

DMUSD

# Parent Handbook

## 2017-2018



Infants • Toddlers • Preschool

# Early Childhood Development Center

## Del Mar Union School District

### **Preschool Locations:**

Early Childhood Education 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](mailto:ECDC@dmusd.org)  
M-F 7:00a-4:00p

**Program Director:** Laurie Ildau  
Office Assistant: Tabitha Farber  
Accounting Specialist: Patricia Liu

**Ashley Falls School (0-5s)**  
13030 Ashley Falls Drive, San Diego, CA 92130  
(858) 793-0071, option #2

**Torrey Hills School (3-5s)**  
10830 Calle Mar De Mariposa, San Diego, CA 92130  
(858) 793-0071, option #2

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

[www.dmusd.org/ECDC](http://www.dmusd.org/ECDC)

# Welcome!

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 children to build on their experiences, expand their horizons, explore, create, learn, and have fun! Our dedicated and caring staff provide critical links to elementary school readiness, help children master new skills, model excitement for learning and foster 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 Childhood Development Center (ECDC)

Open from 7:00am- 4:00pm, Monday- Friday, the ECDC consists of two individually licensed programs. Our Infant program serves children ages 6 weeks to 36 months. Our Preschool program serves children of ages 3 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 an extended half-day option (7:00am-1:00pm). In addition, families may choose 2 (Tu,Th), 3 (M,W,F), or 5 day (M-F) options.

### Optional Programs

Offered during Thanksgiving and Spring Break, ECDC children ages 2-5 years may be enrolled in these optional camp experiences based on minimum enrollment. If infant families express a need for summer care, we will listen!

**Thanksgiving Camp** is offered on Monday & Tuesday of Thanksgiving week from 7:00am- 4:00pm.

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

### ECDC Summer Intersession

**Monkey Madness & Preschool Party** provide ongoing play-based, hands-on summer learning opportunities for children at our Ashley Falls ECDC. Monkey Madness is geared toward 2-3 year olds (non-potty trained) and Preschool Party is geared toward potty-trained children ages 4-5. Summer intersession is filled with engaging summer curriculum! Daily story time, music & movement, cooperative free play, social/emotional skill building, academic awareness, spirit days, on-site entertainment and more.

We offer two summer intersessions. Families may choose a full day (7:00am- 4:00pm) or extended half-day option (7:00am-1:00pm.) In addition, families may choose either a 2 day (Tu,Th), 3 day (M,W,F) or a 5 day (M-F) program. Summer intersession is billed by the month.

**Summer Kindergarten Introduction Program (SKIP)** is designed for incoming kindergarten students to gain comfort with overall school readiness, literacy and playground etiquette. Offered only in two, 2 week sessions in July (9am- 12pm.) We also offer an "After SKIP" program for those seeking full day programming.

### 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.

## 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. Dates listed on our district homepage calendar.

Each spring, re-enrollment and new-enrollment will be announced via the ECDC website. The ECDC enrolls all children into the specified programs on a first-come, first-serve basis. Priority registration will be given to Del Mar Union employees, then re-enrolling families, finally new families. There is a maximum enrollment at every site, on every weekday. If site/group capacity is reached, families may join our waitlist via the website.

Families may choose to enroll in a 2 day (Tu, Th), 3 day (M, W, F) or 5 day (M-F) program. Families may choose either Full Day (7-4pm,) Extended Half Day (7-1pm) or PM Preschool Only (1-4pm.) Tuition is charged monthly.

Children will be placed in classrooms by age and developmental level to foster the greatest opportunity for success. District policy states children entering Kindergarten must be 5 by September 1<sup>st</sup>. ECDC is aligned to this standard. Children entering the Prek class must be 4 by September 1<sup>st</sup>. Children entering the Preschool classroom must be 3 and potty trained by September 1<sup>st</sup> (*if child proves non-potty trained, a meeting with the Director and additional fee may apply.*) Children entering the Toddler room must be 2 years old by the first day of school. If a child has an individual circumstance, a meeting with the Director is required to assess best placement.

### New Families

"ECDC Enrollment" is accessible online via the district website, ECDC homepage. Click the grey quick link and you will be forwarded to *DayCareWorks* where you will officially register by creating a new family account, user ID and password that will be used for all future online transactions. A non-refundable \$100.00 registration fee is due annually at the time of enrollment. Please print, complete, and return all licensing "supplemental" forms to the ECDC office by the deadline or prior to the first day of school (which ever comes first) 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 as per CA SB 277.*

### Returning Families

Returning families already have an existing family account on *DayCareWorks*. Click "ECDC Enrollment" to re-enroll. Families must be in good standing and all requirements as stated above apply. Please DO NOT create another *DayCareWorks* account. Duplicates will affect accounting. If you have forgotten login or passwords, contact the ECDC office.

### **Fees**

Tuition is an equally distributed monthly tuition based on a 10 month district calendar, and due on the 1<sup>st</sup> of the month. Some months have fewer school days; other months have more. 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 5<sup>th</sup>, 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 \$200.00 re-registration fee. If a family chooses to dis-enroll and re-enroll within the same academic year, a \$200.00 re-registration fee will be applied at time of re-enrollment. We cannot assure your spot will be available once dis-enrolled.

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.

In addition, for any processed refunds, a refund fee will be assessed at either 3% or a minimum of \$10, whichever is greater.

*\*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](http://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 is required to release your child(ren) to the custody of Child Protective Services or other legal authorities as per Community Care Licensing.

### **Drop-In, Unscheduled Days**

In the event of an emergency situation and childcare for a non-contracted day is required, contact the Early Childhood Education office. 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 \$110.00 for emergency care per day (7:00am-4:00pm.) There is no separate fee for half-day drop off.

### **Optional Programs**

Optional programs and summer intersession dates and tuitions will be listed on the ECDC website prior to registration periods. In order for your child to participate in optional programs, you must indicate the enrollment schedule at the time of registration and submit payment by the due date. Registration for optional programs must be paid in advance. Optional programs can fill up and are on a first-come basis; early registration is suggested to ensure 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 programs are subject to cancelation based on low-enrollment. A minimum of 12 children is required for each program.*

### **Holding Fee**

There may be a time when a family wishes to enroll but cannot begin the program right away or a family travels for a significant period of time. In this case, the ECDC will honor and assess a holding fee to secure the spot for a maximum of three months at 50% of the monthly tuition. This holding fee is non-refundable and non-applicable. If a family does not pre-arrange and pre-pay the holding fee, the spot will be given to the next family on our waitlist.

### **Payments and Tax ID**

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

**Online**- Recurring debit/credit card payments can be set to recur at the same time each month. There is no charge for this service. Using electronic checks, debit and credit cards (Visa and MasterCard) using this link: [family.daycareworks.com/login.jsp](http://family.daycareworks.com/login.jsp)

**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 Education Office  
13030 Ashley Falls Drive, Room 704  
San Diego, CA 92130  
Office Hours: M-F (7:00am-4:00pm)

### **Special Events**

School Day field trips are not scheduled on a regular basis during the school year. However, the ECDC staff and children do enjoy walking to different parts of the school campus. Parents sign off on walking field trips as part of the parent handbook agreement. The ECDC may plan special events to facilitate community. These home/school connection events are designed for the whole family and will most often take place on a Saturday morning. We look forward to your participation.

### **Absences**

If your child will be absent or late to the Early Childhood Development Center, please notify the Early Childhood Education office at [ECDC@dmusd.org](mailto:ECDC@dmusd.org) or 858.793.0071

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

### **Illness**

It is not unusual for young children to become ill frequently when first introduced to a preschool environment. Because the health and welfare of all children is important to us, a child with obvious signs of illness will be sent home. If your child becomes ill with a confirmed case of a contagious illness such as strep throat, please notify us so we can alert other parents as per Community Care Licensing. We also require a

physician's note that states the diagnosis and release to return to school.

The following are reasons we will exclude children from school:

- Fever of 100° degrees or more
- Nausea, vomiting, diarrhea
- Body rash (with/without fever)
- Sore throat with fever and swollen glands
- Severe coughing
- Signs of conjunctivitis (pink eye)
- Child is irritable, lethargic, continuously crying, or requires more attention than can be provided without hurting the health and safety of the other children.
- Child is not able to comfortably participate in the normal classroom activities.

Children who have common colds, clear runny noses and minor coughs *do not* need to be excluded from childcare as long as they can comfortably participate in normal classroom activities.

If your child displays signs of illness while at school, we will make him/her comfortable (away from other children) and you will be contacted to pick up your child. Parents must pick up their sick child within one hour after notification by the school. If the parent is unable to come, an authorized individual must come within the hour. If child has not been picked up within the hour, our program standard late fee will apply.

A child who has been sick must have a normal temperature *without medication* (below 99° degrees), be vomit and diarrhea free for 24 hours before returning to school.

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 case of an emergency, as determined by program staff, paramedics will be called and a parent will be notified immediately. The Director will accompany the child to the closest hospital. Parents will be responsible for all costs incurred in such emergencies.

It is the parent's responsibility to keep the information on the child's emergency information form current. You can request a new copy or download a fresh one via our website at anytime.

### Medication Administration & Emergency Procedures

Medication is not given to children without prior arrangements with the ECDC Office as per Community Care Licensing. 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 prior to administration of medication.

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.

### 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. Staff and children participate in a variety of emergency drills (Lock Down, Duck, Cover and Hold

Evacuation) on a monthly basis to help children understand procedures and how to evacuate safely and calmly.

In the event of a major disaster, ECDC and District staff will remain on campus to care for your child until all children are safely picked up by parents.

### **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. The ECE office has a suggestion box for you and also offers a Parent Action Committee to help arrange events. Parents have access to the areas on facility premises where their child is enrolled. Parents may make arrangements with classroom staff to volunteer or 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.

### **Sign In/Out Procedures**

When a child is enrolled in the Early Childhood 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.) We prefer a quick email with all details for documentation.

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).

### **Student Conduct**

It is the program's expectation that all children meet reasonable developmentally appropriate behavior norms. 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. There will be no photo waivers.

### **Sunscreen**

Sunscreen may be provided by parents for the staff to re-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 30 days 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 for the current school 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 \$200.00 will be applied to the new contract. This fee is non-refundable and non-applicable. 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 30 days in advance. Failure to do so when withdrawing your child will result in forfeiture of two weeks prepaid fees. No credit or 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 or more. 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 Release Wednesdays**

The ECDC will dismiss children by 1:45pm and close on the 4<sup>th</sup> Wednesday of each month for Professional Development and In-Service training. The exact dates will be listed on the annual 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. For littles, multiple outfits are helpful. 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 belonging 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 home/school connection. The process begins in the 2 year-old classroom. 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 peer 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 and in underwear. 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. Staff recognizes toileting accidents may occur

and request an extra change of clothes be stored in backpacks for these instances. If the child proves non-trained, the ECDC will conference with parents to reassess classroom placement.

### Meals

Children attending the Early Childhood Development Center are required to bring their own breakfast, lunch and snacks. Children will be provided filtered water. 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 may be used for infant feedings. Toddlers and preschool children should have at least two snacks, a lunch, and at least one drink (water 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. *New!* Family Style Meals...are a vital learning opportunity for children. Your classroom staff will post a calendar for parents to participate in family style meal preparation for the children that follows the National Child Nutrition Program requirements.

Breakfast time is 7:00-7:45am. Children will begin their academic day at 8:00am and breakfasts will be put away. Please plan your morning arrivals to accommodate our academic start time.

If you are interested in a pre-paid food program lunch option, please contact Michelle Bothe directly with Child Nutrition Services x3670.

### Rest Period

During rest time, children sleep on cots or cribs provided by the Center. Parents provide a blanket and fitted crib sheet for the 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 rest time. 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. 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 1:00pm-ish 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 as per Community Care Licensing. Children will be provided an alternative activity once awake. Children who require rest prior to 1:00pm 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

DMUSD's Early Childhood Development Center 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

While the DMUSD's ECDC is committed to low staff to children ratios, please note Community Care Licensing ratios are:

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 Childhood 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 interact with our Special Education preschool students from time to time. This interaction is one key to building positive social awareness between children in an early childhood educational setting. Children and staff involved in any reverse mainstreaming into ECDC classes must adhere to any and all Community Care Licensing Department compliance requirements.

## Thank you

**for choosing the Del Mar Union School District's Early Childhood Development Center.**

**We acknowledge parents have many early childhood educational options to choose from and are proud that you have decided to be a part of our amazing community of early childhood advocates.**

**Giving your child a preschool experience is one of the best gifts you can give.**

**We are committed to making sure your child's first five years are filled with creative and challenging experiences that support kinder-readiness and successful transition into formal education.**