 262.3. This notice shall be in English, and when necessary, in the primary language, pursuant to section 48985 of the Education Code, or the mode of communication of the recipient of the notice. Copies of local educational agency complaint procedures shall be available free of charge.

Please follow all guidelines set forth in the Parent Handbook. Failure to comply with any of the above requirements may result in termination from the program.

DISENROLLMENT CONTINUITY OF CARE

Grounds for termination include the following:

1. A false statement by a parent or guardian on any document given to a Family of Prayer and Praise Fruit of The Vine Child Development Center staff member.
2. Failure of a parent to follow program policies and guidelines.
3. Behavior that creates an unsafe environment for the child and/or things in the program.
4. Failure to provide current and correct information at the time of enrollment.
5. Failure to notify the Program Director of changes in any emergency information, such as home or work telephone numbers.
6. Failure to complete and or provide all documents required for enrollment.
7. Failure to use the hours of care as agreed upon between the parent and Family of Prayer and Praise Fruit of The Vine Child Development Center staff.

8. Falsification of or refusal to complete sign in/sign out sheets.
9. Family provides fraudulent, false, or misleading information to Family of Prayer and Praise Fruit of The Vine Child Development Center staff.
10. Family of Prayer and Praise Fruit of The Vine Child Development Center reserves the right to immediately terminate participation in the program when any degree of abuse (potential or actual physical, and specific or implied verbal or written) from a family or member thereof results in threat to any staff member and clients of Family of Prayer and Praise Fruit of The Vine Child Development Center.

Notice of Action (NOA)

A "Notice of Action" for termination shall be sent on the 5th day for non-payment of fees. Reinstatement will occur upon payment in full within 10 days of the "Notice of Intended Action" letter. If payment is not made within 10 working days, on the 10th day you will receive a "Notice of Action" termination form. If termination for non-payment occurs, your child or children will be placed on the waiting list and must wait for an opening.

If your child becomes ineligible for services for any reason, you will be given a "Notice of Action" form that will terminate your child's services. If you disagree with the decision to terminate services, you have the right to appeal, as explained on the back of the "Notice of Action." The "Notice of Action" letter is also used to report any changes in a family's income, change in fees, employment status, or other changes that affect a child's status at the Center.

Fraud Policy

Fraud is defined as knowingly or intentionally withholding pertinent materials or information, making any false or misleading statements or presenting any false materials or information. Any fraudulent information provided to Family of Prayer and Praise Fruit of The Vine Child Development Center that is used to determine initial or ongoing eligibility for subsidized childcare services may be grounds for termination of childcare services.

PARENT INVOLVEMENT AND EDUCATION/ PARENT SURVEY

Family of Prayer and Praise Fruit of The Vine Child Development Center shall include in its program a parent involvement and education component that includes the following:

1. An orientation for parents that includes topics such as our program philosophy, program goals and objectives, program activities, eligibility criteria and priorities for enrollment, fee requirements, and due process procedures
2. At least two individual conferences with the parent(s) per year. For school age programs, such conferences may be informal
3. Parent meetings with program staff
4. An open-door policy that encourages parents to participate in the daily activities whenever possible
5. A parent advisory committee that advises the contractor on issues related to services to families and children
6. Sharing information between staff and parents concerning their child's progress

Parent Survey

1. Family of Prayer and Praise Fruit of The Vine shall annually distribute the Desired Results Parent Survey, as defined in FTC, to parents, collect the surveys from parents, and analyze the results.
2. Family of Prayer and Praise Fruit of The Vine shall use the parent survey results to plan and conduct activities to help parents support their child's learning and development and to meet the family's needs.

3. Family of Prayer and Praise Fruit of The Vine shall use the results and analysis of the parent survey as part of its annual self-evaluation process.

Parent Disaster Plan for Fruit of the Vine Child Development Center

Off-Site Evacuation, Major Disaster and Emergency Plan

In the event that an emergency (such as a brush fire, flood, earthquake, etc.) occurs at Family of Prayer and Praise Fruit of The Vine Child Development Center and "offsite evacuation" is necessary, the children will be relocated, escorted by all staff on duty, across the street to 122nd Street Elementary School, East 122nd Street, Los Angeles, CA. They will remain at the alternate site under the care and supervision of our childcare staff while the parents/guardians specified on their emergency cards are contacted. When these designated parents/guardians are contacted, they will be made aware of the situation, and we will either make arrangements with them to pick up their child or receive their authorization for that care to be provided for the remainder of the day. Children exposed to toxic fumes or injured during the emergency or the evacuation will be transported to the Martin Luther King Jr. Community Hospital, 1680 East 120th Street, Los Angeles, CA 90059 via ambulance where they will be examined by a health care professional and the designated parents/guardians will be contacted.

When children are relocated, a designated staff member will be responsible for the children's emergency records and the documentation for a child's release to an authorized emergency contact.

In case of an evacuation, the relocation site address and emergency number will be posted at Front Door of the facility.

Parent Rights

- You have access to your child at all times while they are in our care. If you have a concern and would like to speak to your child's teacher or other staff at length, please arrange for a time to do so. Interrupting your child's teacher during class hours takes the teacher's attention from your child and the group. We will do our best to work out a convenient time to meet privately in order to address any concerns you may have.
- The information in your "family file" (the file containing the information you provide us with when you apply for services) is considered confidential. The use or disclosure of any information maintained in this file will be limited to purposes directly connected with the administration of the program. No other use of the information shall be made without your prior written consent. You have access to information in your family file.
- Health and safety information will be kept confidential. However, the information will be made available to school administrators, teachers, and regulatory authorities upon request.
- You have the right to a fair hearing if you are not satisfied with any judgement regarding your child's enrollment in Family of Prayer and Praise Fruit of The Vine Child Development Center. The procedure for a request for a fair hearing is outlined on the back of the Notice of Action form. Further information regarding fair hearings will be furnished by Family of Prayer and Praise Fruit of The Vine Child Development Center upon request,
- We welcome your input and comments. Please feel free to approach the staff with your suggestions.

Nutrition

The Center contracts with The Child Nutrition Express, which administers a nutrition component that ensures that the children have nutritious meals and snacks during the time in which they are in the program. The meals and snacks are culturally and developmentally appropriate for the children being served and shall meet the

nutritional requirements specified by the federal Child and Adult Care Food or the National School Lunch program. Meals are served family style. Children learn to serve themselves. Children may not bring food from outside the Center. Snacks may not be taken home. All food must be consumed on the premises.

Age Foods

Birth-12 months Breast milk, iron-fortified formula, or evaporated milk formula

At 4-6 months Infant cereal (dry type)

At 5-7 months Vegetables, fruits and their juices

At 6-8 months Protein foods (cheese, yogurt; cooked beans, meat, fish, and chicken; egg yolk)

At 10-12 months Whole egg

Food Allergies

Children who have food allergies will be accommodated upon submission of an allergy statement signed by the child's physician. If a child is allergic to a particular food that is served at the Center, a substitute food, recommended by the child's physician, will be provided.

Meals

Breakfast is served at the Center from 8:15 am to 9:00 am. If your child eats at home, please do not give them sweets for breakfast, for example, sugary cereals, chocolate or other flavored milk, artificially sweetened juice drinks, cookies, doughnuts, candy, or gum. A healthy breakfast of fresh fruit, unsweetened cereal with milk, fruit juice, eggs, etc. gives your child a better start for the day.

Lunch is served at 11:30 am daily, and snack is served daily at 2:30 pm. It is our goal to provide a variety of healthy and acceptable meals and snacks that are nutritious for children. Our menu is planned by the Director of Nutrition to provide wholesome meals and satisfying snacks that meet federal and state requirements and guidelines established by the United States Department of Agriculture (USDA).

Nutritious and diverse meals are provided for all students at no cost to the families. A copy of the Menu is posted on the Parent Bulletin Board and given to all parents.

PROGRAM SELF EVALUATION

Family of Prayer and Praise Fruit of The Vine Child Development Center conducts many different levels of evaluations to ensure that the needs of the children, families, staff, teachers, and the community are being met. This process includes:

- Assessment of the program by parents using the Parent Survey
- Assessment of the program by staff and teachers using the Program Monitoring Instrument, Desired Results Developmental Profile, Environmental Rating Scale tools, and California's Quality Rating and Improvement System. Based on the results, goals are developed and implemented.

Each contractor shall develop and implement an annual plan for its program self-evaluation process.

1. The annual plan shall include the following:
 - a. A self-evaluation based on the use of the Compliance Review.
 - b. An assessment of the program by parents using the Desired Results Parent Survey.
 - c. An assessment of the program staff and board members as evidenced by written documentation.
 - d. An analysis of the Compliance Review findings, including the Desired Results Developmental Profiles, the environment rating scales, and the Desired Results Parent Survey.
 - e. A written list of tasks needed to modify the program in order to address all areas that need improvement, as indicated in the analysis of the Compliance Review findings.
 - f. Procedures for the ongoing monitoring of the program to assure that areas of the program that are satisfactory continue to

meet standards, and areas requiring modification are addressed in a timely and effective manner

2. The contractor shall use the Agency Self-Evaluation Report, to submit a summary of the findings of the program self-evaluation to the CDSS by June 1 of each year.
3. The contractor shall modify its program to address any areas identified during the self-evaluation as needing improvement.

Personal Rights

Child Care Centers Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:

- To be afforded dignity in his/her personal relationships with staff and other persons.
- To be afforded safe, healthful, and comfortable accommodations, furnishings, and equipment to meet his/her needs.
- To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication, or aids to physical functioning.
- To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
- To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child

Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.

- Not to be locked in any room, building, or facility premises by day or night.
- Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

Open Door Policy

Parents are welcome at the Center at any time during normal hours of operation. You are encouraged to visit and observe your child, have lunch with him/her, interact and participate during group time, and volunteer. You do not have to ask permission to enter your child's classroom and you are encouraged to come and observe your child and their peer interactions as often as possible. Open Door Policy does not mean the doors will be unlocked. For the safety and protection of the children, external doors will be kept locked at all times.

DESIRED RESULTS DEVELOPMENTAL PROFILE

Throughout the year, each child is observed to determine his or her level in a variety of areas. This is NOT a test! There is no "right" or "wrong" answers. Kids are different and that's O.K. There are different rates and styles of growing just like there are different ways to dress or smile. We will also look at each child's social and emotional growth.

The DRDP assessment instruments are designed for teachers to observe, document, and reflect on the learning, development, and progress of children, birth through 12 years of age, who are enrolled in early care and educational programs and before-and- after-school programs. The assessment results are intended to be used by the teacher to plan curriculum for individualized children and groups of children and to guide continuous program improvement.

Assessment Steps

Children are assessed using the Desired Results Developmental Profile (DRDP).

We use these steps in our assessment process:

- Completed within 60 days of a child's enrollment into the program and then again 6 months later • Results shared with parents during [1] [2] Parent/Teacher conferences
- Use the Developmental Continuum based on the Creative Curriculum
- Child Portfolios - tools may include checklists, social inventory, anecdotal records, progress reports, samples of work, drawings, paintings, writing, stories, block building-etc.
- All assessments are sensitive to each family's culture, experiences, languages, abilities, and disabilities. We take care to assess the child within a setting in which they are familiar. For example, we would not make a final assessment during a situation where the child is not comfortable (i.e., their first day, when surrounded by unfamiliar teachers).
- Children's work samples - includes samples of writing, drawings, paintings, block play constructions, stories, poems, etc.
- Photos are included of the children's work and play.
- Parent Conferences Progress Report - completed on each child in November and April of each year. Parents have an opportunity to sign up for different time slots during their classroom week, and if they are unavailable to come in person, phone conferences are also available. Parents are welcome to view their child's portfolio at any time. However, individuals (i.e., researcher, family physician) who wish to view the records must be approved by the child's parents. Please see the Program Director to do so. All assessments are kept confidential and are viewed only by administrative staff and the child's classroom teachers.

Environment Curriculum

The classrooms are arranged according to the Early Childhood Environment Rating Scales (ECERS). Teachers utilize ECERS 2 times a year to ensure the environmental practices are high quality. Each area is designed to help children learn and explore in a nurturing and safe environment. The ECERS are designed to assess process quality in the early childhood environment. Process quality consists of various interactions that go on in a classroom between staff and children, staff, parents, and other adults, among the children themselves, and the interactions children have with the many materials and activities in the environment, as well as those features, such as space, schedule and materials that support these interactions.

REFRAIN FROM RELIGIOUS INSTRUCTION

Family of Prayer and Praise Fruit of The Vine Center refrains from any religious instruction or worship.

DIAPER AND FIELD TRIP POLICY

When you feel your child is ready for toilet teaching, we ask that you begin this teaching at home during a weekend or vacation. We will follow through and encourage your child while in our care. The child must be showing signs of readiness. When a child is ready, the process should go pretty quickly. Putting a child in diapers part-time, and training pants part-time, can be confusing and delay the training process. Please keep in mind that the activity level here can distract your child from responding to an urge to use the potty, more so than at your home. Therefore, we may continue to use diapers or pull-ups until your child can and will announce that he/she must use the bathroom (not just at home, but here, as well) and can control his/her bladder and bowels for a few minutes beyond that announcement. During toilet training, we ask that the child be dressed in "user-friendly" clothing, as much as possible. The best items are shorts and pants with elastic waists or dresses. Try to avoid really

tight clothing, pants with snaps and zippers, and overalls. These are difficult for children to remove "in a hurry".

Field trips are a very valuable part of children's education. You will be notified at least 2 weeks in advance when any fees for field trips are required. Parents will be asked to complete a **Field Trip Permission Slip/Authorization to Consent to Medical or Dental Treatment of a Minor Child** when their child is scheduled to go on a Field Trip. Parents are encouraged to accompany the children and staff on Field trips. Notification of planned field trips will include information regarding transportation, destination, lunch, or other food, departure and return time. Parents will be notified prior to scheduled water activities. When water activities are planned or during warm weather, parents should provide a swimsuit, towel, and extra clothing. Children will be allowed to explore the water in their swimsuits or clothing or underclothing if no swimsuit is provided by the parent.

Photographs of children will be used for educational purposes, teacher training, school use (such as documenting an activity or event), or for other noncommercial purposes. Children's names will not be used unless the pictures are displayed in the classroom. Your child will not be photographed if you have declined for consistency.

Suspension and Expulsion

Management Bulletin 23-08 - Child Development (CA Dept of Education)

We believe children and families deserve to be full members of their communities and to experience a sense of belonging. We know that suspensions and expulsions from early childhood programs can have a significant negative impact on children and families. We take suspension and expulsion decisions seriously, consider the impacts carefully, and keep children enrolled whenever possible. We work closely with families to set children on positive paths.

To prevent suspension and expulsion, we:

- Create learning environments in which every child feels good about being there.
- Design a learning environment that promotes children's engagement.

- Focus on teaching children what to do, specifically by teaching expectations and routines as well as skills children can use in place of challenging behaviors.
- Talk to families about issues as they arise.
- Provide Incident Reports, ABC Charts, and Behavior Plans when appropriate and partner with the family to identify the best ways to teach positive replacement behaviors.

Suspension

Except in specific circumstances listed below, we will not:

1. Suspend a child due to a child's behavior.
2. Encourage, persuade, or require a child's parents or legal guardians to prematurely pick up a child due to a child's behavior before the program day ends.

Suspension must only be used as a last resort in extraordinary circumstances when there is a serious safety threat that cannot be reduced or eliminated without removal of the child. To the greatest extent possible, a program must endeavor to ensure the full participation of enrolled children in all program activities.

Before our program determines that suspension is necessary, we will collaborate with the child's parents or legal guardians and use appropriate community resources, as needed, to determine no other reasonable option is appropriate, and provide written notice through a Notice of Action to the child's parents or legal guardians.

If suspension is deemed necessary, we will help the child return to full participation in all program activities as quickly as possible while ensuring child safety by doing at least, all the following:

Continuing to engage with the parents or legal guardians and continuing to use, and provide referrals to appropriate community resources, such as, but not limited to, an early childhood mental health consultant and the local resource and referral agency.

Developing a written plan to document the action and supports needed.

If the child has an individualized family service plan (IFSP) or individualized education program (IEP), we will, with written parental consent, contact the agency responsible for the IFSP or IEP to seek consultation on serving the child.

One of the strategies we may implement is safely removing the child from a specific situation to calm down for a brief time as a strategy to return the child to full participation in program activities. We will then document in the child's written plan the strategy used. We will ensure that teacher to child ratio requirements will be followed at all times, meaning a fully qualified teacher will be present with the child at all times.

Expulsion

Except in specific circumstances listed below, we will not:

1. Expel or unenroll a child because of a child's behavior.
2. Persuade or encourage a child's parents or legal guardians to voluntarily unenroll from the program due to a child's behavior.

If a child exhibits persistent and serious behaviors, the we will must:

Expediently pursue and document reasonable steps to maintain the child's safe participation in the program, including, but not limited to, consulting with the child's parents or legal guardians and teacher, and, if available, engaging an early childhood mental health consultant. Provide written notice of the process programs must follow to the parents or legal guardians of a child exhibiting persistent and serious behaviors. This must include a description of the behaviors of the child and the program's plan for maintaining the child's safe participation in the program.

If the child has an IFSP or IEP, the CSPP, with written parental consent, must contact the agency responsible for the IFSP or IEP to seek consultation on serving the child.

Consider, if appropriate, completing a comprehensive screening to identify the needs of the child, including, but not limited to:

- Screening the child's social and emotional development using resources such as, but not limited to, the "Ages & Stages Questionnaires: Social-Emotional" and the Centers for Disease Control and Prevention's (CDC) "Learn the Signs. Act Early."
- Referring the child's parents or legal guardians to community resources
- Implementing behavior supports within the program if we have has expeditiously pursued and documented the above reasonable steps to maintain the child's safe participation in the program and determines that the child's continued enrollment would present a serious safety threat to the child or other enrolled children, our program may expel the child and must refer the parents or legal guardians to other potentially appropriate placements, the local childcare resource and referral agency, or other referral service available in the local community, and, to the greatest extent possible, support direct transition to a more appropriate placement. This determination to expel the child must be made in consultation with the parents or legal guardians of the child, the child's teacher, and, if applicable, the local agency responsible for implementing the IFSP or IEP, as described above. Our program has up to 180 days to complete the expulsion process, as described above.

Suspension and expulsion are a last resort, used only when other steps taken to resolve an issue have been unsuccessful. Even after the difficult decision to end care has been made, we will do our best to help make the transition as smooth as possible for the child and family.

We do this by:

- Giving families reasonable notice, generally at least one week, prior to ending care, unless it is necessary to immediately discontinue services.
- Help families find alternate care by connecting them with community-based child care resources and referral agencies.

We reserve the right to cancel enrollment for the following reasons:

- Non-payment of tuition
- Failure to adhere to policies
- The child's needs exceed the capabilities of our center
- A child or family member's behavior or actions threaten or endanger the safety and well-being of other children or staff.

DISASTER PREPAREDNESS

We have drills for fire and earthquakes on a monthly basis. These drills are spontaneous, and the teachers are NOT pre-warned. If you are on the premises during one of these drills, you are expected to allow your child to participate. Please refer to the Parent Disaster Plan so that in the event of a disaster, if our building is not habitable, you will be familiar with where the children will be.

Fire Drills

Fire drills are held monthly throughout the school year to ensure a calm, well-rehearsed response to a disaster. The fire drill begins when the fire alarm sounds. All classes execute the "Leave Building" procedure. Classes gather at their specified assembly point; roll is taken, and all children are accounted for.

Earthquake Drills

Classes have earthquake drills monthly throughout the school year. The standard "duck and cover" response is practiced.

Safety

Emergency Events on Site: All medical, crime-related, and dangerous or hazardous emergencies will be reported to 911. Center personnel will secure the situation until further assistance arrives. A report of the accident will be sent to Community Care Licensing.

Power Outages

In the event of a power outage (more than one hour) the following will be observed in compliance with Community Care Licensing:

If the outage occurs during a sunny day of moderate temperature, the Center will remain open. If the outage occurs on a day when temperatures exceed 85°, the Center will close. If the outage occurs during cloudy, rainy, or dark conditions, the Center will close. If the Center closes you will be contacted, and your child must be picked up within one hour.

First Day of School

The first day in many of life's experiences can cause all of us to become a bit nervous; it will not be unusual for your child to feel somewhat anxious about his/her first day of school, too. This first day of school is a milestone in your child's future attitude toward school and his/her healthy development.

You can help your child prepare by beginning to talk about school many days in advance. Little positive suggestions about school experiences will serve to excite and encourage a desire to go and participate. You may also arrange a few short visits for you and your child (10-15 minutes) to visit the classroom during the day before your child's start date. Please see the Program Director to make arrangements. We invite parents to stay with their child as long as is necessary on that first day. Sit quietly in one place away from group activities and your child will feel freer to move into the group with the knowledge that his/her parent will be in the same spot. You and the Program Director can decide with your child's Teacher when you feel your

child is ready to be left at school. We recommend that your child get comfortable with you leaving before he/she has to say goodbye. We realize that this process is not always possible for parents who have very busy work schedules. We will work with all parents to make the transition as smooth and comfortable as possible.

Expect some extra fussiness during this adjustment period. It is hard to predict what your child's reactions will be to a new situation. Some children need a longer transition time to adjust to a new situation. We ask that you be patient, caring, and dedicate time to getting your child off to a good start at school.

We see parents as partners in our efforts to provide the best early childhood care and education. Your input, concerns, and questions are welcome. The teachers will gladly answer any concerns or questions you may have. Please refrain from extensive conversation or socializing with other parents while in the classroom and instead meet them outside the classroom to exchange ideas and thoughts.

Formal parent conferences occur in the late fall and in spring during which you will be able to learn about your child's progress. Your teacher will include work samples, observations, and the DRDP assessment tool. However, feel free to request a parent-teacher conference at any time if you would like to extensively discuss other matters. We want to work hand-in-hand with you as collaborators to do what is best for your child.

We want your child to discover that the world outside the immediate family and the community around them is an exciting place. It is our wish to help your child establish loving friendships that become a deep satisfying part of life. We hope to help your child feel competent in all his new adventures. We are looking forward to a new beginning as your child explores all his/her new learning experiences.

Preparation List

THINGS TO BRING

Please provide these items and maintain them at all times:

2 complete sets of clothes (seasonally suitable). Including socks, shoes, and underwear. Please send clothes that are comfortable and age-appropriate.

Books and Toys

On Share Day only your child may bring a book or share "found objects" such as seashells, leaves, rocks, and/or pictures (photos/drawings) to school on Share Day, if it is clearly marked with his/her name on it. Please do not send toys to school, as they are easily lost or broken and often cause conflicts between the children. If your child insists on bringing a toy, it will have to stay in their cubby or it will be kept in the office.

Health & Safety

General Health and Safety Information

Emergency information is one of the most important things you will give us for your child. If your child has an accident or gets sick during the day, we want to call and let you know as soon as possible. If you can't pick up your child after school, we need to know who you trust to do that for you. If we want to remind you of a special event that is coming up, we need to know how to reach you. There are so many times when we use emergency information and there are many reasons why it is important that the information we have is up to date. We know situations change and emergency information will change. Don't think you are a bother if you ask us to make changes frequently. Let us know every time your address or phone number changes. If you work, make sure we know how to contact you there. Please list two or more people who can act on your behalf if you are not available. We will not allow someone to pick up your child or decide about a medical matter with just a phone call from you. It must be one of the child's parents or one of the people listed in the emergency information. Please help us protect your child by keeping this information up-to-date and accurate.

Physician's Report

All children must have the correct immunizations for their age level as well as a negative T.B. test or chest x-ray. Also, your child's signed physician's report is required at the time of enrollment.

Immunizations

With today's modern immunization requirements, many of the serious childhood diseases have practically been eliminated. Please check with your child's doctor to make sure your child receives all of the appropriate vaccinations. Please call the school office if your child or a sibling has contracted a contagious disease in order that our families can be notified

immediately. The office will distribute information to all families who may have been affected.

SYMPTOMS OF SOME COMMUNICABLE DISEASES:

Disease	Symptoms	Incubation Period
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Chicken pox		
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Mild fever, small raise pimples	13-17 days	
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Measles		
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Rubella		
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Mumps		
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Polio		
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Scarlet Fever		
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Head Lice		
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Scabies		
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Bacterial Meningitis	Conjunctivitis	
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(Pink eye)		
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Fever, cough, rash, red eyes	Fever, rash	
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Fever, neck swelling bellow ears		
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Fever, sore throat, rash		
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Fever, sore throat, rash		
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Itching of scalp/lice/nits	Itching of skin, rash	
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Fever, headache, vomiting, stiff neck		
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Yellow or green discharge from the eye,		
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Redness of the eye		
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8-13 days	14-21 days	15-18 days
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7-12 days	24-48 hours	3-4 weeks	1-2 months
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1-4 days			
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3-5 days			
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2- 3 days			
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Health

Daily health inspection is a requirement for licensed childcare. Parents need to allow time for health inspections to be done upon arrival before they can sign in their child(ren). Children will NOT be admitted if they show signs of communicable diseases. Children who become sick while in the program must be picked up by the parent (or by an authorized person in the emergency card).

A child with a fever and/or any signs of infection will not be allowed to attend school without a doctor's clearance. If a child becomes ill or injured at the school, the parent or authorized person will be notified to assume responsibility for the child's care. In case of a minor injury, the staff will provide first aid. In case of a more serious injury, the parent will be notified immediately, and necessary steps will be taken to obtain medical aid. Please call the Center to notify the staff of the specific reason for the child's absence. All health forms including authorization for emergency care must be completed before your child can attend the program. These regulations have been developed to ensure the healthful operation of the program for all children.

Medication

Staff members will not administer medication without a signed physician's prescription and a medication release form. If your child needs to be given medication during the day, you must plan in advance with your child's teacher(s). We prefer that you try to arrange to give the medication at home, but if this is not possible the procedure to follow is:

- 1) Fill out the Request to Administer Medication form
- 2) Give the form and medication to your child's teacher(s)

3) Medication must be in the original container with the child's first and last name on it, the prescribed dosage, period of use, expiration date, and the doctor's name and phone number. We will only give the doses prescribed by the doctor. We will NOT administer any non-prescription medication.

Injuries

If your child is injured at the center, we will take the following steps to obtain emergency care:

Minor Accidents

If a child is hurt with a minor scrape, bump, or non-medical accident, he/she will be treated with water, ice, band-aid, and/or TLC. A minor accident form (OUCH REPORT) will be placed in your child's folder. This is the extent of the first-aid treatment we can apply under licensing guidelines. You will be notified in case of severe bumps, cuts, etc.

Major Accidents

If your child has a major trauma (i.e., a fall, large cut, a head injury, or anything extreme). We will take the following steps:

- Apply first aid and tend to the child's immediate needs
- Call paramedics and/or ambulance, if needed
- Contact the Parent or guardian

If we cannot reach a parent, guardian, or any person listed on the emergency section of the child's enrollment form, the doctor listed on your Emergency Form will be called. If needed the Program Director or staff member will accompany the child to the hospital and stay until you can be reached. Please make sure that all work, home, cell numbers, and number where you can be reached during the day are updated when necessary.

Injury Report

As children will be children, there will be times when they get hurt. In the event of a major injury, you will be contacted, and emergency procedures will be followed. In the event of minor cuts and scrapes, we will provide TLC and basic first aid as allowed by law. There will be a note sent home informing you of the injury. In the event of any head injury, regardless of perceived severity, the parent will be notified.

Nap/Rest Time

According to Title 22, all children ages 6 weeks - 5 years old shall be given an opportunity to nap or rest without distraction or disturbance from other activities at the center. Napping time usually lasts a period of two hours. The Center provides each child with a cot and blanket. All blankets are washed every Friday evening.

Parking

Fruit of the Vine Child Development Center is committed to providing a safe environment for each child enrolled at the Center, including the time children are walking to or from the Center in the parking lot. Parents are required to hold children's hands while walking to or from the Center. For your child's safety, PLEASE do not let your child run ahead of you. DO NOT EVER LEAVE ANY CHILD ALONE IN A CAR. This includes infants and older children as well as children enrolled in the Center. If necessary, call the Center from your cell phone and a staff member will come to the parking lot to stay with your child. We can also bring the sign-in book to you so you can drop off or pick up your child without leaving your vehicle. Do not ever leave any child alone in a car. This includes infants and older children as well as children enrolled in the Center. Please do not block other vehicles in the parking lot. If there are no spaces available, please wait until a space becomes available before you come into the Center. Please do not leave your car parked in the parking lot unless you are with your child at

the Center. Please do not park in the staff parking lot at any time. If you need to park for longer than 10 minutes, please park on San Pedro St, please note there is no parking on the Northside of the street on Mondays from 12:00 pm-2:00 pm. If you choose to park on 122nd St., please be aware that there is a "NO PARKING ZONE" on the Eastside of the street Wednesdays from 12:00 pm-2:00 pm and a "NO PARKING ZONE" on the Westside of the street Mondays from 12:00 pm 2:00 pm: The Center will not be responsible if you park illegally, and you receive a ticket, or your vehicle is towed.

Parking Lot Safety: Please consider the following information when entering and leaving the Parking lot at our Center:

- Always drive with extreme caution.
- Always be on the lookout for children and parents.
- Always hold your child's hand when going to and from your car.
- Do not leave children unattended in your car at any time.
- Please do not illegally park in handicapped spaces, loading zones, and fire lanes.
- Never leave your car running unattended.
- Children properly restrained.

FOPAP Fruit of the Vine Child Development Center

UNIFORM COMPLAINT PROCEDURES

It is the intent of Family of Prayer and Praise Fruit of the Vine Child Development Center to fully comply with all applicable state and federal laws and regulations governing educational programs may be addressed by filing a complaint using the Uniform Complaint Procedures. If you believe a California State or Federal law or statute has been violated, please send your complaint in writing, and include the following information:

- Your Name, Address and Telephone Number
- Center Name, Address and Telephone Number
- The cited law or statute that you believe has been violated.
- Give to Administrator Mrs. Donna Cunningham

PARENT HANDBOOK ACKNOWLEDGEMENT

I, _____, have read the Handbook and Payment Policies and agree to abide by them.

Rights of Licensing Agency: We are licensed under the State of California Department of Social Services Community Care licensing. At any time, the Department has the authority to interview children or staff and to inspect and audit child or childcare center records, without prior consent.

Name of Child _____

Signature: _____ Date: _____
(Parent or Guardian)

Signature: _____ Date: _____
(Program Director)

FOPAP FRUIT OF THE VINE
CHILD DEVELOPMENT CENTER

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