

Parent Handbook

2016-2017



Infants • Toddlers • Preschool

Early Childhood Development Center

Del Mar Union School District

Preschool Locations:

Early Childhood Development Center Program Office
Ashley Falls School, Room 704
13030 Ashley Falls Drive, San Diego, CA 92130
(858) 793-0071 Fax (858) 793-6957
Email: ECDC@dmusd.org
M-F 8:00a-6:00p

Program Director: Laurie Ildau
Program Assistant: Cindy Yamate
Accounting Specialist: Patricia Liu

Ashley Falls School (0-5s)
13030 Ashley Falls Drive, San Diego, CA 92130
(858) 793-0071

Torrey Hills School (3-5s)
10830 Calle Mar De Mariposa, San Diego, CA 92130
(858) 481-4266

District Mailing Address
11232 El Camino Real #100, San Diego, CA 92130

www.dmusd.org

Welcome!

Welcome to our Early Childhood Development Center!

Serving the District since 1993, the vision of our program was born out of a desire to provide quality care and outstanding early childhood education in a developmentally appropriate environment. We are committed to high standards of excellence within a nurturing, friendly and safe environment.

During a child's first five years of life there is an extraordinary opportunity to encourage them to build on their experiences, expand their horizons, explore, create and have fun! Our dedicated and caring staff provides critical links to elementary school readiness, helps children master new skills, models excitement for learning and fosters a community of learners to develop a sense of belonging. The Del Mar Union School District's Early Childhood Development Center extends a warm welcome to your family!

Program Descriptions

Early Child Development Center (ECDC)

Open from 7:00am- 4:00pm, Monday- Friday, the ECDC consists of two programs. Our Infant program serves children of district staff ages 6 weeks to 2 years. Our Preschool program serves children of district staff & community families' ages 2 years to PreK. With a comprehensive curriculum and a talented staff, children are given the tools they need to develop at their own pace in a warm, nurturing play-based environment. Families may choose a full day (7:00am-4:00pm) or half-day option (7:00am-1:00pm).

Optional ECDC Holiday Camps

Offered during Thanksgiving and Spring Break, ECDC children ages 2-5 years may be enrolled in these optional camp experiences.

Charlie Brown Thanksgiving Camp is offered on Monday & Tuesday of Thanksgiving week from 7:30am-4:00 pm

Spring Break Camp is offered Monday- Thursday, 7:30am- 4:00pm

ECDC Summer Options

Monkey Fun Camp is a daily camp for 2 years- PreK students. Camp includes developmentally appropriate activities, live entertainment, exploration, spirit days, nap and a carnival.

Kinder Camp is a daily camp for children entering Kindergarten in fall. Families may choose a full day (7:30am- 6pm) or half-day option (12-6p.)

Summer Kindergarten Introduction Program (SKIP) is designed for incoming kindergarten students to gain comfort with overall school readiness, literacy and playground etiquette. Offered in 2 week sessions in July (9am- 12pm.)

Procedures

Admission & Enrollment

The Del Mar Union School District is nondiscriminatory and will provide equal care and attention for all children enrolled in the program without regard to color, creed, religion, or national origin. Enrollment in the program is limited based on space availability and licensing regulations set forth by The Department of Social Services' Community Care Licensing. We highly encourage you to attend one of our monthly site tours prior to enrolling your child.

Each spring, re-enrollment and new-enrollment will be announced on the ECDC website and *DayCareWorks*. The ECDC enrolls all children into the specified programs on a first-come, first-serve basis. Priority will be given to those children currently enrolled, along with children needing full-time (Monday- Friday) care. For families needing part-time care, priority status will be given to those requesting the greatest number of days. There is a maximum enrollment at every site, on every weekday. If site/group capacity is reached children may be placed on a waiting list.

Although we use September 1st as our cut off guideline similar to the elementary school, children will be placed in classrooms by age and developmental level to foster the greatest opportunity for success as determined by both parents & the early childhood staff. The exception to this rule is children entering the 2-year-old room. All children must be 2 years old by the first day of school to be placed in this room. If a child has an individual circumstance, a meeting with the Director is required to assess best placement.

New Families

Interest forms are accessible on-line on our ECDC website. Please complete and submit. If a slot is available, you will receive an email with access to *DayCareWorks* where you officially register. New families will create a user ID and password which will be used for all future on-line transactions. A non-refundable \$100.00 registration fee is due annually at the time of registration. Please print, complete, and return all "supplemental" forms to the ECDC office prior to the first day of school for your child's official file. No child will be able to start school without a complete enrollment file. Original signatures are required. A current immunization form that proves all updated vaccines is required for ECDC entrance. *Note: there has been a licensing change in regard to vaccines. All children must be vaccinated prior to enrollment.*

Returning Families

Returning families have an existing family account on *DayCareWorks*. Click "registration" to re-enroll. Families must be in good standing and all requirements as stated above apply.

Fees

Tuition is an annual charge divided into ten equal monthly payments and due on the 1st of the month. It is not based on number of days in a month, but rather based on the days of the school year. A 10% sibling discount will be applied to the lesser tuition for families with two or more children enrolled in the program.

If payment has not been received by the 5th, a late fee of \$25.00 will be assessed. Accounts two weeks in arrears may result in immediate termination of enrollment. Upon payment, enrollment may be reinstated with applicable paid tuition and \$100.00 registration fee.

Changes in the contract may only be made by written request to the ECDC office two weeks prior to the change and will only be granted based on availability. There is a \$10.00 processing fee for changing your contract.

**Past due accounts may be referred to collections for past due balances. Del Mar Union School District contracts with a Collections Agency. If the account is sent to collections, parents will be responsible for the balance due plus fees associated with the collection of the account.*

If you have specific questions regarding tuition & payment, please notify the ECDC office to make arrangements, or if you require financial assistance, please visit the Alternative Payment Program through www.childcaresandiego.com.

Late Pick Ups

Since your child will be enrolled for a specific schedule, it is essential that he/she is dropped off/picked up at the agreed upon time each day. A \$1.00 per minute late fee will be assessed after scheduled pick up time (i.e. 14 minutes late = \$14.00.) Time is determined by the site clock. A "Late Pick Up" slip will be completed and the charge applied to your account. The late fee must be paid the next time you log into the system. More than three late pick-ups per semester may result in dismissal of your child from the program.

Note: If a parent or other authorized person(s) fails to pick up your child (ren) or contact the ECDC office, and if no one can be reached within sixty minutes after closing time, District personnel may release your child (ren) to the custody of Child Protective Services or other legal authorities.

Payments and Tax ID

The Early Childhood Development Center's tax ID for claiming childcare expenses is 95-6000995. Payments may be made in a number of ways:

Online- Using electronic checks, debit and credit cards (Visa and MasterCard) using this link: family.daycareworks.com/login.jsp

Recurring debit/credit card payments can be set to recur at the same time each month. There is no charge for this service.

By Mail- Checks or Money Order:

Del Mar Union School District
c/o Early Childhood Development Center
11232 El Camino Real, Suite 100
San Diego, CA 92130

In Person- Early Childhood Development Center
13030 Ashley Falls Drive, Room 704
San Diego, CA 92130
Office Hours: M-F (8:00am–6:00pm)

Special Events

Field trips are not scheduled on a regular basis during the school year. However, if the opportunity for a field trip does occur, authorization by a parent or guardian will be required prior to a child's participation. The ECDC may plan special events to facilitate community. We look forward to your participation.

Absences

If your child will be absent or late to the Early Child Development Center, please notify the Early Childhood Education office at ECDC@dmusd.org or 858.793.0071

No credit or refunds will be given for sick/unused days.

Illness

A child must stay home if any of the following symptoms are present: fever of 100.0 or above, vomiting, or diarrhea within the past 24 hours, green mucus from nose or ears, undiagnosed rash, inflamed or matter-filled eyes, severe cold, cough or sore throat, swollen glands, head or stomach aches, or head lice.

If a child becomes ill while attending the program, the child will be cared for in a separate space until a parent/guardian or emergency contact is contacted to pick up the child immediately.

The ECDC should be notified immediately if your child has been diagnosed with a contagious disease. Notices will be sent home to all children present that day.

There is no credit or refund for sick/unused sick days.

Accidents & Emergencies

If a child is injured on site, first aid will be administered. If a physician must treat a child, every effort will be made to contact the child's parent/guardian and the doctor indicated on the "Emergency Information." In the event of an emergency, a child will be given the necessary emergency treatment until a parent/guardian can be contacted.

It is the parent's responsibility to keep the information on the child's emergency information form current. You can request a new copy anytime.

Medication Administration & Emergency Procedures

Medication is not given to children without prior arrangements with the ECDC Office. Only physician-prescribed medication in the original prescription container will be given. The container must be labeled by the pharmacist and must include the name of the student, date, dosage, medication name, and method of administration. All necessary dosing tools must be provided. A "Medication Consent Form (LIC 9221)" for the administration of medication must be completed by the parent or guardian and be kept on file at the site.

Any unused or expired prescription medication will be returned to the parent or guardian. Medications will be disposed of two weeks after the expiration date or a child's withdrawal from the program if not picked up.

In case of an emergency, as determined by program staff, paramedics will be called and a parent will be notified immediately. Parents will be responsible for all costs incurred in such emergencies.

Disaster Preparedness

The Del Mar Union School District and the Early Childhood Development Center have a comprehensive Incident Command Structure and emergency plan. There are emergency supplies including food, water, diapers, shelter and first aid supplies on campus. The entire ECDC staff is trained in CPR, AED and First Aid.

In the event of a major disaster, ECDC and District staff will remain on campus to care for your child. Staff and children participate in a variety of emergency (Lock Down, Duck, Cover and Hold Evacuation) drills on a monthly basis to help children understand procedures and how to evacuate safely and calmly.

Family Involvement

The program truly believes the key to its success is the collaboration between staff and parents. The staff appreciates feedback, ideas, and concerns regarding the program. Parents have access to the areas on facility premises where their child is enrolled. Parents may request a conference with the Lead Teacher and/or Director of Early Childhood Education at any time to discuss concerns. Each family will have access to

lesson plans, monthly newsletters and calendars with information about curriculum, activities, and special events.

Parents are encouraged to attend their child's Parent/Teacher conference to review current developmental progress and goals twice a year. Teachers will provide notice of conference week.

Optional Camps

All optional camps will be listed on the ECDC website and *DayCareWorks*. In order for your child to participate in optional camp, you must indicate the appropriate day at the time of registration and submit payment by the due date. Registration for camps must be paid in advance. Camps do fill up and are on a first-come basis; early registration is suggested to ensure a camp placement. Lunch and snack are not provided during optional camps. Please pack healthy meals for your child.

Late Registration for Optional Camps:

A \$20.00 processing fee will be assessed to any registrations for optional camps turned in after camp registration closes. Payments for camp may be made online or by check.

**Optional camps are subject to cancelation based on low-enrollment. A minimum of 12 children is required for each camp session.*

Drop-In, Unscheduled Days

In the event of an emergency situation and childcare for a non-contracted day is required, contact the Early Childhood Development Center. Provided space is available, the student-to-staff ratio, and all other licensing requirements are met, your child may be granted attendance. Parents will be charged \$104.00 for emergency care per day.

Sign In/Out Procedures

When a child is enrolled in the Early Child Development Center, parents and guardians must provide a pre-authorized list of individuals approved to drop off and pick up their child. All individuals on the pre-authorized list must be over 18 to pick up a child and will be required to show photo identification and sign the attendance sheet with full signature.

If a parent calls, requesting release to someone not on the pre-authorized release list, and staff can confirm the parent's identity by voice or other means, the child may be released to that person (18+, with photo identification).

It is the parent's responsibility to make sure that the information on the "Emergency Information" form is completed at the time of registration and is kept current thereafter. It is extremely important that all home, business, mobile and emergency contact numbers and emails are correct. You will need to list at least two local contacts on the emergency form (these contacts must be at different addresses from each other and different from the parent).

Staff Qualifications

Staff members meet or exceed established educational and experience requirements for the positions held as required by the Community Care Licensing and Del Mar Union School District. Staff participate in formal training each year, and undergo background checks through local, state, and federal authorities. On-going professional development opportunities in the areas of early childhood classroom management, recreation,

inclusion, and instructional strategies are provided for all staff throughout the year. All staff members are trained in CPR, AED and basic first aid.

Student Conduct

Each child's behavior is expected to meet reasonable developmentally appropriate behavior standards. We offer an environment in which children are encouraged to develop respect for themselves, others, and respect for toys, materials, and property. In general, staff will use "re-direction" as their main tool to address undesirable behaviors. Staff will discuss incidents upon pick up/drop off and document in writing. If your child demonstrates a persistent need for staff intervention because of inappropriate behavior, the ECDC Director and classroom teacher will request a parent conference to discuss the child's needs and behavior.

Serious and/or on-going concerns with your child's behavior could result in termination of services for your child.

Photography

The ECDC staff will take observational photographs of classroom children engaged in their daily work. These photos will be used for internal assessment and at times, public communication. Only photographs without facial identification markers will be use for public communication. Children's safety and privacy are our priority, and photos that reveal identities will not be used for any advertising purpose.

Sunscreen

Sunscreen may be provided by parents for the staff to apply to your child prior to outdoor play. Please label the item and place in the sunscreen bin in your child's classroom.

Termination of Service

Services are subject to termination if parents demonstrate a disregard for the policies outlined in this handbook, such as: delinquent fees, frequent late pickups of child (ren), failure to comply with contract agreements for dates of service, failure to comply with CCLD licensing policies

The ECDC Director will provide parents with written notification of the breach of policy. If the parents willfully continue to disregard the policies set forth, they will be given notice of intent to terminate services.

Withdrawal

If you wish to withdraw your child from the program, you must provide the ECDC office with a written notice two weeks in advance of when you intend to withdraw. If you choose to withdraw without notice, you will be required to pay the equivalent of two weeks tuition for your child.

No withdrawals will be accepted or take effect after May 1 of the current year.

If you withdraw your family from the program and then wish to re-register during the same school year, a re-registration fee of \$100.00 will be applied to the new contract. This fee is non-refundable and non-applicable towards the first month's tuition. If there is an outstanding balance from previous attendance in the Early Childhood Development Center, the account must be cleared in order to return to the program.

Refund/Credit Policy

The registration fee is non-refundable.

Any withdrawal from the program requires notification in writing at least two-weeks in advance. Failure to do so when withdrawing your child will result in forfeiture of two weeks prepaid fees. No credit of refunds will be given for sick days.

Following a withdrawal from the program, refunds will only be processed for accounts with a credit balance of \$30. A \$10 service fee will be charged per student for each refund. Any credit balance of \$30 or less will not be refunded and will remain in the account for future care through June 30 of the current year. On July 1st of the current year, the unused credit will be forfeited.

Closures

The Early Childhood Development Center will be closed on Federal and State holidays as well as District breaks. The schedule may be changed if necessary at any time. We will make every effort to provide ample notice. There may be occurrences where notice is not possible. Fees are not reduced, refunded, or credited, and there are no other allowances for these closures. Please refer to the preschool calendar for days on which the program will be closed. Credit will be given for religious holidays if the Early Childhood receives two weeks advance written notice.

Early Dismissal Wednesdays

The ECDC will dismiss children at 1:45pm on the 4th Wednesday of each month for Professional Development and In-Service training. The exact dates will be listed on the ECDC calendar.

Confidentiality

All information collected from children and parents will not be disclosed for any reason except for purposes legally permissible or directly related to the administrative function of the Early Childhood Development Center. If this information is requested for other purposes, the Director of Early Childhood Development Center will request written consent from the parent(s).

Daily Program

Each day, children will be exposed to routines and activities that are intentionally designed to stimulate their age appropriate skill development. The ECDC is a play-based environment where social-emotional development is our main focus. Building self-esteem, self-confidence, independence and interpersonal skills supports children's openness to imbedded academic readiness skills such a pre-literacy, math, logic and reasoning.

Clothing & Accessories

Please dress your child appropriately for active indoor and outdoor play. Your child will have the opportunity to work with paints, clay, and glue each day so plan for your child to get messy! Layers are encouraged, especially during cool weather. During warmer weather, water play may occur, and staff may request swimsuits and towels. Please label all clothing with your child's name.

Please prepare a backpack with additional clothing, including socks & underwear. Backpacks will go home each day.

For your child's safety and enjoyment on the playground, closed-toe footwear with rubberized soles is required.

Please avoid sending playthings with your child and label ALL of your children's belongings clearly with your child's first and last name (i.e. lunch bags, back packs, clothing, sheets, bottles, sippy cups, snacks, sunscreen,

etc.) We ask that all your child's belongings fit into his/her backpack. The ECDC is not responsible for damaged, lost or stolen property.

We are unable to store personal strollers on site.

Personal Hygiene

Diapering- Parents are required to provide diapers, pull-ups, wipes and any necessary ointments. All items must be labeled and will be kept in a bin specifically identified for your child. Diapering happens on a regular, consistent basis throughout the day. Parents will receive a report of the frequency and type of diaper change your child received at pick-up. Due to limited storage space in classrooms, please plan to supply diapers for a week at a time.

Toilet Training- Toilet training is the most successful when there is a school-home connection. The process begins in the 2 year-old class, although it may begin sooner if the child shows interest. Children may still be in diapers at the start of toilet training. As self-confidence grows, staff may suggest a transition to pull-up style diapers and/or underwear. Teachers support potty training in a group setting and use positive reinforcement. Parents will receive a verbal report of the frequency and type of toileting that occurred at pick-up.

Secure Use- Children entering the 3/4 year old and Pre-K classes must be secure toilet users. Children may still require assistance with clothing and wiping, but should be confident in their ability to use the facilities on a regular and consistent basis. Children should be comfortable in underwear on a regular basis. Staff recognizes toileting accidents may occur and request an extra change of clothes be stored in backpacks for these instances.

Meals

Children attending the Early Childhood Development Center are required to bring their own breakfast, lunch and snacks. Children will be provided filtered water in their personal bottle. Food will not be heated for safety reasons and should be ready to eat. Containers with milk will be refrigerated. All bottles for infants must be premade and labeled. Bottle warmers will be used for infant feedings. Toddlers and preschool children should have at least two snacks, a lunch, and at least one drink (water or milk preferred, please no juice). Efforts are made to respect food allergies. The entire ECDC, regardless of site location, is a peanut-free facility.

The ECDC requires families to pack healthy meals that correlate to the National Child Nutrition Program. For snacks, 1 fruit or vegetable and 1 carbohydrate or protein. Lunch should consist of 1 protein, 1 carbohydrate, 2 fruits/vegetable and milk. We ask you to limit sugar intake, processed foods, and white flours to help children become familiar with positive food choices. We ask parents choose fresh fruit and water over fruit juices for school.

Breakfast time is 7:00-7:30am. Children will begin their academic day at 7:45 and breakfasts will be put away. Please plan your morning arrivals to accommodate our academic start time.

Rest Period

During naptime, children sleep on cots or cribs provided by the Center. Please provide a blanket and crib sheet for your child. All bedding will be sent home at the end of the child's scheduled week to be laundered and must return the following week. A comfort item ("lovey," stuffed animal, special blanket) may be used during naptime. Parents may also provide pacifiers as part of the child's routine ages 0-2. Staff will not wake sleeping children except in cases of emergency or early pick up.

Infants- Infants will sleep in a designated crib. Infants may be rocked or snuggled to sleep on a regular basis. Music and white noise machines will be used during naps. If children are showing signs of fatigue, staff will

support the child to sleep even if it is not consistent with the child's normal routine. Nap frequency and duration information will be provided at pick-up.

Toddlers– Starting at the age of 1 year, or sooner if developmentally or physically appropriate, children will move from a crib to a cot. Staff will support the child to sleep with back and head rubs. Music and white noise machines will be used during naps. If children are showing signs of fatigue, staff will support the child to sleep even if it is not consistent with the child's normal routine. Nap frequency and duration information will be provided at pick-up.

Preschool- starting at 1:30 p.m. children will lie down on a cot for a rest/nap time. Children are not required to sleep, but will lie quietly to let their bodies rest for a minimum of 30 minutes. Children will be provided an alternative activity once awake. Children who require rest prior to 1:30 p.m. may be escorted to another class to lie down sooner as needed. Staff will not wake sleeping children except in cases of emergency or early pick up.

Community Care Licensing

The DMUSD Child Development Center preschool operates licensed facilities through the Department of Social Services and adheres to all licensing requirements at all times. The Department of Social Services and the parent/guardian have the right to enter and inspect the facility without advance notice during normal operating hours of the facility. Department of Social Services has the authority to interview children or staff and to inspect and audit child or facility records without prior consent.

Ashley Falls Facility License #376700911 and #376700913
Torrey Hills Facility License #376701160

Student/Staff Ratio

Community Care Licensing notes the student-to-staff ratios as:

Infant (0 – 24 months)	1 staff: 4 children
Preschool (2 years – 5 years)	1 staff: 12 children

Mandatory Reporting

The Del Mar Union School District staff are required by law to report known or suspected instances of child abuse to the Child Protective Services Agency and any unusual incidents to Community Care Licensing.

IDEA

The Early Child Development Center complies with all applicable requirements of Section 504 and the ADA.

Reverse Mainstreaming

DMUSD is proud to be home to a Special Education Preschool on our Torrey Hills campus. Children in the Torrey Hills ECDC classes will enjoy the unique opportunity to mix with our Special Education preschool students from time to time. This mixing of children is one key to building positive social awareness between children in an early childhood educational setting.