



**BOYS & GIRLS CLUBS**  
OF HUNTINGTON VALLEY

**PRESCHOOL  
PARENT  
HANDBOOK**



**engage**  
**empower**  
**inspire**

**GREAT FUTURES START HERE.**

# PRESCHOOL LOCATIONS

**PROGRAM HOURS** Monday-Friday, 7:00AM-6:00PM

**OFFICE HOURS** Monday-Friday, 7:00AM-6:00PM

**Director of Preschool Programs** Rochelle Nguyen



## Robert Mayer Child Development Preschool

15744 Goldenwest St • Huntington Beach, CA 92647 • (714) 891-4714

**Site Director** Flor Aldaz • **Program Coordinator** Lesley Vinh

**License numbers** Infant 304370205, Preschool 304370204



## Learning Center Child Development Preschool

17565 Los Alamos St • Fountain Valley, CA 92708 • (714) 593-1524

**Site Director** Susan Bixler • **Program Coordinator** Tiffany Luong

**License numbers** Infant 304370720, Preschool 304370719

# PRESCHOOL HANDBOOK

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# WHAT TO EXPECT

**WELCOME** to the Boys & Girls Clubs of Huntington Valley's Learning Center Child Development Preschool and Robert Mayer Child Development Preschool, licensed childcare centers and preschools for children ages 6 weeks to 6 years. This handbook answers questions parents may have regarding our programs and our policies. For further information, please stop by the office.

## **CHILD DEVELOPMENT PRESCHOOLS' MISSION STATEMENT**

Our mission is to inspire and enable the healthy development of all young children, especially those who need us most, to realize their full potential as productive, responsible, and caring members of the community. We strive to provide an age-appropriate learning environment that will enhance the child's physical, emotional, social, and cognitive development. It is our goal that every child that completes the preschool program will be prepared to succeed in kindergarten and beyond. To achieve this mission, we implement an educational curriculum that is developmentally appropriate for each child's needs and abilities.

## **PHILOSOPHY**

The Preschools provide opportunities for children to develop emotionally, socially, physically and cognitively. We believe in an atmosphere in which each child is respected and free to experiment and investigate, free to have individual ideas, and free to master those ideas in a planned environment. Children learn the pleasures of doing things for themselves, and thus develop a positive self-concept. Our program sets limits to help children learn safety, value of property and respect for the rights of others. We do not attempt to bring about quick changes, rather we believe that, with parent cooperation, positive learning experiences will establish a foundation for each child's personal achievement.

## **DROPPING OFF & PICKING UP YOUR CHILD**

**Safety:** Our parking lots can be busy during drop-off and pick-up times. Please be aware that the speed limit is 5 mph in our parking lots.

Please hold your child's hand in the parking lot. Please make sure that your child does not run ahead of or behind you. Remember, your children are priceless. We urge parents to NEVER leave children unattended in or around a vehicle – NOT "EVEN FOR A MINUTE."

- NO CHILD WILL BE RELEASED TO AN ADULT SUSPECTED OF BEING UNDER THE INFLUENCE OF ALCOHOL OR DRUGS.
- Children should arrive at school by 9:00am, as it is very difficult for your child to come to a class in progress and it does tend to disrupt the entire class.
- Children will not be released to anyone under 18 without parental authorization. Forms are available in the office.
- Please sign your child in and out listing your full name – no initials please! The sign in/out sheets are located in each individual classroom.
- Late Pick Up Fees: A late charge of \$10 for the first 1-10 minutes after 6:00pm followed by \$1 per minute will be collected for the time a child remains at the preschool.
- Late Pick Up Policy: After the 3rd late pick up, you will be called with a warning. After the 5th late pick up, you will be asked to find alternate childcare.

# WHAT TO EXPECT

## HOLIDAYS

The Boys & Girls Club will be closed in observance of holidays on the following days or the date the holiday is observed: Labor Day, Thanksgiving and the day following, Christmas Eve (close early), Christmas, New Year's Day, President's Day, and Memorial Day.

## WHAT TO BRING

- All children need two complete changes of usable clothing for emergency use. One will be kept in the child's cubby and the second will be kept in the earthquake container, along with other emergency supplies.
- Children may bring items from home (e.g. stuffed animal, book, blanket) to help ease transition from home to school.
- All children need a blanket and crib sheet to be used during nap time, as required by Social Services. Blankets and sheets must be taken home and washed weekly. There will be a \$50 fine for each day your child is missing necessary bedding.
- LABEL EVERY ITEM WITH YOUR CHILD'S FIRST AND LAST NAME.

## MEALS & SNACKS

The Preschools encourage parents to provide nutritious lunches for their children. It is very important to include items from the five basic nutrition groups. At the Preschools, we do not permit any candy, soda or donuts. Also, the following food items are not permitted in the children's lunches because they are choking hazards: hot dogs whole or sliced into rounds; whole grapes; nuts; popcorn; raw peas and hard pretzels; spoonfuls of peanut butter; chunks of raw carrots; or meat larger than can be swallowed whole. If you pack lunch for your child, please make sure that you label the food, juice or milk with your child's name and date.

- Parents may bring breakfast for their children until 8:00am ONLY. Breakfast after this time is not permitted because it is disruptive to classroom activities.
- Parents must provide lunch for their children. The Boys and Girls Club will provide nutritious morning and afternoon snacks with weekly menus posted in classrooms.
- Meals are available for purchase through Primo Nosh. Please see front office for details. Hot lunch is non-refundable, non-transferable.

## WHAT TO WEAR

Please send your child to school in COMFORTABLE, WASHABLE PLAY CLOTHES. Remember that your child will be involved in painting, water play and other messy play experiences.

- Jeans, shorts and old t-shirts are VERY APPROPRIATE for our program.
- Send your child to school wearing tennis shoes or athletic shoes.
- Good fitting shoes aid in developing large muscle skills.
- No cowboy boots or open-toed shoes!
- All superhero related items are strictly prohibited.

# YOUR CHILD'S DEVELOPMENT

## **CURRICULUM**

Our curriculum is designed to give children the opportunity to explore a range of developmentally appropriate activities within a warm and supportive environment. We believe that children who are encouraged to develop a positive self-image (self-worth) will develop new skills at their own pace. To help children develop the skills they need to be ready for success in kindergarten, classrooms have weekly lesson plans that guide children's play and activities. Developmentally appropriate lesson plans are built around essential content areas including: social-emotional development, physical development, language development, and cognitive development topics like early literacy, early mathematics, science, technology, creative expression and appreciation for the arts, health and safety, and social studies. The goal of the Preschools' curriculum is to prepare children for success in school and in life.

### **INFANT AND TODDLER PROGRAMS Ages 6 weeks-24 months**

The Infant and Toddler Programs offer a loving, caring, and nurturing atmosphere for children from ages 6 weeks to 3 years. Children are provided with a stimulating environment. Educational learning experiences are designed following age-appropriate curriculum guidelines for the child's total development. At the same time, respectful and trusting relationships are established between children, families and caregivers.

### **PRESCHOOL PROGRAM Ages 2-6, fully potty trained**

A typical daily schedule will include circle time, art, nutritious snack, outdoor play, music, story time, activity centers, quiet time, and indoor play. Following curriculum guidelines for these age groups, activities include creative art, music and movement, physical and natural science, language arts, gross and fine coordination skills, listening experiences, dramatic play, and special events.

Depending on your family's needs, your child can be enrolled in the preschool from 2-5 days a week. Children eat lunch at 12:00pm and rest time begins at 1:00pm for preschool and 12:15pm for toddlers. Afternoons consist of a planned program of indoor and outdoor activities, individual and group experiences, and nutritional snacks provided by the Club.

### **PREPPY K Ages 3½-4**

Our Preppy K program advances children in preparation for our Transitional Kindergarten (TK) classroom. The program builds on a curriculum that aligns with the Preschool Learning Foundations and developmentally appropriate practices for pre-academic success in our TK program. These standards help develop each child's independence, confidence, fine motor skills, and social-emotional well-being. Preppy K provides our 3 ½ to young 4's with the gift of time enabling them to begin TK ready to thrive.

### **TRANSITIONAL KINDERGARTEN (TK) Ages 4½-6**

The Preschools offer the perfect opportunity for 4 ½ to 6 year olds who do not yet meet the age requirements to attend Kindergarten: Transitional Kindergarten, commonly called TK.

Our TK classrooms follow the state Transitional Kindergarten guidelines including the California Preschool Learning Foundations and Curriculum Framework and the Common Core Standards set by the California Department of Education. To help every child reach



# YOUR CHILD'S DEVELOPMENT

the goal of being ready to succeed in school, our teachers plan curriculum that helps children develop social, emotional and academic skills.

The TK curriculum includes language, literature, mathematics, technology, health and safety, artistic expression and appreciation, music and movement, handwriting, motor skills development, social skills development and much more. Our TK classrooms have a low 1 to 12 teacher to child ratio. That means your child will get the attention they need and deserve.

The TK program follows the same extended day, year-round calendar as all of our other programs at the Preschools. Working moms and dads can count on quality, educational care from 6:30am – 6:00pm, Monday – Friday. TK is available for full-time and part-time enrollment.

**CLASS SCHEDULE This is a general schedule. Please check with your child's teacher for classroom's specific schedule.**

7:00AM - 8:00AM	Staggered arrival / indoor play
8:00AM - 9:00AM	Outside Play (Depends on weather-subject to change without notice)
9:00AM - 9:30AM	Morning Snack
9:30AM - 10:50AM	Learning by doing
10:50AM - 11:10AM	Large Group Circle time
11:10AM - 11:20AM	Make beds, potty and wash hands
11:20AM - 12:00PM	Large Motor Activities
12:00PM - 12:30PM	Lunch time
12:30PM - 12:50PM	Clean-up, potty and wash hands
12:30PM - 2:30PM	Nap time (mobile infants to toddlers)
1:00PM - 3:00PM	Nap time (Preschool, Preppy K and TK)
2:30PM - 3:00PM	Afternoon Snack
3:00PM - 4:00PM	Outside Free Play (Depends on weather)
4:00PM - 5:00PM	Enrichment Activities
5:00PM - 5:30PM	Small Group Circle time
5:30PM - 6:00PM	Table activities and prepare to go home

## SENSORY DEVELOPMENT STATEMENT

At the Preschools we strive to create a fun and exciting learning environment for all the children. Sensory play is a very important part of our curriculum. This type of educational play encourages children to experiment and manipulate their environment. That helps children develop positive self-image, competency, problem solving skills, critical thinking, and social skills. Examples of sensory activities include: water play, play dough, chalk, goop, and sand play.

Your child will get wet and messy! Therefore, CHILDREN MUST BE SENT TO SCHOOL IN PLAY CLOTHES ONLY! Clothes worn to school will be sent home dirty and possibly stained. We will not change children out of "nice" clothes and into play clothes before we do messy activities. Please check your child's cubby daily and remove wet or soiled clothing. Please be sure to bring replacement clothing as required. All articles of clothing should be marked with your child's name (markers are available in the classrooms).

# YOUR CHILD'S DEVELOPMENT

On warm days, we do water play outdoors including the use of hoses, sprinklers, sensory water tables, etc. On cooler days, we keep our rooms warm and do water play indoors. IF YOU FEEL THAT YOUR CHILD IS TOO SICK TO DO WATER PLAY, THEN YOUR CHILD IS TOO SICK TO COME TO SCHOOL.

For any questions or concerns about this policy, please speak with the Site Director.

## **PROGRAM GOALS FOR CHILDREN AND FAMILIES**

The Preschools strive to present a program that will assist the family by:

- Providing children with an atmosphere that encourages a healthy and full life.
- Planning an environment based on sound principles in early education and development.
- Respecting each child as a developmental whole.
- Providing age-appropriate growth and learning opportunities.
- Preparing your child for success in kindergarten and beyond.

With these goals as the foundation of our philosophy, teachers are encouraged to utilize their creativity and expertise to enrich your child's growth and education. The Preschools are dedicated to providing the support and programming necessary for the care, learning and growth of your most precious gift: YOUR CHILD.

## **ASSESSMENT PLAN**

The Preschools use child assessments to continuously monitor and improve the quality of care we provide to the children and families we serve. Assessments are used to inform program planning and decision making, to implement improvements and to best provide for our children's development and learning through the daily activities within each classroom. Specifically, assessments are used to:

- Identify the interests and needs of each child in the program across all developmental areas and to design goals for each child.
- Monitor developmental progress and respond appropriately.
- Provide staff with meaningful results for each child for developing and improving teaching practices, room environments, lesson plans, and curriculum.
- Evaluate how well the program is meeting its goals and implement improvements.
- Communicate with parents about the child's strengths, needs and developmental progress and how the child's instruction and guidance will be planned.
- Identify children who may be in need of special services or intervention and provide references as needed for developmental screening and further diagnostic assessment.
- Encourage children in learning appropriate self-evaluation skills.

## **ASSESSMENT & SCREENING METHODS**

The Preschools use a variety of assessment methods to support children's learning, including observations, anecdotes, record keeping and child development portfolios. The Preschools provide assessment training to staff focusing on children's age, developmental level, sensitivity to diversity, and responsiveness to children with special needs. Staff use interaction and communication with families in order to increase our understanding of the needs and backgrounds of the children in our care.

Screening and assessment tools used at the preschools include but are not limited to DRDP (Desired Results Developmental Profile), ASQ (Ages & Stages Questionnaire) and



# YOUR CHILD'S DEVELOPMENT

ASQ-SE (Ages & Stages Questionnaire-Social Emotional). The Preschools work with families to ensure screening is completed for all children. Screening results are used to make referrals and to implement appropriate strategies and goals.

The following formal assessment procedures are to be used by all staff:

- Formal assessments take place in the third weeks of December and May. Every attempt will be made to accommodate family schedules when designating appointment dates and times.
- Assessments will take place in the classroom and will be conducted by teachers trained in the proper procedures and evaluation methods to ensure valid results. Bi-lingual staff will provide translation services as needed to accommodate English learners and others with special needs.

Informal assessment takes place daily in the classroom. All staff are responsible for using the informal assessment methods designated above and will be provided with ongoing training.

The Preschools believe that families should play an active role in their child's learning and development. Our policy is as follows:

- As part of our established written and oral communication, families are encouraged to share information about their children to enhance the assessment process and to participate in regular two-way communication about their children.
- Families will be educated as to the choice, use, scoring, and interpretation of screening and assessment methods used by the Preschools.
- Families will be assured of the confidentiality of all assessment information.
- Families will be provided information both orally and in writing about the child's development and learning with written reports at least twice a year. Informal reports are given daily.
- Every effort will be made to be sensitive to family values, culture, identity, and home language in our assessment process and in our communication with families.
- Every effort will be made to achieve consensus with families about methods of assessment that will best meet the needs of the individual child.

## **CONFIDENTIALITY**

All records of observations, assessments, screenings, illnesses, and injuries are confidential. Confidential records are maintained in a locked, filing system accessible to Administrators, Staff, Department of Social Services Community Care Licensing and Health Department. If a parent, teacher or administrator believes that the child needs services of a counselor, the assessments may be shared with the counselor, with parent permission.

## **CHILDREN'S OPPORTUNITIES TO BE PART OF THE CLASSROOM COMMUNITY**

Children become part of the classroom community by developing a sense of ownership through daily activities. These activities promote keeping the classroom clean, organized and harmonious at all times. The children also have a say in developing classroom rules.

# YOUR CHILD'S DEVELOPMENT

## CONFLICT RESOLUTION

Teachers are facilitators and mediators when it comes to conflict resolution. They give children the tools that will help them work and solve their problems. If the problem persists, and the children cannot resolve the conflict themselves, then teachers will help them solve the problem.

## DISCIPLINE POLICY

We use only positive discipline at the Preschools. We use steps such as redirecting a child having difficulty to another area or activity, talking with the child about the problem, keeping the child with us at our side, or having the child help us with a specific task or duty. We always avoid power struggles, because once we enter into one with a child, we have already lost. We do not use time-outs or any other negative discipline at the Preschools.

Incident reports must be filled out for a child causing injury to another intentionally. We will send a copy home with the child and a copy to the office. The name of the aggressor will not be disclosed to other parents. Following an incident report, the teacher and/or a director will make a plan for improving the child's behavior, which will be shared with parents during a face to face meeting. In addition, parents will be given resources regarding positive discipline to improve their child's behavior.

If a child continues to consistently act out after parents and teachers have implemented the plan, a counselor and/or behavior specialist will observe the child and develop additional steps that parents and teachers can take. Counseling for the child or family may be one of the recommended steps.

If the aggressive behavior continues to escalate or parents do not wish to participate in the positive discipline plan outlined by the teacher, director, counselor or other behavior specialist, parents will be notified of the date that services will be discontinued.

**Should the Preschool Director determine that your child cannot adjust to the program offered, your child will be withdrawn and your contract will be terminated.**

## BITING POLICY

Biting is one of the most difficult habits to break, according to the National Network for Childcare. Biting happens for different reasons, with different children, and under different circumstances. At the Preschools, we strive to help the children develop a sense of well-being and provide them with a safe environment. To maintain that safe environment, the Preschools have developed the following policies regarding biting:

- If the child bites once during the time he/she is at the Preschool, parents will be called and notified that their child has bitten. A documentation log will begin immediately.
- If the child bites twice on the same day, parents will be called to remove their child from the premises immediately, within one hour. Your child will be suspended for one day if not picked up within the hour. The parent will receive an incident report and a copy of the incident report will be kept in the office.
- If a child continues to bite, a conference between a parent, teacher, and director will be held to evaluate behavior and enroll in counseling services.
- If the child does not show significant improvement after intervention, at the director's and teacher's discretion, the director has the right to and will advise parents that their childcare contract may be terminated.

# YOUR CHILD'S DEVELOPMENT

## **POTTY TRAINING POLICY**

If your child is still in diapers, our potty training room will help him or her transition to the potty when your child is physically, mentally, socially, and emotionally ready. Your child needs to be ready in all of these areas for toilet training to be successful. The teachers in the potty training room will make sure that your child is comfortable with the classroom's routines and schedule before initiating the potty training process. Each child develops at his or her own pace, and we are confident that each child will successfully use the potty when he or she is ready. We want your child to approach potty training with a positive attitude, so you and your child's teacher will work together to develop a plan.

As your child begins the potty training process, many accidents will occur. Many new situations may interfere with your child's potty training. Some children may soil or wet when they become excited or too involved in play to use the potty. When potty accidents do occur, they are handled in a warm and accepting manner. Changing your child whenever necessary is not regarded as a problem. We accept potty accidents as just that, an accident.

## **SIGNS OF POTTY TRAINING READINESS**

When your child shows these signs of readiness, talk to your child's teacher and work together to develop a potty training plan. This will ensure your child's potty training experience is positive and successful.

- Stays dry at nap and/or after sleeping all night or remaining dry for at least 2 hours during play.
- Able to understand and follow simple directions.
- Able to communicate the need to use the potty.
- Able to dress and undress himself or herself.
- Expresses an interest in using the potty.
- Displays an interest in bowel movements.

## **POTTY TRAINING GUIDELINES AND TIPS**

### **YOU CAN HELP BY**

- Communicating with teachers, especially whenever a change in the routine occurs.
- Bringing in an extra pair of shoes and a minimum of three complete changes of clothes for your child, including pants, underpants, socks, and shirts.
- Labeling each item of clothing with your child's name in permanent marker.
- Providing clothing that can be independently managed by your child.
- Pants with elastic waists are easiest to manage for both boys and girls.
- Please, no belts with buckles, leotards, or overalls.
- Checking your child's cubby for soiled clothing.
- Promptly returning new clothes to your child's cubby by the next day.

### **TEACHERS WILL HELP BY**

- Frequently reminding your child to use the potty.
- Routinely taking your child to the potty and encouraging them to use the potty.
- Promptly changing wet clothing.
- Making sure wet clothing is put in a ziploc bag and placed in your child's cubby.
- Communicating with parents.

# PARENT INVOLVEMENT

## PARENT INVOLVEMENT

The Preschools strongly encourage families to participate in every aspect of their child's program. It is very important that you, as parents/guardians, communicate your needs and desires regarding your child's development openly and honestly with your child's teachers or the Preschool's Directors. You are encouraged to discuss any developmental milestones you have encountered and share any other information that may be appropriate. We do ask that a conference time be scheduled for any lengthy conversations needed with the teachers.

Parent involvement is valued and encouraged. Parent volunteers are highly encouraged. A volunteer application must be submitted. Licensing requires a background check, TB test clearance, DTAP (Pertussis), MMR (Measles) and Influenza (optional) vaccines.

Parents are welcome at the Preschools anytime. Parents are encouraged to share their personal interests, including hobbies, talents, cultural backgrounds, favorite recipes, etc.

## OPEN DOOR POLICY

The Preschools have an open door policy. Parents are welcome to visit the program at any time. Our children nap from 1:00-3:00 p.m., and we do request that their rest time be respected.

**Due to COVID-19 restrictions, some policies including those related to visitation and volunteering may not apply.**

## HOME/SCHOOL COMMUNICATION

Parents need to communicate pertinent information with their child's teachers. This should include such things as illnesses, changes in sleeping, changes in eating, teething, changes in home situations, over-the-counter and prescription medications the child is taking and so forth.

- Parent Orientation night is scheduled for the fourth week of September. It is very important for parents to attend. This is a great opportunity for you to meet your child's teachers and discuss their goals and the curriculum they have planned.
- Each child will have a daily communication folder in their classroom.
- Each child will have a portfolio and a developmental assessment in their classroom. (Portfolios do not apply to our Infant Program.) Parent/Teacher conferences are offered twice a year in December and May to discuss portfolios and developmental assessments.
- Both Preschools have a Parent Advisory Committee. If you would like to get involved, please stop by the office.
- All members must give two weeks notice prior to the end of program services.
- Please notify the office when you have a change of address, job, and/or phone number.
- Please update the office with your child's current immunization records.

## GRIEVANCES

In the case of grievances, effective communication with proper parties involved can resolve many issues that arise. We ask that parents follow the organizational structure of the Preschool by first discussing matters with your child's teacher, then the Program Coordinator and then the Site Director of the Preschool. It is our hope that this will help

# PARENT INVOLVEMENT

to expedite the grievance process and clarify situations so that they do not linger and create further misunderstandings. The Preschools expect all parties involved to conduct themselves according to the highest ethical standards.

## TRANSLATION INFORMATION

The Preschools strive to accommodate the language needs of the families we serve. Please ask the Office if you need help translating information into Spanish or Vietnamese.

Trung Tâm hết lòng đáp ứng nhu cầu học ngôn ngữ của mọi gia đình mà chúng tôi phục vụ.

Los Centros se esfuerzan por complacer las necesidades de lenguaje de las familias a las que servimos.

## PRESCHOOL EVALUATION

On an annual basis, parents will be given the opportunity to evaluate the Preschools' ability to meet your needs. These evaluations are very important to us because they help us provide better care for your child. When you receive the evaluation form, please take the time to complete it. Remember that all comments are confidential and anonymous.

## SPECIAL EVENTS FOR PARENT INVOLVEMENT

We have several events throughout the year that we encourage parents to participate in with their child. Dates are subject to change. Events include but are not limited to:

Friendship Day, St. Patrick's Day, Week of the Young Child, Teacher's Appreciation Week, Parent/Teacher Conferences (May and December), TK Promotion, Family Picnic, Parent & Me Breakfast, Summer Field Trips, Ice Cream Social, Back to School, Open House, Parent Orientation, Harvest Festival (Field Trip), Multi-Cultural Pot Luck, Pictures with Santa, Winter Wonderland, Pajama Day

## CLASS PARTIES, BIRTHDAYS & BOOKS

- Class parties are held during the year and all children are welcome. If a party falls on a day your child is not usually in school, your child can attend when accompanied by a parent.
- Each classroom posts sign up sheets so that families may contribute to class parties. Your help is what makes the parties successful.
- Families are always welcome at parties, ask the front office how. Let the teachers know who will be attending.
- If you would like to celebrate your child's birthday in the classroom, let the teachers know in advance and bring in the necessary goodies, paper products and utensils (no sugar please).
- Scholastic book orders are offered during the year. Checks need to be made out to the respective company and turned in to the front office.

# OUR STAFF

## STAFF QUALIFICATIONS

Many of our staff members have received an MA, BA or AA in Child Development or hold Teacher, Master Teacher or Site Supervisor permits through the Orange County Department of Education. However, at a minimum, the Boys & Girls Clubs of Huntington Valley requires all staff to have completed 12 Early Childhood Education units, to be fingerprinted through the Department of Social Services, and to be trained in Pediatric CPR & First Aid. Staff members are immunized according to licensing regulations. We also strongly support continuing education for our staff members. Staff members are required to take a minimum of 3 college units and at least 21 hours of professional growth trainings per year.

The Boys & Girls Club is required to share the information on the following page about how the Department of Social Services handles exemptions to approve individuals with a criminal record to work in child care facilities. However, because your child's safety is our top priority, it is a policy of the Boys & Girls Clubs of Huntington Valley that we do not hire any staff with exemptions. You can be confident that your child's caregivers have had a clean background check.





# CAREGIVER BACKGROUND CHECK PROCESS

## Information from the California Department of Social Services

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

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

## How the Exemption Request is Reviewed

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

The person who needs the exemption must provide information about the crime, what they have done to change their life and obey the law, whether they are working, going to school, or receiving training, and whether they have successfully completed a counseling or rehabilitation program. The person also gives DSS reference letters from people who aren't related to them who know about their history and their life now.

DSS looks at all these things very carefully in making their decision on exemptions. By law this information cannot be shared with the public.

## How to Obtain More Information

As a parent or authorized representative of a child in licensed child care, you have the right to ask the licensed child care home or center whether anyone working or living there has an exemption. If you request this information, and there is a person with an exemption, the child care home or center must tell you the person's name and how he or she is involved with the home or center and give you the name, address, and telephone number of the local licensing office. You may also get the person's name by contacting the local licensing office. The phone number of our local Department of Social Services Office is (714) 703-2800. You may find the address and phone number of any DSS office on the Department of Social Services website. The website address is <http://cclid.ca.gov/contact.htm>.

**Note: The Preschools are required by law to share the above information from DSS with you. However, you can be confident in your child's safety because our Preschools do not hire any staff with exemptions.**

# YOUR CHILD'S HEALTH AND SAFETY

## SAFE INFANT SLEEP

### Sleep Position

Infant Room Staff will ensure that infants who have not reached 18 months are always placed on their backs for sleep.

Infants who are easily able to turn from front to back and back to front, will be placed on their backs for sleep, but may then choose their own sleeping position (usually age six months or later).

Infants will be placed in a side-laying or stomach sleeping position only when a written request from the infant's doctor has been received by the program. Care giving staff will then be directed by the Unit Director in the placement of the infant for sleep.

Unless specified by the infant's doctor, positioning devices that restrict the infant's movement in the crib will not be used.

### Sleeping Environment

In our program, all infants sleep in a crib. Car seats, swings, and infant seats, etc. are not designed for safe sleeping.

Our cribs meet the regulations of the U.S. Consumer Product Safety Commission. The Infant Room Staff will complete a safety check of cribs each week to assure that each crib frame:

- Feels solid and mattress supports are secure
- Has no loose, missing, or broken hardware (nuts, bolts, screws)
- Has no cracked or peeling paint
- Has no splinters or rough edges
- Has a mattress that fits snugly in the crib frame and is covered with a tightly fitted sheet

Teachers are aware of any sleeping children for whom they are responsible and teachers are positioned so they can supervise the children by sight and sound.

No items are strung from one side of the crib to the other.

Coverings are never placed over the crib or over the infant's face.

## HEALTH AND SAFETY

Your child must have received required immunization prior to enrollment.

Immunizations must be kept current throughout your child's enrollment in our program.

Your child must have an annual health evaluation completed by a licensed physician.

Please verify that your child's health is adequate for participation in program activities before bringing him/her to school. Follow these guidelines in determining if your child is well enough to attend school.

# YOUR CHILD'S HEALTH AND SAFETY

## ILLNESS GUIDELINES

1. Our child care program is licensed for well children. We do not have facilities for sick children. Review the following symptom chart to determine when your child must stay home.

SYMPTOM	YOUR CHILD MUST REMAIN HOME UNTIL
Fever Oral: 100.4+, Rectal: 101.4+, Axillary: 99.4+	24 hours after fever has subsided and temperature returns to normal without the aid of medicine.
Colds/Flu/Infectious rhinitis, i.e. colored nasal discharge or nasal congestion associated with a cough and fever	At least 4 days from the onset of symptoms. Thick yellow or green mucous discharge is no longer draining from the nose. Coughing subsides.
Vomiting, Diarrhea/change in consistency, frequency, color or odor of stools	Loose stools have subsided and the child has returned to normal eating without stomach upset.
Red Watery Eyes	Eyes are no longer burning or itching.
Conjunctivitis, such as pink eye or thick discolored drainage	Symptom free for at least 24 hours.
Rash	Until rash disappears or is determined that rash is not a communicable disease. Physician's note is required upon re-entering the center.
Parasites, i.e. nits, crabs, lice, etc.	Symptom free for at least 24 hours.

2. If your child becomes ill at the Preschool, he/she will be isolated in the office and must be picked up **WITHIN ONE HOUR**. We suggest that you have back-up care for your child in the event that he/she gets ill and cannot attend the Preschool.
3. Please call the office if your child is ill and unable to come to school. It is absolutely necessary that we be informed if your child has any contagious diseases such as chicken pox, measles, mumps, head lice, etc. Also tell the office if your child has been exposed to any contagious illnesses so that we can be alerted to early symptoms. We will notify parents when a child has been exposed to a communicable disease in the Preschool.
4. Doctor's notes: If a child is seen by a doctor and the doctor says that the child is not contagious and may return to the Preschool, please bring a note from the doctor. However, we will still adhere to policy #1 stated above. Children absent with a contagious illness cannot return without a signed physician's statement. At the Director's discretion, a doctor's note may be required for re-admission after any illness. In such cases, you as a parent are responsible for scheduling the doctor's visit and any cost associated with the doctor's visit.

# YOUR CHILD'S HEALTH AND SAFETY

5. All prescribed medicines will be given for well child maintenance following an illness, providing the following conditions are met:
  - Written permission of the parent or guardian must accompany the medication. Medication administration forms may be obtained in the office or in the classroom.
  - The exact time and dosage must be stated in writing.
  - It must be prescribed medication in the original container.
  - Over the counter medication will not be given unless accompanied by a doctor's note and written permission by a parent/guardian.
  - For safety reasons, medicine must be kept in the office. Please do not leave medicine of any kind in your child's lunch boxes or classroom.
6. If your child has any allergies, especially food allergies, please let us know. If your child has a running nose due to allergies, the child's medical record must reflect the allergies, or we need a note from the doctor stating that the child has allergies.
7. A child's immunizations must be up to date before he/she will be allowed to start at the Preschool. Parents must provide documentation or immunization dates, including Tine test or PPD for tuberculosis on all children one year old and above. Please keep the Preschool informed of new booster shots.
8. Should any illness or accident occur to your child, you will not hold liable the Boys & Girls Clubs of Huntington Valley, the Learning Center Child Development Preschool, the Robert Mayer Child Development Preschool, its officers, employees, or volunteers for medical aid rendered and you will reimburse the Preschool for medical and/or other expenses incurred in the care of your child.
9. The Boys & Girls Clubs of Huntington Valley will provide incidental medical services to children enrolled at the Club providing the Club can meet the child's needs at the time of admission and throughout the child's attendance at the Boys & Girls Clubs of Huntington Valley. Types of incidental medical services that may be provided include: Administering Insulin by Pump; Administering Anti-Seizure Medication; Administering Inhaled Medication; EpiPen Injections; and any other incidental medical services contingent upon approval from the Boys & Girls Clubs of Huntington Valley as authorized by the Department of Social Services – Community Care Licensing Division.



# YOUR CHILD'S HEALTH AND SAFETY

## **AUTHORIZATION TO TREAT A MINOR**

By enrolling your child at the Preschools and signing the Authorization to Treat a Minor, parents give their authorization and consent to any x-ray examination, anesthetic, medical or surgical diagnosis rendered under the general or special supervision of any member of the medical staff and emergency room staff licensed under the provisions of the Medicine Practice Act, of a Dentist licensed under the provisions of the Dental Practice Act, and on the staff of any acute general hospital holding a current license to operate a hospital from the State of California Department of Public Health. It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required but is given to provide authority and power to render care which the aforementioned physician in the exercise of his best judgment may deem advisable. It is understood that effort shall be made to contact the parents/guardians prior to rendering treatment to the patient, but that any of the above treatment will not be withheld if the parents/guardians cannot be reached.

## **MINOR CONSENT AND ASSUMPTION OF RISK STATEMENT**

By enrolling your child, you give your permission for him or her to participate in all activities with the Boys & Girls Clubs of Huntington Valley, Inc. Should any illness or accident occur to her/him, parents/guardians will not hold liable the Boys & Girls Clubs of Huntington Valley, Inc., its directors, officers, employees or volunteers. The Boys & Girls Clubs has my permission to select a physician in case of emergency and treatment may be given should the parent or authorized physician be unavailable. You will assume full responsibility for all medical costs incurred in that situation. This authorization is given pursuant to section 25.8 of the California Civil Code.

You further understand that there are risks and dangers associated with participation in Club activities including but not limited to those of bodily injury, partial and/or total disability, paralysis and death. The social and economic losses and/or damages which could result from those risks and dangers described above could be severe. These risks and dangers may be caused by the negligence of the participant or the negligence of others. There may be other risks not known to us or not reasonably foreseeable at this time. Parents/guardians accept and assume such risks and responsibility for the losses and/or the negligence of the Boys & Girls Clubs of Huntington Valley, Inc., its directors, officers, employees or volunteers. You agree that this Consent and Assumption or Risk Statement covers each and every event or activity sponsored by the Boys & Girls Clubs of Huntington Valley, Inc.

Should the director determine that a child cannot adjust to the program, parents will be notified and the child's membership may be cancelled without refund.

## **FIRST AID**

All of our staff have completed CPR and First Aid training and will administer minor treatment as needed. Accident reports will be completed on all incidents. Parents will be notified by phone of any injury to the head regardless of how minor it is.

# YOUR CHILD'S HEALTH AND SAFETY

## **EARTHQUAKE EMERGENCY INFORMATION**

In an effort to make the Preschools more "Earthquake Prepared," we require you to bring a complete change of clothing for your child to be kept at the Preschool. This should consist of underwear, long pants, shirt, shoes, socks, sweatshirt or light sweater. Including a familiar object or small family photo would be a good idea, as your child needs to feel secure until you get here. These items need to be placed in a brown paper grocery bag.

The Preschools will provide two days of earthquake rations for the children. If your child requires a special diet, please supply the appropriate food and place it in a one-gallon ziploc bag with your child's name clearly marked. If your child has special medical needs, bring extra medicine to the Preschool for us to store.

## **SEVERE ALLERGIC REACTION**

Your child's health and safety is our number one priority. If your child has severe allergies, please make sure to inform our staff and mark the "severe allergic reaction" box on the front page of your care contract. We will then take the following steps to protect your child from severe allergic reactions while at school:

- We will discuss your child's medical condition to learn about the child's allergy, triggers and symptoms so we can keep our staff informed and develop a food allergy action plan in case of emergency. This plan must be created before your child starts the program. We will ask you to complete a medical release form and provide emergency rescue medication.
- If your child's allergy reaction requires an EpiPen to be on hand, we will only give your child food provided from home. Once your child has started at the program, please provide a daily snack so that your child will be able to enjoy food that you have determined is safe.
- Our teachers and administrators will be in constant communication to make sure all staff members know about your child's allergy, food requirements, emergency medication and the food allergy action plan.

If you have any questions about our severe allergy policies, please contact the Site Director at your branch.

## **SUNSCREEN POLICY**

Staff at the Preschools will apply sunscreen product of SPF 15 or higher to your child, following your instructions specified in the Sunscreen Utilization Permission Form. Sunscreen will be used when your child will be engaging in outdoor activities, especially during the months of April through September and between the daily hours of 10:00am – 4:00pm. Sunscreen may be applied to exposed skin, including but not limited to the face, ears, nose, bare shoulders, arms, and legs. It is your responsibility to provide sunscreen for your child.

## **DIAPER CREAM POLICY**

Parents who wish to give permission for staff at the Preschools to apply diaper cream must complete the diaper cream permission form. It is your responsibility to provide diaper cream for your child to be applied as directed for your child.



# YOUR CHILD'S HEALTH AND SAFETY

## CHILD ABUSE REPORTING

At the Preschools, administrators and teachers are trained to recognize the signs and symptoms of abuse and neglect and to make reports to Child Protective Services or to local law enforcement agencies. As child care professionals, we are mandated by law to report suspected abuse.

## A PARENT'S GUIDE TO UNDERSTANDING CHILD ABUSE

While everyone should report suspected child abuse and neglect, the California Penal Code requires that certain professionals and lay-persons must report suspected abuse to the proper authorities. Mandated reporters include:

- Any Child Care Custodian (teachers, licensed day care workers, foster parents, social workers, Head Start programs).
- Medical Practitioners (physicians, dentists, psychologists, nurses).
- Non-Medical Practitioners (public health employees, counselors, religious practitioners who treat children).
- Employees of a Child Protective Agency (sheriff, probation officers, county/state welfare department employees).

## WHAT IS SEXUAL ABUSE?

The sexual abuse of a child occurs whenever any person forces, tricks or threatens a child in order to have sexual contact with him or her. This contact can include such "nontouching" behaviors as an adult exposing himself or asking a child to look at pornographic material. It includes behaviors ranging from the sexual handling of a child (fondling), to actual genital contact, to intercourse, to violent rape. In all instances of child sexual abuse, the child is being used as an object to satisfy the adult's sexual needs or desires.

*"Candy is my best friend. I play at her house a lot. Today her daddy asked us to look at some pictures. They were nasty pictures of people with no clothes on. He said, "Doesn't that look like fun?" I didn't think so, but I said, "Yes."*

## WHO GETS SEXUALLY ABUSED?

A child of any age is a potential victim of sexual abuse. Important facts to keep in mind...

- Although the majority of adults do not sexually assault children, most sexual abuse occurs with an adult the child knows and trusts.
- Most sexual abuse goes unreported and undetected.
- Although we do not have exact numbers, some studies have found that one out of every four girls and one of every ten boys become victims of child sexual abuse by the age of eighteen.
- Children often keep sexual abuse a secret.

*"When Mommy goes to work, I stay at Mrs. Jenkin's house. I wish I didn't have to. Mommy says Mrs. Jenkins is a real nice lady, but Mrs. Jenkin's son, Ralph, sometimes makes me do bad things. Yesterday, he made me take off my underwear and he put his finger in my 'privates.' He said 'You better not tell.'"*

Children may keep a sexual assault a secret for many reasons. They may fear rejection, blame, punishment or abandonment; they may think people won't believe them. Boys are less likely to report an abuse than girls. The closer the relationship of the offender to the child, the less likely it is that the child will report the incident.

# YOUR CHILD'S HEALTH AND SAFETY

## HOW CAN YOU DETERMINE IF SEXUAL ABUSE HAS TAKEN PLACE?

First and foremost, if your children confide that they have been sexually assaulted, believe them! Children very seldom lie about such a serious matter. Also be aware that most sexual abuse does not result in the child being violently attacked or hurt physically. Often there is no physical evidence a child has been molested. Fondling, involvement in child pornography and oral sex usually present no physical signs of abuse. But, if a child has been physically harmed as a result of sexual abuse, the following may be signs of this occurrence:

- A discharge from the vaginal area or penis
- Injury to the genitals or anus
- Pain, itching or bleeding in the genital or anal area
- Discomfort in walking or sitting
- The discovery of a sexually transmitted disease

Children, especially very young children, are many times unable to verbalize that they have been molested. The following are some indicators that sexual assault may have taken place:

- Nightmares and sleep disturbances
- Bedwetting
- Fear of certain place or certain people (such as a day care center or a friend)
- Loss of appetite
- Clinging to a parent more than usual
- Behaving as a younger child (such as an older child sucking his or her thumb)
- Unexplained changes in behavior at school, day care or in relations with peers
- Withdrawal
- Acting out the abuse with dolls, friends, or through drawings
- Excessive masturbation

Keep in mind that although these are the most common signs of sexual abuse, there may be other causes of these changes. However, sexual abuse shouldn't be ruled out as a possibility.

## CHILD ABUSE AND NEGLECT DEFINITION

The Child Abuse Prevention and Treatment Act defines child abuse and neglect as the physical or mental injury, rape, sexual abuse, sexual exploitation, allowing, permitting or encouraging child prostitution, negligent treatment, maltreatment, or threatened harm of a child. A child is defined as an unmarried person who is under 18 years of age.

Abuse means an act (or acts) by a parent (or other caregiver) directed toward a child for purposes of hurting, injuring, or destroying the child. Abuse is generally defined as an act of commission.

Neglect means failure on the part of a parent (or other caregiver) to live up to the normal role expectations in providing an environment that helps children meet normal developmental needs. Neglect is generally defined as an act of omission.

# YOUR CHILD'S HEALTH AND SAFETY

## TYPES OF CHILD ABUSE AND NEGLECT

- Physical Abuse:** A child who has received injuries from striking, beating, shaking, or burning is physically abused.
- Emotional Abuse:** A child who has received psychologically harmful verbal and nonverbal messages that indicate rejection, belittlement, or lack of worth is psychologically abused.
- Sexual Abuse:** A child who has been exploited for any sexual gratification by an adult (i.e. rape, incest, fondling, exhibitionism, voyeurism) is sexually abused.
- Physical Neglect:** A child who lacks the appropriate food, clothing, shelter, supervision, and cleanliness expected within his/her culture is physically neglected.
- Emotional Neglect:** A child who has not received the appropriate psychological nurturing from parents necessary for healthy psychological growth and development is emotionally neglected.

## HOW TO PROTECT CHILDREN FROM SEXUAL ABUSE

Children need not be made afraid or suspicious of all adults in order to accomplish their protection. You don't even have to talk to very young children about sex if you don't want to. Simply make your children aware that if someone touches them or does anything that makes them uncomfortable, they should report it to you or another adult they trust. You can teach your children that they have the right to say "NO" if asked to do something that makes them uncomfortable, even if this person is a relative or close friend. Use words your children understand. Let them know they can come to you to talk about anything that's upsetting to them. Answer any questions your children may have and be calm and matter-of-fact.

## AGENCIES AND SERVICES

For your information, the following chart shows what agencies may assist you in specific cases:

	Agency to Telephone		
	Police or Sheriff	Child Services	State or Local Division of Community Care Licensing
If you believe a child is being (or has been) abused by an individual (relative, friend)...	X	X	
If you believe a child has been assaulted by a stranger...	X		
If you believe a child is being (or has been) abused in a licensed day care setting (child care center, school, recreational facility, family day care home)...	X		X
If you have any questions or complaints concerning the licensing organization, staffing, or programs of a licensed child care setting...			X

# YOUR CHILD'S HEALTH AND SAFETY

## **Other Things Parents Can Do to Lessen the Risk of Sexual Abuse**

- Know where your children are and what they are doing.
- Know who is with your children. Get to know any adults or older children who have regular contact with your child.
- Check out fully any baby-sitters or day care providers. Ask for references and then check them. Do not use childcare settings that prohibit drop-in visiting. Visit your child's day care facility frequently and observe the daily activities.
- Talk with your children about the day's activities. Be observant of anything they say or do that seems out of the ordinary (i.e. "Uncle Bill takes me lots of places and buys me ice cream and stuff. But sometimes I don't feel good when he makes me touch his 'thing'. I want to tell Mom, but I'm scared she'd get mad.")

## **What If You Discover Your Child Has Been Sexually Abused?**

Children's reactions to being sexually abused differ greatly from child to child depending upon the child's age, his or her personality, the nature of the offense, the offender's relationship to the child, and adult reactions to the discovery of the abuse. Sometimes children do not appear overly upset by the abuse; often they are confused or frightened by what they have encountered. You, as a parent, play an important part in how the abuse will affect your child both in the short and long term. The following are some suggestions for you to follow if you discover your child has been sexually abused:

- Believe your child, and reinforce the fact that he or she is not to blame for what happened.
- Immediately report the abuse to the proper authorities (see "Contacts and Services").
- Assure your child that you still love him or her.
- Allow your child to talk about the incident(s), but do not pressure him or her to do so.
- Let your child know that he or she will be protected from further assault. Protection of your child should be your first concern.
- Seek medical care if you suspect that a physical injury may have occurred. Although it's rare that children are seriously damaged physically by sex offenders, internal injury may have occurred and the risk of a sexually transmitted disease must be considered.
- Discuss any possible medical complications with your physician.
- Be aware of your own feelings concerning the abuse. Although you may have many feelings including shock, anger, and disbelief, make sure your child understands that your feelings are not aimed at him or her.

## **Just Sexual Abuse?**

Be aware of other forms of abuse, especially if your child is left in the care of others. Make it a habit to examine your child's body (this can be done in a casual manner while dressing or bathing). Question any unusual marks, bruises, burns, welts, etc.

# RIGHTS AND RESPONSIBILITIES

## INCLUSIVENESS

The Preschools are committed to providing an all-inclusive program for your children, including children with special needs. In adherence to the Americans with Disabilities Act (ADA), our program does not discriminate based on a child's disability, and we strive to offer reasonable accommodations to enable children with disabilities to be fully included in the program.

## NON-BIAS STATEMENT

The Learning Center Child Development Preschool and the Robert Mayer Child Development Preschool do not discriminate on the basis of sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, mental, physical or health disability, in determining which children are served.

## CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.

### **Department of Social Services**

**750 The City Drive, Suite 250, Orange, CA 92868**

**(714) 703-2800**

7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form.

**NOTE: California State Law provides that the licensee may deny access to the child care center to a parent/authorized representative if the behavior of the parent/authorized representative poses a risk to children in care.**

**For the Department of Justice "Registered Sex Offender" Database, go to [meganslaw.ca.gov](http://meganslaw.ca.gov)**

# RIGHTS AND RESPONSIBILITIES

## PERSONAL RIGHTS APPLICABLE TO CHILD CARE CENTERS

### Information from the California Department of Social Services

Personal Rights, See Section 101223 of the State of California's Childcare Centers general licensing requirement for waiver conditions applicable to Child Care Centers.

Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:

1. To be accorded dignity in his/her personal relationships with staff and other persons.
2. To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
3. 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.
4. 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.
5. 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.
6. Not to be locked in any room, building, or facility premises by day or night.
7. Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

The representative/parent /guardian has the right to be informed of the appropriate licensing agency to contact regarding complaints, which is:

#### **Department of Social Services**

**750 The City Drive, Suite 250, Orange, CA 92868**

**(714) 703-2800**

## COURT ORDERS AND CUSTODY

The Boys & Girls Club recognizes that in most situations both parents have a legal right to be a part of their child's life. **The Club denies a parent access to their child only if there is a certified copy with the original signature and a certified seal of the current court order stating the rights or restraints ordered.** Simply noting on the emergency card a statement such as "Do not release my child to..." is not sufficient. Any member pick up situation which leaves the member's welfare in question will be handled at the discretion of the Club's staff. It is not the Club's responsibility to enforce court orders.



- 1. The Preschool is open from 7:00am to 6:00pm. Each child must be picked up by 6:00pm.** A late charge will be applied for anyone picking up a child after the times outlined above. The charge will be **\$10.00** for the first 1-10 minutes after 6:00pm followed by **\$1.00** for every minute thereafter. If this fee is not paid, your child's enrollment can be discontinued. After the 3rd late pick up you will be called with a warning. After the 5th late pick up you will be asked to find another childcare facility.
- 2.** The Boys & Girls Club will be closed in observance of holidays on the following days or the date the holiday is observed: Labor Day, Thanksgiving and the day following, Christmas Eve (close early), Christmas, New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, and Independence Day.
- 3.** Parents are expected to sign their child in and out daily, and make sure that he/she is under the supervision of his/her teacher before leaving the premises. Children will not be released to any adult not listed on the identification form. Children may not be released to anyone under the age of 18 without written authorization from the parent releasing the Preschool of all liability. There will be a **\$5.00** charge per day for children not signed in/out. Please sign your child in and out listing your full name – no initials please! The sign in/out sheets are located in each individual classroom.
- 4.** The Preschool will provide a nutritional morning and afternoon snack with weekly menus posted. Parents may bring breakfast for their child until **8:00am only. Please do not include the following items in your child's lunch as they are choking hazards:** hot dogs whole or sliced into rounds, whole grapes, nuts, popcorn, raw peas, hard pretzels, spoonfuls of peanut butter, chunks of raw carrots or meat larger than can be swallowed whole. Hot lunches are non-refundable.
- 5.** The Department of Social Services requires that you provide a sheet and blanket for your child at naptime. There will be a **\$50.00** fine for each day that your child does not have a sheet and blanket.
- 6.** Parents must provide an adequate supply of disposable diapers and wipes for their child if the child is not fully potty-trained. If your supply of diapers or wipes runs out we will provide 2 days supply at the cost of **\$20.00**, which will be added to your bill. After the third day without necessary supplies your child will not be permitted in the Preschool.
- 7. \$10.00 discount for each additional child enrolled full-time in the Preschool.**
- 8.** All fees must be paid in full by the Friday prior to the week of use. Payments made after Monday of the current week are considered late and will be charged a \$10 late fee. NO deductions in program fees will be made for absences, vacations, or holidays.
- 9.** A \$25 service charge will be collected for all returned checks.

# POLICIES

10. If my child is absent due to illness for five consecutive days between September and June, I agree to pay half the tuition fee and provide a doctor's statement verifying the illness on the day of the child's return to school. **Not to exceed two weeks per contract year.**
11. A yearly registration fee will be charged. If you terminate your child's enrollment contract at any time and then choose to **re-enroll**, you will be required to pay a **new registration fee** at the time your child is enrolled with a new contract.
12. You have the option to pay online for your weekly program fees/tuition. A convenience fee will apply to all online payments. Online payment is not available for lunches, field trips, and other specialized services.
13. I understand that I may change my membership contract one time per school year. If additional changes become necessary, there is a processing fee for contract changes. Please refer to the contract for more information.
14. **A TWO-WEEK WRITTEN NOTICE MUST BE GIVEN PRIOR TO WITHDRAWAL.** If this notice is not given, I agree to pay two weeks tuition prior to withdrawal.
15. All fees are non-refundable and non-transferable. No exceptions. This applies to lunches and field trips.
16. The Boys & Girls Clubs of Huntington Valley, Inc. will provide incidental medical services to children enrolled at the club providing the Club can meet the child's needs at the time of admission and throughout the child's attendance at the Boys & Girls Clubs of Huntington Valley. Types of incidental medical services that may be provided include: Administering Insulin by Pump; Administering Anti-Seizure Medication; Administering Inhaled Medication; EpiPen Injections; and any other incidental medical services contingent upon approval from the Boys & Girls Clubs of Huntington Valley as authorized by the Department of Social Services – Community Care Licensing Division.
17. Children who become ill may not remain at the Preschool. Parents will be called and must pick up their child **within the hour**. It is the parent's responsibility to make sure that they have an alternate person we can call if they are not available. Children absent from the Preschool with a contagious disease will not be readmitted without a signed statement from a physician indicating that the child is no longer contagious. Please refer to the illness guidelines in the parent handbook.
18. In the event of an emergency, the Preschool has my permission to administer first aid or obtain emergency medical treatment in the child's best interest; I agree to pay all expenses incurred due to an emergency involving my child.
19. Parents must supply the Preschool with necessary health forms filled out by a physician, as required by the State of California.
20. The Department of Social Services Community Care Licensing personnel, State Health Department, School Readiness Nurses, Counselors and/or Staff have the right to access and/or review your child's file. Child care licensing personnel also have the right to interview children.

# POLICIES

21. In order for the preschool to administer over-the-counter sunscreen and diaper cream a completed Exception to Over-the-Counter Medication Policy Form must be on file.
22. Parents, please send your child to school in comfortable, age appropriate (no violent graphics) washable play clothes. Remember that your child will be involved in painting, water play and other messy play experiences. Jeans, shorts, and old T-shirts are very appropriate for our program. Good fitting athletic shoes are acceptable. **No cowboy boots, no open toed shoes, and no slip on shoes.**
23. Parents must provide a complete change of usable clothing for emergency use to be kept in your child's cubby.
24. Classroom phone policy: Phones in classrooms are for emergency use only. Teachers may use phones to contact the front office or to dial 911. To ensure that children in classrooms receive teachers' full attention, teachers are not permitted to make other outgoing calls or accept calls not approved by the Preschool's Site Director or Program Coordinator. All incoming parent calls will be directed to the Preschool's Site Director or Program Coordinator. If, after consulting with one of the Directors, the parent still needs to talk to the teacher, the Director will then forward the call to the classroom. If a Director is not available and cannot return a parent's call within fifteen minutes, the call will be forwarded to the appropriate classroom. This policy is designed to minimize classroom distractions and ensure that all children at the Preschool receive the attention they deserve from their teachers.



# POLICIES

25. **Family participation in our auction and fundraising events is appreciated and helps us keep our fees low.**
26. The Preschool is committed to providing an all-inclusive program for your children. Our all inclusive program includes children with special needs. In adherence to the Americans with Disabilities Act (ADA), our program does not discriminate based on a child's disability, and we strive to offer reasonable accommodations to enable children with disabilities to become fully included in the program.
27. The Boys & Girls Club recognizes that in most situations both parents have a legal right to be a part of their child's life. **The Club denies a parent access to their child only if there is a certified copy with the original signature and a certified seal of the current court order stating the rights or restraints ordered.** Simply noting on the emergency card a statement such as "Do not release my child to..." is not sufficient. Any member pick up situation which leaves the member's welfare in question will be handled at the discretion of the Club's staff. It is not the Club's responsibility to enforce court orders.
28. The Preschool is committed to working with families. We expect families to participate in every aspect of their child's program. It is very important that you, as parents/guardians, communicate your needs and desires regarding your child's development openly and honestly with your child's teachers or the Preschool's Directors. You are encouraged to discuss any developmental milestones you have encountered and share any other information that may be appropriate. We strongly encourage families to commit a minimum of 3 hours participation per year in your child's classroom.
29. All adults in the building including parents/guardians must abide by the policies and procedures of the Club
30. If you have a concern, complaint, or special need, please make an appointment to discuss it with the Site Director at your child's preschool. Parents/guardians may not at any time approach another Club member about such concerns.
31. The Boys & Girls Club maintains a professional environment. Our staff members are respectful of parents and parents are expected to be respectful of the staff as well. Yelling and cursing at the staff will not be tolerated.
32. Parent volunteers are highly encouraged. A volunteer application must be submitted. To ensure the safety of the children in our care and to comply with licensing requirements, every volunteer must have a background check, TB test clearance, and vaccines for DTAP (Pertussis), MMR (Measles) and Influenza (optional).
33. **Should the Preschool Director determine that your child cannot adjust to the program offered, or if any of the above contract agreement is not fulfilled, your child will be withdrawn and this contract terminated.**
34. Your contract agreement is subject to change with thirty days notice to comply with government regulations or for any other reason.



# Club Locations

## Fountain Valley

### 1 Fountain Valley Kingston Branch

16582 Brookhurst St, FV, 92708  
**(714) 531-2582**

### 2 Learning Center

**Child Development Preschool**  
17565 Los Alamos St, FV, 92708  
**(714) 593-1524**

### 3 ClubHouse Academy

17569 Los Alamos St, FV, 92708  
(Between FV City Hall & Library)  
**(714) 593-0753**

## Huntington Beach

### 4 Robert Mayer

**Child Development Preschool**  
15744 Goldenwest Street, HB, 92647  
**(714) 891-4714**

### 5 Pacific Life Foundation Branch

15645 Gothard Street, HB, 92647  
(Gothard St. & Center Ave. entrance)  
**(714) 899-5900**

## Huntington Beach CONT.

### 6 Oak View Branch

17261 Oak Lane, HB, 92647  
**(714) 842-5185 ext. 211**

### 7 Haynes Family

**Huntington Beach Branch**  
2309 Delaware Street, HB, 92648  
**(714) 374-2600**

## On-School Campuses

### 8 Circle View Elementary ELOP

6261 Hooker Dr, HB, 92647  
**(714) 298-1959 • circleview@bgchv.com**

### 9 Golden View Elementary ELOP

17251 Golden View Lane, HB, 92647  
**(714) 298-3495 • goldenview@bgchv.com**

### 10 Lake View Elementary ELOP

17451 Zeider Lane, HB, 92647  
**(714) 298-3508 • lakeview@bgchv.com**

### 11 Oak View Elementary ELOP

17241 Oak Lane, HB, 92647  
**(657) 283-1032 • ovelop@bgchv.com**

### 12 Westmont Elementary ELOP

8251 Heil Avenue, HB, 92647  
**(714) 401-4212 • westmont@bgchv.com**

