# Table of Contents

- **Mission Statement & Description**: 3
- **Non-Discrimination**: 4
- **Admission Policy and Procedures**: 5
- **Eligibility**: 6
- **Application for Services & Documentation**: 7, 8, 9, 10, 11, 12
- **Due Process Requirements**: 13, 14, 15
- **Fee Assessment and Collection**: 16, 17, 18
- **Absences**: 19, 20
- **Termination of Child Care Services**: 21
- **Attendance Policy**: 22
- **Program Goals & Objectives**: 23
- **Family and Community Involvement**: 24
- **Parent Education & Involvement**: 25, 26
- **Community Resources and Involvement**: 27
- **Desired Results Developmental Profile**: 28
- **Staffing Ratio & Capacity**: 29, 30
- **Nutrition**: 31
- **Refraining from Religion Instruction and Worship**: 32

## Attachments:

- Notification of Parent’s Rights
- Notification of Personal’s Rights
LOS ANGELES MISSION COLLEGE
FAMILY CHILD CARE HOME EDUCATION NETWORK

Welcome to the LAMC Family Child Care Home Education Network!

We are very pleased to have you as part of our program. This is a State-funded Education Network of family child care providers in Sylmar and the surrounding community such as: Van Nuys, Arleta, Mission Hills, North Hills, Granada Hills, Panorama City, San Fernando, Sun Valley and North Hollywood.

PHILOSOPHY STATEMENT

FCCHEN believes that the education of the whole child is important and it is the program’s responsibility to ensure opportunities are available for children to flourish socially, physically, emotionally, and cognitively.

FCCHEN contracts with Providers who can provide a positive, safe, and educational environment to meet the child’s developmental needs. To offer authentic and concrete experiences which enhance a child’s basic skills in the areas of physical, emotional, social, intellectual, and creativity. To help the child acquire, practice, and master basic daily living skills, and strengthen his/her pre-readiness skills as the child demonstrates physical and emotional readiness.

GOALS AND OBJECTIVES

The Family Child Care Homes Education Network’s goal is to contract with Family Child Care Providers that have the foundation of quality childcare as evident by their Environmental Rating Scale Assessment.

The Network's objective is to partner with the Provider in collaboration as to provide children with a quality Program based on best practices and grounded in appropriate developmental theory.
The Los Angeles Mission College Family Child Care Home Education Network does not discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, in determining, which children are served.

PROGRAM DESCRIPTION

The LAMC Family Child Care Home Education Network is an entity organized under law that contracts with the department pursuant to Section 8245 to make payments to licensed family child care home providers who have a contract with LAMC and to provide education and support services to those providers and to children and families eligible for state-subsidized child care and development services.

NON-DISCRIMINATION POLICY

The Los Angeles Mission College Family Child Care Home Education Network does not discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, in determining, which children are served.
The Los Angeles Mission College Family Child Care Homes Education Network adheres to the development, implementation, and maintenance of admission procedure, according to the California Department of Education Funding Terms and Conditions and the Los Angeles County Child Care Advisory Board.

**General Admission Procedures**

1. Determine that the family meets the FCCHE Network admission criteria:
   a. **First Priority:** Families whose children are receiving child protective services or families whose children are at risk of being neglected, abused or exploited shall be admitted first. Within this priority, children receiving protective services through the local county welfare department shall be admitted first.

   b. **Second Priority:** All children and families who are not within the first priority for admission shall be admitted in accordance with family income, with the lowest per capita income admitted first. For purposes of determining the order of admission, public assistance grants are counted as income. When two (2) or more families have the same income the family that has a child with exceptional needs shall be admitted first. If there is no family of the same priority with a child with exceptional needs, the same priority family that has been on the waiting list of the longest time shall be admitted first.

Except for situations where not all of the children in a family are certified based on child protective services, a family that has a child or children enrolled in a program shall be allowed to enroll additional children provided there exists an appropriate program opening such as infant care or services to school age care children in which to enroll the child.

When not all of the children in a family are certified based on child protective services or being at risk of abuse, neglect or exploitation, the other children or the parents in the family must meet both eligibility and need criteria as specified in Sections I.B and I.C above prior to enrollment and shall be admitted in accordance with priorities specified above.

Contractors shall not deny service to nor assign a lower priority to a family that needs less than full-time services. A contractor operating a campus child care and development program may utilize a waiting list developed at its local site to fill vacancies of its specific population in accordance with admission priorities. Child care and development program contractors described in this paragraph shall submit information to the county child care centralized eligibility list, on any parent seeking subsidized child care for whom the program is not able to provide child care and development services.
ELIGIBILITY
(Established by the California Department of Education, Child Development Division)

GENERAL REQUIREMENTS

To receive subsidized child care and development services, families shall meet eligibility and need criteria.

Eligibility:

1. To be eligible for services the child’s parents must live and/or work in the State of California.
2. Children who have reached their thirteen (13th) birthday are ineligible for subsidized services except for those listed below:
3. Children with exceptional needs and severely disabled child may be served to age twenty-one (21).
4. Children receiving child protective services, identified as at risk or abuse, neglect or exploitation, or homeless may be served to age thirteen (13).
5. Children who require at least one hour of child care services during nontraditional hours may be served to age thirteen (13).

- The determination of eligibility shall be without regard to the immigration status of the child or the child’s parent(s) unless the child or the child’s parent(s) is under a final order of deportation from the United States Department of Homeland Security.

Eligibility Criteria: (Eligibility shall be established by 1, 2, 3, or 4 below)

1) Family is a cash aid recipient.
2) Family is income eligible. When the number of family members and the amount of family income have been determined, eligibility may be established by reference to the Child Care & Development Income Ranking Chart.
3) The family is homeless.
4) The family has a child who is at risk of abuse, neglect, or exploitation, or receiving child protective services through the county welfare department.

Need Criteria:

Need shall be established by 1 or 2 below:

1. Child protective services or at risk of abuse, neglect, or exploitation.
2. The parent (including custodial adults and guardians) and any other adult counted in the family size or any of the following:
   a. Employed
   b. Seeking employment. The family’s period of eligibility for this purpose is limited to sixty (60) working days during the contract year. Service shall occur on no more than five (5) days per week and for less than 30 hours per week.
   c. Vocational training. Participating in vocational training leading directly to a recognized trade, para-profession or profession. The vocational training plan shall be reviewed by the contractor at the beginning of each semester or quarter to determine that progress is being made toward the vocational goal specified in the certification and eligibility documents.
   d. Homeless and seeking permanent housing for family stability.
   e. Incapacitated.
Application for Services
The application for services shall contain the following information:
1. Parent’s(s) full name(s), address(es) and telephone number(s)
2. The names, gender, and birth dates of all children under the age of eighteen in the family, whether or not they are served by the program
3. The number of hours of care needed each day for each child
4. The reason for needing child care and development services as specified above
5. Employment and/or training information for parent(s) including name and address of employer(s) or training institution(s) and days and hours of employment or training, if applicable
6. Eligibility status as specified above
7. Family size and income, if applicable
8. The parent’s signature and date of signature
9. The signature of the contractor’s authorized representative certifying the eligibility and need.

Documentation and Determination of Family Size
The application for services shall be used to determine family size. The parent shall provide supporting documentation regarding the number of children and parents in the family.

a. The number of children shall be documented by providing one of the following documents:
   1. Birth certificate;
   2. Court orders regarding child custody;
   3. Adoption documents;
   4. Records of Foster Care placements;
   5. School or medical records
   6. County welfare department records; or
   7. Other reliable documentation indicating the relationship of the child to the parent

b. When only one parent has signed the application and the information provided pursuant above indicates the child(ren) in the family has another parent whose name does not appear on the application, then the presence or absence of that parent shall be documented by providing any one of the following documents,
   1. Records of marriage, divorce, domestic partnership or legal separation;
   2. Court-ordered child custody arrangements
   3. Evidence that the parent signing the application is receiving child support payments from that person, has filed from child support with the appropriate local agency, or has executed documents with that agency declining to file for child support
   4. Rental receipts or agreements, contracts, utility bills or other documents for the residence of the family indicating that the parent is the responsible party; or
   5. Any other documentation, excluding a self-declaration except as provided below to confirm the presence or absence of a parent of a child in the family

c. If, due to the recent department of a parent from the family, the remaining applicant parent cannot provide any documentation pursuant to the above, the applicant parent may submit a self-declaration signed under penalty of perjury explaining the absence of that parent from the family. Within six months of applying or reporting change in family size, the parent must provide documentation pursuant to the above information.
Documentation of Income Eligibility
The parent(s) is responsible for providing documentation of the family’s total countable income and the contractor is required to verify the information, as described below:
1. The parent(s) shall document total countable income for all the individuals counted in the family size as follows:
   a. If the parent is employed, provide
      1. A release authorizing the contractor to contact the employer(s), to the extend known, that includes the employer’s name, address, telephone, number and usual business hours and
      2. All payroll check stubs, a letter from the employer, or other records of wages issued by the employer for the month preceding the initial certification, an update of the application, or the recertification that establishes eligibility for services.

Calculation of Income
Total countable income is based on income information reflecting the family’s current and on-going income:
1. Using the income calculation worksheet that specifies the frequency and amount of the payroll check stubs provided by the parent and all other sources of income referenced in the definition of “total countable income”
   a. Intermittent income is defined as “income fluctuation” calculated by averaging the intermittent income from the preceding twelve (12) months by dividing by twelve (12) and add this amount to the other countable income.
   b. Unpredictable income is defined as “income fluctuation” calculated by averaging the income from at least three consecutive months and no more than twelve (12) months preceding the initial certification, an update of the application, or the recertification that establishes eligibility for services.

Documentation of Employment
If the basis of eligibility as specified in the Eligibility Section is employment of the parent(s), the documentation of the parent(s) employment shall include the days and hours of employment. The documentation of employment shall consist of one of the following:
1. The pay stubs provided to determine income eligibility that indicate the days and hours of employment;
2. A written statement from the employer (Verification of Employment Form).
3. When the provided pay stubs do not indicate the days and hours of employment;
   a. Documentation of telephone verification between the staff and the employer, verify the parent’s salary/wage; rate(s) of pay; potential for overtime, tips or additional compensation: hours and days of work; variability of hours and days of work; pay periods and frequency of pay, start date for the employee.

Documentation of Employment or a Licensed Family Day Care Home
1. If the parent’s employment is in the family’s home or on property that includes the family’s home, the parent must provide justification for requesting subsidized child care and development services based on the type of work being done and its requirements, the age of the family’s child for whom services are being sought, and, if the child is more than five years old, the specific child care needs.
2. If the parent is a licensed family day care home provider, the parent is not eligible for subsidized services during the parent’s business hours because the parent’s employment does not preclude the supervision of the family’s child.
3. If the parent is employed as an assistant in a licensed large family day care home, and is requesting services for the family’s child in the same family day care home, the parent shall provide documentation that substantiates all the following:
   a. A copy of the family day care home license indicating it is licensed as a large family day care home;
   b. A signed statement from the licensee stating that the parent is the assistant, pursuant to the staffing ratio requirement of California Code of Regulations, Title 22
c. Proof that the parent’s fingerprints are associated with that licensed family day care home as its assistant, which the contractor may verify with the local community care licensing office and
d. Payroll deductions withheld for the assistant by the licensee, which may be pay stub.

**Documentation of Self-Employment**

If the parent is self-employed provide a combination of documentation necessary to establish current income eligibility for at least the month preceding the initial certification, an update of the application, or the recertification that establishes eligibility for services. Documentation shall consist of as many of the following types of documentation as necessary to determine income:

1. A declaration of need under penalty of perjury that includes a description of the employment and an estimate of the days and hours worked per week;
2. A letter from the source of the income,
3. A copy of the most recently signed and completed tax returns with statement of current estimation income for tax purposes, or
4. Other business records, such as ledgers, receipts, or business logs, mileage logs, a list of clients with contact information, or similar records
5. As applicable, a copy of a business license, a workspace lease, or a workspace rental agreement.

**Documentation of Public Assistance**

If the basis of eligibility is current aid recipient, the parent shall provide documentation of public cash assistance (Notice of Action Form from the County of Los Angeles Health and Welfare Agency.

**Documentation of Vocational Training**

If the basis of need as specified in the Eligibility Section is training, the documentation in the basic data file shall include:

1. Name of the school or organization where training is received
2. Dates that current training activities will begin and end
3. A statement of the parent’s vocational training goal(s)
4. The anticipated completion date(s) of all required training activities to meet the vocational goal.
5. Class schedule which includes:
   a. The courses that the parent is currently enrolled in
   b. Day(s) of the week and time(s) of the day of the courses
   c. Signature of parent along with the date the application was signed
   d. Signature of stamp of the training institution’s registration’s registrar, or eligibility specialist will verify enrollment through LACCD Access System and
6. Upon completion of a quarter, semester, or training period a report cards, transcript or other records to document that the parent is making progress toward the attainment of the vocational goal in accordance with the above requirements. To make progress in a graded program, parent shall earn a 2.0 grade point average, in a non-graded program, pass the program’s requirements in at least 50 percent of the classes or meet the training institution’s standard for making adequate progress.
7. A parent shall report any change in his or her class schedule related to the days and times of any class, including withdrawal from a class, within five calendar days of requesting the change from the institution.

**Service limitation:**

a. Six (6) years from the initiation of services pursuant to this section; or
b. Twenty-four (24) semester units, or its equivalent, after the attainment of a Bachelor’s Degree
**Documentation of Parental Incapacity**

If the basis of needs is specific to parental incapacity child care and development services shall not exceed 50 hours per week. Documentation shall include a release signed by the incapacitated parent authorizing a legally qualified health professional to disclose information necessary to establish that the parent meets the definition of incapacity. The documentation of incapacitation shall include:

a. A statement that the parent is incapacitated, that the parent is incapable of providing care and supervision for the child for part of the day, and if the parent is physically incapacitated, that identified the extent to which the parent is incapable of providing care and supervision.

b. The days and hours per week that services are recommended to accommodate the incapacitation, taking into account the age of the child and the care needs. This may include time for the parent’s regularly scheduled medical or mental health appointments.

c. The probable duration of the incapacitation; and

d. The name, business address, telephone number, professional license number and signature of the legally qualified professional who is rendering the opinion of incapacitation and, if applicable, the name of the health organization with which the professional is associated.

**Documentation of the Child’s Exceptional Needs**

For children with exceptional needs, basic data file shall contain the active individualized education program (IEP) or individualized family service plan (IFSP) developed by the IEP or IFSP team. The basic data file shall also include information as specified in Education Code Section 56026 and Title 5 California Code of Regulations, sections 3030 and 3031 and the child with exceptional needs is eleven (11) to twenty-one (21) years of age, or the contractor is operating a program pursuant to EC Section 8250(d). The documentation of exceptional needs shall include:

1. A copy of the portion of the active individual family service plan (IFSP) or the individualized education program.

2. A statement signed by a legally qualified professional that:
   a. The child requires the special attention of adults in a child care setting; and
   b. Includes the name, address, license number, and telephone number of the legally qualified professional who is rendering the opinion.

**Documentation of Homelessness**

If the basis of eligibility is specific to homelessness, the basic data file shall include a written referral from an emergency shelter or other legal, medical, or social service agency; or a written parental declaration that the family is homeless and a statement describing the family’s current living situation.

**Documentation of Seeking Permanent Housing**

1. If the basis of need as stated on the application for services is seeking permanent housing for family stability, the parent’s period of eligibility for child care and development services is limited to sixty (60) working-days during the contract period, except as specified below. Services shall occur on no more than five days per week and a maximum of 30 hours per week. The period of eligibility shall start on the day authorized by the contractor and extend for consecutive working days.

2. Documentation of seeking permanent housing shall include a written parental declaration signed under penalty of perjury that the family is seeking permanent housing. The declaration shall include the parent’s search plan to secure a fixed, regular, and adequate residence and shall identify a general description of when services will be necessary. If the family is residing in a shelter, services may also be provided while the parent attends appointments or activities necessary to comply with the shelter participation requirements.
3. The contractor shall determine the number of weeks available for seeking permanent housing and the child care schedule, which may be a variable schedule, based on the documentation. During the period of authorization and if necessary to verify need, the contractor may request that the parent provide, no more than once a week, either a declaration signed under penalty of perjury describing the activities the parent has undertaken during the previous week to seek permanent housing or a signed statement from the shelter, transitional housing agency, or homeless support program regarding the parent’s search progress to date.

4. If the parent does not expect to secure housing prior to the end of the eligibility period:
   a. The parent may request an extension in a declaration of need signed under penalty of perjury that includes an update of the parent’s search plan and either a description of the activities undertaken during the previous week to seek permanent housing or a signed statement from the shelter, transitional housing agency, or homeless support program indicating the parent’s continued need for services; and
   b. The contractor may authorize an extension of search eligibility for up to 20 additional working days.

5. If services for this purpose are discontinued, the number of working days remaining in the period of eligibility shall be available for a subsequent period of eligibility during the contract period.

6. As used in this section, the working days used to determine the period of eligibility shall include the consecutive Mondays through Fridays, excluding any federal holidays.

**Documentation of Child Protective Services**

If eligibility and need is specific to child protective services, the BASIC data file shall contain a written referral, dated within the six (6) months immediately preceding the date of application for services, from a county welfare department, child welfare services worker certifying that:
1. The child is receiving protective services and that child care and development services are necessary component of the child protective services plan; and
2. The probable duration of the child protective services plan; and
3. The name, address, telephone number, and signature of the child welfare services worker who is making the referral.

**Documentation of Seeking Employment**

If the basis is specific to seeking employment documentation shall include a written parental declaration signed under penalty of perjury stating that the parent is seeking employment. The declaration shall include the parent’s plan to secure, change, or increase employment and shall identify a general description of when services will be necessary.
1. The parent’s period of eligibility for child care and development services is limited to 60 working days during the contract period.
2. Services shall occur on no more than five (5) days per week and a maximum 30 hours per week.
3. The period of eligibility shall start on the day authorized by the contractor and extend for consecutive working days.

**Documentation of At Risk of Abuse, Neglect, Or Exploitation**

If eligible and need on the child being at risk or abuse, neglect, or exploitation, the BASIC data file shall contain a written referral, dated within the six (6) months immediately preceding the date of application for services from a legally qualified professional from a legal, medical, social service agency, or emergency shelter certifying that:
1. The child is at risk of abuse, neglect, or exploitation and that the family needs child care and development services; and
2. The probable duration of the need for child care and development services; and
3. The name, business address, telephone number, and signature of the legally qualified professional from the legal, medical, or social services agency, or emergency shelter who is making the referral and the name of the agency or shelter with whom the individual is associated.

Parent must notify FCCHEN of changes within 5 days of change. Contractor shall update the family’s application to document continued need and eligibility and determine any changes to fee assessment, if applicable, as follows:

1. For migrant and other seasonally employed families, the application shall be updated within thirty (30) days whenever there is a change in family size or need if need is based on training or incapacity of the parent.

2. For all other families, the application shall be updated within thirty (30) days whenever there is a change in:
   - family size,
   - income,
   - public assistance status
   - or need.

The requirement for updating the files does not apply to families receiving services because the child is receiving child protective services or at risk of abuse, neglect or exploitation.

After initial certification and enrollment, the contractor shall verify need and eligibility and recertify each family/child as follows:

1. Families receiving child care and development program services because the child is at risk of abuse, neglect, or exploitation are limited to receiving child care and development services for up to three months. The family can continue to receive child care and development services based on any of the following reasons:
   a. The child is receiving protective services and child care and development services are part of the case plan.
   b. The family meets other need and eligibility criteria pursuant to Section I.B and I.C. above.

2. Families receiving services because the child and family are receiving child protective services shall be recertified at least every 12 months. Recertification must be completed prior to the date identified on the child protective services referral as the duration of care. Families may continue to receive child care and development program services for child protective services children as needed, if the county welfare department, child welfare services worker certifies that the family continues to receive child protective services and that child care and development services are part of the case plan or if the family meets other need and eligibility criteria pursuant to Section I.B. and I. C. above.

3. All other families shall be recertified at least once each contract period and at intervals not exceed twelve (12) months.
The LAMC Family Child Care Home Education Network shall comply with due process requirements set forth by the California Department of Education Funding Terms & Conditions and Program Requirements. The Notice of Action form shall be utilized for the purpose of communication to the applicant as stated below:

**Notice of Action (NOA), Application of Services; Notice of Approval or Denial**

The FCCHEN decision to approve or deny services shall be communicated to the applicant by mailing or delivering a completed written statement referred to as a Notice of Action, Application for Services within thirty (30) calendar days from the date the application is signed by the parent(s).

The Notice of Action, Application for Services shall include:

1. The applicant's name and address
2. The contractor's name and address
3. The name and telephone number of the contractor's authorized representative who made the decision
4. The date of the notice
5. The method of distribution of the notice

If services are approved, the notice shall also contain;
   1. Basis of eligibility;
   2. Daily/hourly fee, if applicable;
   3. Duration of the eligibility;
   4. Names of children approved to receive services; and
   5. Hours of services approved for each day

If services are denied, the notice shall contain;
   1. The basis of denial; and
   2. Instruction for the parent(s) on how to request a hearing if they do not agree with the contractor’s decision in accordance with procedures specified in section Request for Hearing and Procedures.

If termination is due to a child reaching his 13th birthday, the contractor shall:
   a. Information to parents that their child can receive first priority for enrollment in an Afterschool Education and Safety (ASES) program or 21st Century Community Learning Centers at the child’s school of attendance, and may be able to receive services in a program located at another school in the district. If programs are full, these children will be given first priority on the waiting list for these programs.
   b. A statement advising parent(s) that in order to receive first priority for services, a copy of the NOA must be provided to the ASES or 21st Century program at the time of enrollment.

**Notice of Action, Recipient of Services**

If upon recertification or update of the application, the FCCHEN determines that the need or eligibility requirement are no longer being met, or the fee or amount of service needs to be modified, the contractor shall notify the family through a written NOA. The contractor shall maintain copies of all Notice of Actions, Recipient of Services in the family’s basic data file. The Notice of Action, Recipient of Services shall include:
1. The type of action being taken;
2. The effective date of the action;
3. The name and address of the recipient;
4. The name and address of the contractor;
5. The name and telephone number of the contractor's authorized representative who is taking the action;
6. The date the notice is mailed or given to the recipient;
7. The method of distribution to the recipient;
8. A description of the action;
9. A statement of the reason(s) for the changes;
10. A statement of the reason(s) for termination, if applicable;
11. Instructions for the parent(s) on how to request a hearing if they do not agree with the contractor's decisions in accordance with procedures specified in Section X.D below; and
12. Instructions for the parent(s) on how to file an appeal of the contractor’s hearing decision, if necessary, with the Child Development Division as described in Section X.E., below.

**Changes to the Service Agreement**

The FCCHE Network shall complete a Notice of Action, Recipient of Services when changes are made to the service agreement. Such changes may include, but are not limited to, an increase or decrease in parent fees, an increase or decrease in the amount of services, or termination of service. The FCCHE Network shall mail or deliver the notice of action to the parents at least fourteen calendar days before the effective date of the intended action. (If the Notice of Action is mailed, the 14-calendar day period is extended by five calendar days, which establishes a presumption that the parents received the Notice of Action.)

To promote the continuity of child care and development services, a family that no longer meets a particular program’s income, eligibility or need criteria may have their services continued if the contractor is able to transfer that family’s enrollment to another program for which the family continues to be eligible prior to the date of termination of services. The transfer of enrollment may be to another program within the same administrative agency or to another agency that administers state or federally funded child care and development programs.

**Parent(s) Request for a Hearing and Procedures**

If the parent disagrees with an action, the parent(s) may file a request for a hearing with the contactors within fourteen (14) calendar days of the date the Notice of Action was received. Upon the filing of a request for hearing, the intended action shall be suspended until the review process has been completed. The review process is complete when the appeal process has been exhausted or when the parent(s) abandons the appeal process. The review process is complete when the appeal process has been exhausted or when the parent(s) abandons the appeal process.

Within ten (10) calendar days following the receipt of the request for a hearing, the contractor shall notify the parent(s) of the time and place of the hearing. The time and place of the hearing shall, to the extent possible, be convenient for the parent(s).

The hearing shall be conducted by an administrative staff person who shall be referred to as “the hearing officer.” The hearing officer shall be at a staff level higher in authority than the staff person who made the contested decision.
The parent(s) or parent’s authorized representative is required to attend the hearing. If the parent or the parent’s authorized representative fails to appear at the hearing, the parent will be deemed to have abandoned his or her appeal. Only persons directly affected by the hearing shall be allowed to attend.

The FCCHE Network shall arrange for the presence of an interpreter at the hearing, if one is requested by the parent(s).

The hearing officer shall explain to the parent(s) the legal, regulatory, or policy basis for the intended action.

During the hearing, the parent(s) shall have an opportunity to explain the reason(s) they believe the contractor's decision was incorrect. The contractor's staff shall present any material facts omitted by the parent(s).

The hearing officer shall mail or deliver to the parent(s) a written decision within ten (10) calendar days after the hearing. The written decision shall contain procedures for submitting an appeal to the CDD.

**Appeal Procedures for Child Development Division Review**

If the Parent disagrees with the written decision from the contractor, the parent has fourteen (14) calendar days in which to appeal to the Child Development Division (CDD). If the parent(s) do(es) not submit an appeal request to the CDD within fourteen days, the parents’ appeal process shall be deemed abandoned and the contractor may implement the intended action.

The parent(s) shall specify in the appeal request the reason(s) why he/she believes the contractor’s decision was incorrect. A copy of the contractor’s notice of intended action and written decision shall be submitted by the parent(s) with the appeal request.

Upon receipt of an appeal request, the CDD may request copies of the basic data file and other relevant materials from the contractor. The CDD may also conduct any investigations, interviews, or mediation necessary to resolve the appeal.

The decision of the CDD shall be mailed or delivered to the parent(s) and to the contractor within thirty 30 calendar days after receipt of the appeal request.

**Contractor Compliance with the CDD decision; Reimbursement of Services during the Appeal Process**

The FCCHEN shall comply with the decision of the CDD immediately upon receipt thereof. The FCCHEN shall be reimbursed for child care and development services delivered to the family which is appealing during the appeal process. If a FCCHE Network’s determination that a family is ineligible is upheld by the CDD, services to the family shall cease upon receipt of the CDD’s decision by the FCCHE Network.
FEE ASSESSMENT AND COLLECTION

FEE ASSESSMENT

Contractor shall use a fee schedule prepared and issued by the Child Development Division. The contractor shall utilize the following factors in determining the fee to be assessed for each family:

1. The adjusted monthly family income; and
2. Family size

If the family has more than one child in a child care and development program, the fee shall be assessed and collected based on the following:

- The family’s child who is enrolled the longest period (most hours).
- The fee assessed and collected shall be either the fee indicated on the fee schedule, the actual cost of services but not to exceed the applicable regional market rate ceiling for the type of care provided.
- No adjustment shall be made for excused or unexcused absences.
- If the parent(s) work on a fluctuating schedule the fee may be estimated and adjusted the following month.

For child protective services and at risk children, that do not have a fee exemption as specified below, in families whose adjusted monthly income is over seventy percent (70%) of the state median income based on the family fee schedule, the family will pay the amount of fees assessed to a family whose adjusted monthly income is seventy percent (70%) of the state median income.

EXCLUSION FROM FEE ASSESSMENT

- No fees shall be collected from families with an income level that, in relation to family size, is less than the first entry in the fee schedule.
- In which any individual counted in the family size is receiving CalWORKs cash aid, or
- Whose child is receiving part-day/part-year services pursuant to EC 8235(d) in a California state preschool program.
- Families receiving services because the child is at risk of abuse, neglect, or exploitation, may be exempt from paying fees for up to three months with a proper referral from legally qualified professional from an agency.
- Families receiving services because the child is receiving protective services may be exempt from paying fees for up to 12 months if the referral prepared by the county welfare department, child welfare services worker specifies that it is necessary to exempt the family from paying a fee.
- The cumulative period of time of fee exemption for families receiving services because the child is at risk of abuse, neglect, or exploitation or for families receiving child care services because the child is receiving protective services shall not exceed 12 months.
Co-Payments by Parents for Hour Overage and Differences

Any parent that exceeds the approved hours stated on the certification of eligibility will be solely responsible to pay the provider for any hours that exceed the approved schedule. The co-payment shall be paid directly by the parent to the provider and shall not be accounted for by the Family Child Care Home Education Network.

No Additional Payments or Costs/Exceptions

Except as provided below, neither a FCCHEN nor a provider of services shall require or solicit, in cash or in kind, additional payments from the recipients of service. The prohibition includes activities or services that would increase the family’s cost of participation including meals and recreation.

1. The contractor may require parents to provide diapers.
2. The contractor providing field trips may charge parents a fee. A contractor that charges parents an additional fee for field trips shall inform parents, prior to enrolling the child, that a fee may be charged and that no reimbursement will be available.

A contractor may charge parents for field trips or require parents to provide diapers only under the following circumstances:

a. The contractor has a written policy adopted by the governing board that includes parents in the decision making process regarding:
   1. whether or not, and how much, to charge for field trip expenses
   2. whether or not to require parents to provide diapers
   • The maximum total, charges per child in a contract year, does not exceed twenty-five dollars ($25).
   • No Child is denied participation in a field trip due to the parent’s inability or refusal to pay the charge. No adverse action shall be taken against any parent for the inability or refusal.

Receipt for Payment of Fees

The Family Child Care Home Education Network shall provide an original copy of a pre-numbered receipt to each person who pays a fee. The receipt shall show the amount paid, the date of payment, the rate of payment and the period of service purchased. The contractor shall retain a copy of the receipt in its fee assessment records.

Advance Payment of Fees; Delinquent Fees; Notice of Delinquency

Upon a child’s enrollment in the FCCHE Network, the Eligibility Specialist shall explain to the parent(s), the Network’s policy regarding fee collection, as well as, the possible consequences for delinquency payment of fees.

1. Fees shall be paid in advance of providing services
2. The rate for child care is based on income and family size. Payments are due on the 1st of each month. Money Order must be written to LAMC FCCHE Network.

The fees will not change without a 30 calendar day written notice. (For example if income has decreased or increased, change of fee will take effect 30 days from the reported change). A two week notice is required to terminate this agreement. If payment has been made beyond the two weeks the differences may be refunded to the parents by check within 30 days of withdrawal.
3. These fees shall be paid in person or by mail at the FCCHE Network office during the week services are provided.
4. Fees shall be considered delinquent after **seven (7)*** calendar days from the date the fees were due.
5. A Notice of Action, Recipient of Services shall be used to inform the family of the following:
   a. The total amount of unpaid fees;
   b. The fee rate;
   c. The period of delinquency; and
   d. That service shall be terminated two (2) weeks from the date of the Notice of Action unless all delinquent fees are paid before the end of the two-week period.

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### Consequences of Late Payment

1. Fees shall be considered delinquent after **seven (7)*** calendar days from the due date (1st of the month).
2. If delinquency occurs three (3) times within the fiscal year you may be terminated from receiving child care and development services.
3. A Notice of Action, Recipient of Services shall be used to inform the family of the following:
   a. The reason for termination
   b. The dates of delinquency (within the fiscal year)
   c. That service shall be terminated two (2) weeks from the date of the Notice.

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### Plan for Payment of Delinquent Fees; Consequences of Nonpayment of Delinquent Fees

Family Child Care Home Education Network shall accept a reasonable plan from the parent(s) for payment of delinquent fees. FCCHEN shall continue to provide services to the child, provided the parent(s) pays current fees when due and complies with the provisions of the repayment plan.

**Upon termination of services for nonpayment of delinquent fees, the family shall be ineligible for child care and development services until all delinquent fees are paid.**
**EXCUSED ABSENCES**

Providers may be paid for unlimited **excused** absences per child per year. An absence may be considered excused for the following reasons:

- Illness or quarantine of the child or parent
- Family emergencies
  - a. Death of a family member
  - b. Medical emergencies
  - c. Court ordered visitations (a copy of the Court Order must be provided by the parent or guardian)
- Other reasons which are in the **BEST INTEREST** of the child (limited to ten (10) days, if not under protective services or not at risk of abuse or neglect).
  - a. Holiday and vacations
  - b. Special family events and activities
  - c. Health related appointments

**UNEXCUSED ABSENCES**

Providers shall not be paid for unexcused absences. An unexcused absence is one which does not qualify as an excused absence as stated above, or which exceeds the ten (10) best interest days a parent may be granted for each child enrolled in the program. If the provider requires payment for any absences beyond the tenth best interest day, the parent or guardian will be responsible for that payment.

**LIMITED TERM SERVICE LEAVE**

Limited term service leaves may be granted under the following conditions:

1. The parent must complete and submit to the eligibility specialist the Limited Term Service Leave Form at least three weeks prior to the start of the limited term service leave period.
2. Acceptable reasons for the leave include medical and family leave, and may include, are not limited to, break in employment, school break, the child’s visit with the non-custodial parent this is not ordered by the court, or family vacation in excess of best interest days.

**Family and Medical Leave**

- For the birth and care of the newborn child of the parent (not to exceed 16 weeks)
- For placement with the parent of a child for adoption or foster care (not to exceed 12 weeks)
- To care for the parent’s child, spouse, or parent who has a health condition (not to exceed 12 weeks)
- A period when the vocational training program is not in spring, fall, or winter sessions (not to exceed 16 weeks)
- Break in employment (not to exceed 12 weeks)
- Family vacation in excess of best interest days (not to exceed 12 weeks)

**If the contractor grants a limited term service leave:**
1. The family shall not be disenrolled from the program;
2. The service agreement with the parent shall indicate that no services will be provided during the limited term service leave; and
3. The contractor shall not report the child as enrolled nor claim reimbursement from the CDE while the child is on a limited term service leave.

3. A limited term service leave from employment or training shall not exceed 16 consecutive weeks in duration if the leave is for:

   1. A medical or family leave; or
   2. A period when the vocational training program is not in spring, fall, or winter sessions

4. A limited term service leave may be granted for any portion of the contract period in which a child is attending an After School Education and Safety Program, pursuant to EC sections 8482 et seq., or a federal 21st Century Community Learning Centers program, as referenced in EC Section 8484.7 et seq.

Parents shall be notified of the Network’s staff decision within five (5) working days of the submission of the limited term service leave.
The Los Angeles Mission College Family Child Care Homes Education Network may terminate the services with parents at any time for:

1. **False documentation/statements.**
2. **One day prior to child’s thirteenth birthday (exception; children with exceptional needs and severely handicapped MAY be served to age twenty-one (21)).**
3. **When the family becomes ineligible or there is no need for child care services (refer to page 3 for criteria)**
4. **Non-compliance with program requirements**
   a. Parent fee delinquency
   b. Non-compliance of student contract/progress
5. **Services may be terminated due to lack of availability of funds (2 weeks notice will be given).**
Attendance Policy

- FCCHEN will submit Attendance Sheets (for each child) to the Provider on a Monthly basis to track attendance.
- Parents must sign exactly in/out time and only when the child is present.
- Parent must call Provider and give specific reason for absence.
- When the child is absent the Provider shall write reason for absence on the attendance form as listed below:
  1. **A** when it’s an excused absence
  2. “A” when it’s unexcused absence
  3. If the child is on vacation provider will write “VACATION”

- Provider will call LAMC FCCHEN when a child is absent and give specific reason for absence (example: fever, flu, stomach ache, diarrhea etc).
- The FCCHEN will document absence in an Absence Yearly Report Binder.

As indicated above, false documentation is grounds for termination. To all participants within the Family Child Care Homes Education Network program, we cannot stress the importance of having accurate and updated information in child’s file.

Attendance sheets must follow these guidelines:

- Parents must sign in/out daily and only when the child is present
- **Parent must call your provider if the child will be absent that day.**
- Do not sign when your child is absent.
- The *exact* in/out time must be charted on the attendance sheet.
- A full signature must be signed using your full name.
- Signing with initials (Print full name) is allowed by the provider when a child is picked/dropped off from school.
- Do not fill in times and signatures in advance but only on a daily basis.

**Consequences of violating these guidelines will be grounds for termination.**

Any incomplete attendance sheets not signed accordingly may delay payment to your provider or you will be personally responsible to pay the provider for those days.
ADMINISTRATION
The Family Homes Education Network’s goal is to contract with family day care providers that have the foundation of quality childcare as evident by their Environmental Rating Scale Assessment.

- To contract with providers who consistently maintain a score of “5” in the Family Child Care Environment Rating Scale Assessment Tool.
- To collaborate closely with those providers and ensure the provider is offering an environment that is conducive to opportunities for growth as measured by the Desired Results Profile tool.
- The FCCHEN ensures there is continuity and connections between the various components of the program, such as health, safety, nutrition, parent education, bilingual/bicultural development, mental health, staff development, developmentally and culturally appropriate activity planning and assessment.

OBJECTIVES:
The Network's objective is to partner with the Provider in collaboration as to provide children a quality Program based on best practices and grounded in appropriate developmental theory.

- Family Child care Providers will meet monthly at LA Mission College or Provider’s homes to discuss a variety of child care issues including but not limited to the safety, nutrition, developmentally and cultural topics, assessments, advocacy, efficient business practices, management programs and provide information on conferences, workshops and seminars.
- The FCCHEN specialist will make regular visits to the Family Child Care Providers homes to assess the needs of the programs and to provide community resources to enhance high quality care.

PROGRAM ACTIVITIES
I. GOALS:
- Establish positive relationships and open communication with parents in order to increase knowledge of care-giving and parenting practices.
- To provide a variety of flexible child centered family day care homes, which offer a balanced program of stimulating and soothing activities and a safe, nurturing, anti-bias environment.
- To educate Family Child Care providers regarding methods of planning developmentally and culturally appropriate activities and environments.
- To offer bilingual/bicultural services to parents and providers.
- To ensure children’s special developmental needs are assessed on a regular basis in order to develop individual programs that are appropriate to each child’s particular needs.

II. OBJECTIVES:
- Family Child Care Providers will give parents a Family Handbook during initial enrollment, which will outline provider expectations, rules and policies.
- FCCHEN will inform parents of college-based and community events.
- Family Child Care Providers will equip their homes with well-maintained, age appropriate and safe furniture and equipment. All furniture and equipment must be maintained clean and sanitized.
The Child Development faculty will offer unit bearing training courses for Family Child Care Providers, which will address all areas of educational development.

The FCCHEN will provide workshops/trainings in the areas of educational development.

FAMILY AND COMMUNITY INVOLVEMENT

I. GOALS:

- To keep Family Child Care Providers and the families they serve informed about health fairs, parent conferences, and adult school centers for parents and community child education programs.
- To employ staff who will ensure that necessary referrals are made to meet the special needs of the children and families enrolled in the program.
- To maintain an effective, collaborative relationship with the local Child Care Resource Center in order to provide high quality services and training opportunities.
- To establish a parent advisory committee, which takes an active role in the decision making process and in the evaluation of the Network.

II. OBJECTIVES:

- Monthly newsletters will be printed and distributed to all parents and providers. The Network will provide informative updates about the family child care homes their progress toward Accreditation, upcoming community events, relevant college and adult school courses, and it will feature social service agencies that have provided outstanding services to the community.
1. **Parent Orientation:** There are two types of parent orientation offered to parents new to the program.
   - Offered by the provider in her/his home
   - Offered by the Family Child Care Home Education Network staff, which takes place at the college.

   The family child care providers should have a parent handbook, which elaborates on different aspects of the program offered in their homes. This handbook shall include the program philosophy and goals, nutrition, supervision and safety policies, parent/provider expectation, language policies and more. It should be provided to parents during the initial orientation meeting at the start of the child’s period of care. During this orientation, parents will share information regarding the needs of the child. The Administrative staff of the Network also provides an orientation of the program, in which parents will be informed of the services being offered to all enrolled families.

2. **Individual Parent Conference** FCCHEN specialist with the provider will schedule two to three times per year a parent conference. These focus on the following:
   - Child’s developmental progress and milestone,
   - Any special needs of the child,
   - Family situations that may be affecting the child, ways that parents can enhance the child’s development and any issues of interest to the parent.
   - Brief discussions between a parent and a provider should take place on a daily basis. Discussions with parents regarding their own childrearing practices, cultural values, ethnic identity, customs and important celebrations will be incorporated into the parent conference. If parent requests a conference, providers should provide one in a timely manner.
   - The FCCHEN specialist will provide a written report that has been completed with the information given by the provider to the parent on the conference topic, parent will sign, and a copy will be forwarded to FCCHEN.

3. **Parent Meeting (on a regular basis):** The providers should schedule:
   - Parent meetings in their homes every other month or when possible.
     - They will make presentations of the highlights of their program, and show slides and/or photographs of the program in action, when possible.
     - Providers should update parents on the status of their high quality review process and training program outcomes. Parents are encouraged to take an active role in these training and self-evaluation programs. During those months that the provider is not having a parent meeting, The Family Child Care Home Education Network staff will periodically distribute a parent survey to assess their interest and needs. Based on the expressed needs of the parents, speakers are invited to discuss a variety of topics and issues and to answer any questions parents may have. Physical and mental health, safety and nutrition are included.
CONTINUED

4. **Provider & Parent Ongoing Communication**: The family childcare providers should keep parents informed of the quality of their child’s day:
   - There will be direct communication with parents on a daily basis from the providers.
   - The provider's observations and concerns will be communicated regularly.
   - They will strive to extend positive messages to the parents about their children.
   - When there are concerns, they will be communicated tactfully.
   - Parents will be encouraged to respond to and ask questions in reference to these reports.
   - Through social events and field trips, parent will have additional opportunities to engage in dialogue with others parents and providers.

5. **Open Door Policy**
   - Parents have a right to enter and inspect the provider’s home without advance notice during the normal operating hours of the facility (see Notification of Parent’s Rights).
   - Encourage parents to participate in the daily activities whenever possible.

6. **Parent Advisory Committee and its role:**
   - The Parent Advisory Committee consists of at least one parent representative from each family childcare home in the Network.
   - Its primary goal is to make recommendations to the Network regarding program quality enhancement.
   - The committee will be established at the beginning of each college academic year.
   - The members meet every other month to discuss program quality issues and make recommendations to the Family Specialist and Director on a regular basis.
   - These committee members are actively involved in the formal evaluation process of the Network.
   - They compile information from the parents of their corresponding family childcare home regarding program satisfaction and quality of support services offered by the Network. This information will be the basis of immediate and future changes and improvements to be made to the Network.

7. **Parent Need Assessment**
   - The FCCHEN shall utilize a FAMILY NEEDS ASSESSMENT FORM to provide community resources/referrals to the parent.
Community awareness and involvement will be enhanced in many ways through active efforts on the part of the program staff, committee members, and parent and provider participants.

Every effort is made to create linkages with the agencies and resources in the community in an effort to provide additional support and services for the parents and providers in the program. Outreach is extended to all available resources including, but not limited to: The Child Care Resources Center of the San Fernando and Santa Clarita Valleys, San Fernando Valley Child Guidance Center, The Valley Family Center, El Nido Services, Olive View Medical Center, Northeast Valley Health Corporation, El Proyecto del Barrio, Mend and several resources throughout the community and surrounding areas.

Parents and providers are encouraged to participate in local conferences that are designed to provide professional training in the Child Care and Developmental field.

Monthly newsletter are printed and distributed all parents and providers in the Network which include information and updates regarding upcoming conferences, speakers, and workshops in the community, as well as, social services agencies that provided outstanding services to the community.

Providers are encouraged to continue their education in an effort to become part of the Early Childhood Mentor Program, which has been designed to provide connections between experienced and inexperienced providers. This results in enhanced quality of programs, professional development, and community networking, all of which will benefit the parents and providers of the program.

Opportunities for participation in the Network are extended to those students in Child Development at the College who indicated interest in providing for the care and education of young children in the family childcare home environment. The current classes that are being offered with this focus provide appropriate arenas for increasing awareness and involvement opportunities.
I. COMPLETION OF DESIRED RESULTS DEVELOPMENTAL PROFILE

The Provider is an integral part of assisting in the completion of the age-appropriate Desired Results Developmental Profile (DRDP-R) under the guidance of the FCCHEN specialist for each child who is enrolled in the program for at least 10 hours per week. However, if a child has an IEP or IFSP the DRDP-Access must be completed even if the child attends the program for less than ten hours per week.

II. REQUIREMENTS

All Family Child Care Home Networks are required to use the DRDP-R to assess children. The FCCHEN specialist is responsible for completing the DRDP-R with the input and ample collected anecdotal observations made by the provider.

III. PLANNING AND IMPLEMENTATION

The contractor/provider shall use the developmental profiles to plan and conduct age developmentally appropriate activities (utilizing a lesson plan) under the guidance of the FCCHEN staff.

IV. TIMEFRAMES ON DRDP-R

DRDP-R must be completed within 60 calendar days of the child’s first day of enrollment in the program. Thereafter, the DRDP-R must be completed within the next six months, so that children are assessed twice a year. The assessment (rating the child’s development on the DRDP-R Measures) is usually completed over a two-week period. However, teachers and caregivers are expected to record observations on an ongoing basis.

V. AREAS TO BE ASSESSED

- DR1: Children are personally and socially competent
- DR2: Children are effective learners
- DR3: Children show physical and motor competence
- DR4: Children are safe and healthy
- DR5: Families support their child’s learning and development
- DR6: Families achieve their goals

VI. DRDP-R VERSIONS TO BE USED FOR THE FOLLOWING AGE GROUPS:

- Infant Toddler (I/T) – Birth to 36 months;
- Preschool (PS) – 3 years to Kindergarten;
- School Age (SA) – Kindergarten through 12 years;
- Children with IEP (Access) – Birth to 5 years;

VII. COMMUNICATION WITH FAMILIES ABOUT CHILDREN PROGRESS

To achieve the Desired Results for children, it is vital that programs work in partnership with families in fostering children’s development. This requires ongoing meaningful two-way communication. The DRDP includes a Child Development Progress Form as a tool for providers/staff to share information with families in an effective and understandable way.
LARGE FAMILY CHILD CARE HOME:

The home may provide care for more than twelve (12) children and up to and including fourteen (14) children, if all the following conditions are met:

(A) At least two (2) of the children are at least six (6) years of age.
(B) No more than three (3) infants are cared for during any time when more than twelve (12) children are being cared for.
(C) The licensee notifies a parent that the facility is caring for two (2) additional school-age children and that there may be up to 13 to 14 children in the home at one time.
(D) The licensee obtains the written consent of the property owner when the family day care home is operated on property that is leased or rented.

SMALL FAMILY CHILD CARE HOME:

A small family day care home may provide care for more than six (6) and up to eight (8) children, without an additional adult attendant, if all of the following conditions are met:

(A) At least two (2) of the children are at least six (6) years of age
(B) No more than two (2) infants are cared for during any time when more than six children are cared for.
(C) The licensee notifies each parent that the facility is caring for two (2) additional school-age children and that there may be up to seven (7) or eight (8) children in the home at one time.
(D) The licensee obtains the written consent of the property owner when the family day care home is operated on property that is leased or rented.
# Family Child Care Homes Ratios

<table>
<thead>
<tr>
<th>License Capacity Age Group</th>
<th>Age Group</th>
<th>Number of Children Allowed at Any One Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 Children</td>
<td>Under Age 2</td>
<td>IF YOU HAVE 0 1 2 3 4</td>
</tr>
<tr>
<td></td>
<td>Two Years and Older</td>
<td>YOU MAY HAVE 6 5 4 3 0</td>
</tr>
<tr>
<td>8 Children</td>
<td>Under Age 2</td>
<td>IF YOU HAVE 0 1 2</td>
</tr>
<tr>
<td></td>
<td>Two Years and Older</td>
<td>YOU MAY HAVE 8 7 6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Never More</td>
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<tr>
<td></td>
<td></td>
<td>Two Must Be Age 6 or Older</td>
</tr>
<tr>
<td>12 Children</td>
<td>Under Age 2</td>
<td>IF YOU HAVE 0 1 2 3 4</td>
</tr>
<tr>
<td></td>
<td>Two Years and Older</td>
<td>YOU MAY HAVE 12 11 10 9 8</td>
</tr>
<tr>
<td>14 Children</td>
<td>Under Age 2</td>
<td>IF YOU HAVE 0 1 2 3</td>
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<tr>
<td></td>
<td>Two Years and Older</td>
<td>YOU MAY HAVE 14 13 12 11</td>
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<td>Two Must Be Age 6 or Older</td>
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</tbody>
</table>
All programs will provide nutrition that is developmentally and culturally appropriate for the age group served. Attach will have a sample menu for one month to each child’s file.

All of the family childcare providers in the Network shall be enrolled in the California Department of Education Child Care Food Program. They feed infants using the Meal Pattern for Infants chart as a guide. This chart indicates meal requirements for ages 0 to four months, four to eight months to one year. For toddlers, the Meal Pattern for Older Children chart will be utilized. The requirements for ages one to three years will be met as outlined on the chart, thus, toddlers will be served a minimum of ¼ cup of a vegetable, fruit or full-strength juice for breakfast, lunch or dinner. Recommended servings sizes will also be followed for milk, grains or breads, as well as meat and meat alternates.

Child Care Food Programs are to be recommended to be used. For infants, toddlers and school age, new foods are introduced one at a time. At least one week should lapse between the introductions of new foods in order to take accurate note of possible food allergies. Parents and providers will coordinate the introduction of new foods.

Nutritious foods traditionally served by the families of the children enrolled in the food program will be included in the weekly menus. Providers will either discuss meal pattern and types of foods eaten at the child’s home with each parent, or parents will provide this information on a questionnaire. Providers will be aware of foods to avoid before the age of one year, such as citrus fruits, most raw fruits and vegetables, as well as egg whites and honey.

Daily menus will be posted in visible area for parents to see. There will be new foods introduced and served with familiar foods each month on different days and in varying sequences.
The Los Angeles Mission College Family Child Care Home Education Network providers will refrain from religious instruction and worship during the hours of operation when children who are subsidized through this agency are present.