Los Angeles Mission College
Campus Child Development Center

PARENT HANDBOOK
“Helping build the foundation for a better future”

13356 Eldridge Ave.
Sylmar, CA 91342
(818) 364-7865
Dear Parents:

I would like to take this time to welcome you to Los Angeles Mission College, Campus Child Development Center. We are one of nine community colleges, serving Los Angeles County. Our goal is to provide a safe and nurturing environment for your children so that you may focus on your own academic career. The staff at the Center is excited to provide your child a quality program.

This parent handbook is an outline of the policies and procedures of our program. In it you will find important information about our philosophy and goals. It also contains the policies regarding the program, so that you can refer back to throughout the year. Please take time to read the handbook and feel free to ask questions.

We look forward to working with you in providing your child a positive experience at our school. Our priority is your child’s development and providing you an opportunity to further your education.

Sincerely,

Janice Silver, Acting Director
Campus Child Development Center
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**Curriculum**
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- What is my child eating?
- How should I dress my child?

**Lost Items**
- Does my child rest at school?
- Can my child bring toys to school or wear jewelry?
- What if my child takes something from school that doesn’t belong to them?
- Where do I park?
- Can I smoke at school?

**Methods of Communication**
- Children’s Cubbies
- Parent Bulletin Board
- Outdoor Bulletin Board
- Postings Through-Out the Center
- Teacher’s Mailboxes
- Communicating with Director/Teacher

**Field trips**

**Description of children’s daily activities**
- Classroom Activities
- Outdoor Activities
- Infant program
- Toddler program and two-year old program
- Preschool program
Los Angeles Mission College will ensure that students master academic and workplace knowledge and skills by providing comprehensive lower-division general education, AA and AS degree programs, occupational education, occupational certificates, transfer education, developmental education, counseling and guidance, and community services which will meet the needs of people in the San Fernando Valley while protecting academic freedom and maintaining academic standards.

CAMPUS CHILD DEVELOPMENT CENTER
MISSION STATEMENT

The overall goal of the Campus Child Development Center is to provide Los Angeles Mission College students a safe, nurturing learning environment for their children. Where their children can flourish while enabling our students increase their capacity towards academic accomplishments. The Campus Child Development Center provides a developmentally appropriate, culturally diverse program that addresses all phases of a child's development – social, emotional, cognitive, and physical. Families are involved in all phases of their child's educational progress through planning, implementation, and evaluation. Opportunities to build knowledge are available to all children through concrete hands – on experiences. A strong emphasis is placed on the child's learning ability to think critically, work cooperatively, and problem solve.

PROGRAM PHILOSOPHY

The Los Angeles Mission College, Campus Child Development Center begins with the belief that children actively participate in their own learning and that each child is special and unique. The Center believes that each child has his/her individual needs, feelings, backgrounds, and each must be responded and respected.

The Center believes that the education of the whole child is important and the teacher's responsibility is to provide opportunities for the child to flourish socially, physically, emotionally, and cognitively.

The Center provides a positive, safe, and reassuring environment for the child to have authentic and concrete experiences which enhance a child's self-esteem, 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.

The center follows an emergent eclectic curriculum that fosters growth and development in young children and practices a non-sexist and multicultural approach.

COMMUNITY CARE LICENSING

The Los Angeles Mission College Child Development Centers are licensed by the State of California, Department of Social Services, and Community Care Licensing Division. The Center's operations exceed the state standards for childcare. These standards relate to staff qualifications, health issues, facility design, and teacher to child ratios, records, and nutrition. The Department of Social Services (DSS) has the right to perform the duties authorized in Section 101200(b) and (c) of the General Licensing requirements. This section allows an authorized agent of the DSS to come into the center unannounced for the purposes of annual inspection or investigation of complaints against the facility. The agent has the right to interview staff and children without prior notification. Annual Licensing Reports and Complaint Investigation Reports are a matter of public record and copies are available to parents upon request.
ADMISSIONS AGREEMENT

Who is eligible for the Child Care Center Program?
Child must be between the ages of 6 weeks to twelve years old. We are a State-funded program and a Campus Lab School. Therefore, first priority is given to the students of the college. We also accept students that are receiving government aide and assistance. Students will either qualify by income or may need to pay a fee. Community applicants will be considered until all students have been accommodated. All families are considered for services every new academic school year. The academic school year begins in the fall semester and ends after the summer semester. We operate on a non-discriminatory basis, according equal treatment and access without regard of race, color, gender, ability, religion, national origin or ancestry.

How do I enroll my child in the full-day Program(s)?
To enroll your child, call the Child Development Center and inquire about availability. If space is available, come in and fill out an eligibility form application. All families are ranked according to income and family size. In accordance to your ranking and reason for child care need, you will be called for an appointment of enrollment. Enrollment priority is as follows:
- Families returning from the previous semester and who have at 2.0 GPA from the previous semester and who are full time students (12 units or more).
- Families returning from the previous semester who have a 2.0 GPA from the previous semester and who have between 9-12 units.
- Families from the community who qualify under state guidelines.

How do I enroll my child in the Kindergarten Academy of Learning Program?
To enroll your child, call the Child Development Center and inquire about availability. If space is available, come in and fill out an eligibility application.
This program is available to the public and there is a fee for service program. Fees are charged on a sliding scale, typically $3 - $5 per hour depending on income. The following documentation will be required:
- Proof of family gross income (before taxes)
- Employment verification or training verification
- Identification/emergency information
- Birth Certificate
- Current tuberculosis immunization
- Pre-admission health examination

How do I enroll my child in the school age Afterschool Program?
To enroll your child, call the Child Development Center and inquire about availability. If space is available, come in and fill out an eligibility application. All families are ranked according to income and family size. We abide by an open door policy and accept eligibility applications from all families. We enroll in accordance of the ranking system of the state and college guidelines. Enrollment priority is as follows:
- Families returning from the previous semester who have a 2.0 GPA from the previous semester and who have are attending classes at minimum of two days a week.
- Families from the community who qualify under state guidelines.
Every family has a contracted hour of service. The contracted hour of service reflects the needs of the individual families. Families must adhere to the contracted hours of service. Not doing so is grounds for termination of services.

Depending on the semester our normal hours of operation are from 7:30 am to 3:30 pm Mon- Friday. The summer and winter session hours of operation may vary.

Some parents may not qualify for subsidized child care. These particular parents are required to pay a fee on a sliding scale. The fees range from $1.00 per hour to $5.00 per hour. Fees are due before services are rendered. Fees are paid to the Business office. Parents are responsible to give the center a copy of the receipt.

The California Department of Social Services licensing regulations stipulate that all children entering the Child Development Centers must have the following forms completed and signed before attendance:
- Identification and Emergency (LIC 700)
- Physician’s Report – Child Care Centers (LIC 701)
- Parent’s Report of Child’s History
- Consent for Emergency Medical Treatment (LIC 627)
- Parent receipt of Parent Rights (LIC 905)
- Parent receipt of Personal Rights (LIC 613)
- Parent receipt of Child Abuse Prevention Pamphlet
- Enrollment card

Other forms required by the Center may include:
- Birth Certificate for verification of child’s birth date
- Child’s immunization record
- Documentation of negative T.B. results for child within one year of entrance
- LAMC Registrar’s verification of parent student enrollment
- Parent’s current Schedule of Classes
- Child Care Admissions Contract
- Child Care Food Program Eligibility Form
- Documentation of eligibility for State Preschool and/or state subsidize programs

The agency holds the right to re-certify families when necessary; which may not necessarily be on the anniversary date of the Notice of action. Families will be given 19 calendar days to respond to any Notice of Action through the appeal process.

Document required are: proof of family gross income (before taxes)

Employment verification or training verification

Identification/emergency information

Returning students must finish the semester with a 2.0 GPA in order to be considered for the following semester or intersession. If a student fails to complete their semester with a 2.0 GPA they will be placed on probation. After two semesters with less than a 2.0 GPA child care services will be terminated and will not be allowed to apply again until six months after the date of termination.
REQUIRED REPORTING

ANY CHANGE IN FAMILY CIRCUMSTANCES INCLUDING THE FOLLOWING:

DROPPED CLASSES OR CHANGES IN CLASS SCHEDULE AND/OR JOB STATUS
INCOME
FAMILY SIZE
FAMILY STATUS (DIVORCE, MARRIAGE, AND BIRTH OF A CHILD)

THESE CHANGES MUST BE REPORTED TO THE CENTER STAFF WITHIN 5 DAYS OF THE CHANGE. FAILURE TO REPORT A CHANGE IN STATUS IS GROUNDS FOR TERMINATION OF YOUR CHILD CARE SERVICES.

AS A COURTESY, WE ASK THAT YOU UPDATE YOUR ADDRESS AND PHONE NUMBER AS SOON AS POSSIBLE. IT IS IMPERATIVE TO YOUR CHILD’S SAFETY AND CHILD CARE STATUS.

CONFIDENTIALITY

Our staff is required to sign a “Statement of Confidentiality.” Information and discussion about children, families and staff is confidential! However, staff is required to share pertinent information with certificated staff.

~Only officially enrolled children are permitted in Center classrooms.~

DESIGNATED ENTRY AND EXITS FOR THE CDC!

For the safety and security of the Children and Staff of the CDC’s, please DO NOT use any of the Emergency Exit gates to exit the facilities. All Entry to and Exit from the facility must occur through the CDC front lobby.

Arrival/Departure/Grace Periods/Late Entry

Children will not be allowed to leave with anyone who is not on the emergency card and/or under the age of 18 years old. Persons on the emergency card will need to show a picture identification card when picking up a child. Only a parent, whom has a court ordered restriction on file with us, will not be allowed to pick up their child.

Arrival Time/Sign-In Procedures

A timely arrival is important for the child, teacher and parent. When arriving, parent/responsible adult is required to sign child in on the sign-in/out-sheet that is located in the front office. They will look for the child’s classroom folder, find the child’s name and sign in with their full name as well as mark the time of their arrival. The parent or designated person who is dropping off child is required to walk the child to his/her classroom and make eye contact with a staff member. The parent/responsible adult is to assist his/her child in placing personal items into his/her cubby, and the exchange of good-byes between parent and child and then leave. The staff will assist you if help is needed.

It is important for all parents to sign in; failure to do so will be cause for termination of services. Children may arrive 10-minutes prior (a grace period) to their scheduled time or 10-minutes (a grace period) after their scheduled time. Excluded from the 10 minute grace period are parents who are scheduled until 3:30. There is no grace period after 3:30pm.

Departure Time

At the time of departure, parent is required to sign child out on the sign-in/out-sheet that is located in the front office. They will look for the child’s classroom folder, find child’s name and sign their full signature and mark the time of departure. It is important and a must to make contact with a staff member at departure time. It is important for all parents to sign out; failure to do so could be the basis for termination of services.
Late Arrival and Departures
The parent must call and let their teacher know they are going to be late. When a parent arrives late with their child they are required to sign a late drop off or pick up form. A parent conference will take place with the director after three late forms are signed. If parent continues to arrive late to the program, it will be grounds for termination in service.

Late Fee Charges for Late Pick-up After the Center is Closed
The first two times a child is picked-up late, a verbal warning is issued and noted. After the second warning, the parent meets with the director. On the third late pick-up, a parent will be charged a late fee of $1.00 a minute.

Child Not Picked Up/ Sheriffs Involvement
The Center staff will phone the listed authorized persons on the emergency form. The Center has an agreement with the campus Sheriffs regarding children that are not picked up on time. If efforts are unsuccessful to contact an authorized person from the emergency card, the Center will contact the campus Sheriff’s office 30 minutes after the scheduled time for the day program. If the Center releases the child to the Sheriff’s office, the Sheriff’s may keep your child for you or determine of other agencies need to be notified.

Emergency Card Information
An emergency card is provided for each child. It is the parent’s responsibility to maintain the emergency card updated. Information on the emergency card will be used when an emergency occurs and when a child is picked up by someone new to the Center. All persons on the emergency card are required to be over the age of 18 and have a valid identification or driver’s license. Only the parent who holds the contract with the Center may update and alter their emergency card. Parents are not to be omitted from the emergency card if a court order has not been presented.

Every morning the teaching staff will do a visual health on every child. They will be looking for signs of illness. A child who is ill will not be allowed to stay at school.

My child is going to be absent, what do I do?
Absence Procedures
It is important to call the Center when your child is going to be absent. After three consecutive absences, it is required to bring a note from your doctor. If child is going to be out of school longer than three days for any other reason, you must speak to the director to make arrangements. Excessive absences may jeopardize your child’s enrollment. You may contact the teacher by calling the classroom at (818) 364-7865. Please note that children who are attending morning classes need to be present no later than 8:40 am. If you are going to be late it is necessary to call the classroom and let the teacher know. Excessive tardiness may jeopardize your child’s enrollment.
EXCUSED ABSENCES

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 as risk of abuse or neglect).
  - a. Holiday and vacations
  - b. Special family events and activities
  - c. Health related appointments

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. Unexcused absences may be grounds for termination of child care service.

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:
   - a. Parent/Child School vacation, one (1) week to twelve (12) weeks
   - b. Maternity Leave, one (1) to sixteen (16) weeks. Doctor documentation must be provided.
   - c. Medically related (parent, child or member of the immediate family) one (1) to sixteen (16) weeks. Doctor documentation must be provided.
   - d. Other special circumstances will also be considered.

Termination of Enrollment

The following circumstances may be grounds for termination of a child’s enrollment but not limited to:

- The child is not benefiting from the preschool experience due to physical, social and/or emotional readiness.
- The child is not benefiting from the program due to poor attendance.
- Parent has not completed mandatory forms within the stated time.
- The parent cannot be located in the class or place listed on the emergency cards due to inaccurate or obsolete information.
- Fees are not paid on time.
- If the child is excessively picked up late.
- Consistent tardiness
- Non-compliance with the Center’s policies stated in the parent handbook.
- Fraudulent information submitted on the enrollment application and/or enrollment forms.
- Violation of LACCD Board Rules.

Parents shall be notified of the director’s decision within five (5) working days of the submission of the limited term service leave.
**Visits**
You may wish to visit your child during the day. To visit and then leave is not recommended for the children under three years of age for they do not understand. If you come to visit your two-year-old he/she must leave with you. You are welcome to visit an older child; however, if a parent’s coming and going causes overwhelming distress for the child, visits will need to be reassessed. To check on your child you may call at any time or use the observation room.

**Health and Safety**

**My child is sick, now what?**
Children/child must be free of vomiting, diarrhea or fever (100 ° or above) for at least 24 hours before returning to the Center. **Fever cannot be controlled by medication.**

The following are health conditions that will exclude a child from attending classes:

* Inability to eat  
* Inability to participate in regular daily routine  
* Excessive wheezing  
* Nits/lice (dead or alive)

* Undiagnosed rash/thrush  
* Persistent cough  
* Red eyes  
* Mouth sores with drooling

* Dark or Green Mucous/Consistent Runny Nose  
* Chicken Pox  
* Ring Worm  
* Drainage from Ears or eyes

The following illnesses must accompany a doctor’s release:

* Stitches  
* Rashes  
* Pink Eye – Conjunctivitis  
* Broken limbs

**Immunizations and Child’s physical**
It is important to keep up to date with your child’s immunizations. At the beginning of enrollment, we will collect a copy of your child’s immunization record. We are required to maintain an updated copy of your child's immunization record throughout their enrollment with us. It is the parent’s responsibility to provide us with updated immunization documents. Your child’s physical must be submitted within 30 days of child’s enrollment. Failure to provide us with the child’s immunization record or physical will be terminated from the program.

**Medications**
Medication may be administered by staff if the medicine is a prescription from the doctor. Clear instructions of how to administer the medication must be placed on the container. Parent is required to fill out a release form with clear instructions. Staff is not allowed to administer medication that controls a fever. A child must stay at home if a fever is controlled through medication. **Prescriptions from another country are strictly prohibited.**

**Allergies**
Any food allergies must be made known to staff at time of enrollment. Before any accommodations are made for food allergies, the center must receive a letter from the doctor stating that the child has a food allergy. The doctor must include what food/s the child is allergic to.

**Accident Procedure**
**For an injury that requires minor first aid:** Appropriate first aid is given (i.e. ice pack applied to bumps, broken skin cleansed with soap and water, Band-Aid applied, etc.), and the child is comforted. The caregiver stays with the child until the child can return to the classroom routine. The caregiver completes an “Ouch”
IN THE CASE OF AN EMERGENCY, every effort will be made to contact the parent, doctor, or another adult authorized on the Emergency Information Form.
- The parents must sign a form authorizing the staff to secure emergency medical treatment in the event the parent cannot be reached.
- Campus Child Development Center staff is NOT AUTHORIZED to transport children to the hospital.
- The staff will contact Emergency 911 for immediate assistance. If necessary, children may be transported by an ambulance.

Emergency Procedures

The Campus Child Development Center is concerned about being prepared in the event that we should experience an emergency while the children are at school. Therefore, the following are the procedures in case of an emergency.

What’s happens if an earthquake occurs?

1. Staff will shout “Duck and Cover” children will duck and cover as practiced in the classroom.
2. Children will crawl under tables or any sturdy cover with their backs towards the windows.
3. If children are in the playground; we will have them move to the center of the play yard and drop, crouching on ground center covering their heads with arms. This is also practiced throughout the year.
4. Staff should gather as close together to children under tables if possible and help keep children calm. If there is no room under furniture after children have been positioned, adults and staff can stand in an interior doorway.

After Shaking Stops:

1. Teacher/ Designee will be responsible to get the sign-in/out book and take attendance of children and staff.
2. All children and staff will gather in an orderly fashion in the center of the play area, until campus police or designated authorized personnel decides it is safe to return to the classroom.
3. Teacher/Designee will check classroom for children and staff (while other person is taking attendance). She/he will gather up earthquake first aid supplies.
4. Staff is required to know where to shut off gas and electrical circuits in the event of an earthquake of high magnitude.
5. Staff is to place nametags on all children and staff.

Emergency Duties After an Earthquake Occurs:

1. Director of the Center is in command at The Child Development Center immediately following the quake. In the event she is not on premises, a teacher is in command. The faculty is responsible in the event the director is not available.
2. Staff is required to stay with children up to 72 hours after the initial quake. Only authorized persons can pick-up each child. If the person is not listed on the emergency card, a child CANNOT be released, even in an emergency.

3. After 72 hours or when a designed emergency center has been established, staff and children will be directed to that designated location.

EMERGENCY DRILLS

~Fire and earthquake drills are held each month. Evacuation drills are held twice a year.~

DISCIPLINE

The philosophy of the Campus Child Development Center is to guide and teach respectful, positive, and responsible behavior for all children. With these elements in place, the Campus Child Development Center will be able to provide a high quality, educationally driven childcare program. Hurtful or shaming behavior by staff, parents, or children is strictly prohibited. Discipline for all children will be consistent, and age appropriate.

Parent conferences are scheduled for repeated problems with a child’s behavior. Teacher will work as a team with the parent to try and accommodate the child’s needs. All options will be considered. Failure to adhere to the recommendations by the teacher and/or the director can result in suspension of the child and/or termination of your childcare services.

Suspension from the program may occur if a child: is harmful to self or others; consistently disrupts the operation of the program; demonstrates an inability to benefit from planned activities and instruction; or cannot be reasonably controlled by staff in their usual performance of duties.

The Los Angeles Mission College, Campus Child Development Center follows the California State Guidelines as listed in Title 22 Division (12:101223) Personal Rights which include: Being free from corporal or unusual punishment of infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse or other actions of a punitive nature including but not limited to: interference with daily living functions including eating, sleeping or toileting; or withholding of shelter, clothing, medication or aids to physical functioning. If we observe any of the above violations conducted by staff or parents it will be addressed right away. As Early Childhood Educators, we are mandated by law to report any observed or suspected abuse to a child.

Adult Behavior

Responsible and respectful behavior is expected from all adults. All adults serve as models for young children and inappropriate or unacceptable adult behavior may result in the loss of childcare services.

Standards of Student Conduct and Disciplinary Action

The Standards of Student Conduct and Disciplinary Action for violation of rules were established by the Board of Trustees of the Los Angeles Community College District on September 2, 1969.

*Please refer to the appendix for further information of Student Conduct and Disciplinary action.
Celebrating Birthdays /Holidays
We enjoy celebrating your child’s birthday. A special snack for a child’s birthday occurring during the month will be celebrated on a designated day of the month. See your child’s teacher for the date of when the birthdays for the month will be celebrated. We prefer no party trimmings from home, since all families are unable to provide the same degree of party atmosphere. We suggest a small treat or fruit rather than a large cake.

Holidays are often celebrated at school with the children. Holidays are enjoyable to the children and they are part of the varied cultures and traditions that surround us. Our emphasis is on the traditional festivities and objects representing the celebration of the holiday. No religious aspects of the holiday will be celebrated at school.

There are holidays which may be unique to your ethnic background and/or culture that our staff may not be aware of, or not have adequate knowledge and understanding of. We invite and encourage you to share these with us, so that we can make them a part of all the children’s experience and knowledge. Sharing of special foods, objects, stories, etc. can be exciting to all the children and builds the foundation of understanding and acceptance of differences that are essential for a peaceful world.

Parent Involvement and Participation

We are interested in developing a close working relationship with each family. Parents are very important to their child’s learning and to the Center’s program. At the beginning of the year, parents are required to attend orientation. At orientation staff will go over the classroom policies. The teacher will explain her philosophy and what she expects for the coming year. Staff will also highlight some important information from the parent handbook.

Open Door Policy: It is important to create a relationship with your child’s teacher and staff at the Center. Get to know the people who influence your child every day. Parents have a right to enter and inspect the facility without advance notice during the normal operating hours. Parents are always welcome to provide ideas for our lesson plans or actively participate in a lesson. A newsletter will go out periodically. Parents are also welcome to suggest something they would like to see in our newsletter.

All families are highly encouraged to participate in the classroom. Family contributions are vital to the quality and effectiveness of the Center. By participating, you can see for yourselves how teachers interact with children to promote learning and growth. You can gain firsthand knowledge of the curriculum and how it is being implemented. When parents participate in the program, children benefit in many ways. An extra adult in the room means more individual attention for children. In addition, parents who bring a special interest or skill enrich the curriculum. Finally, children who see their parents in the classroom, feel excited and proud.

There are many ways to participate in parent involvement activities. One of the most important ways is keeping informed about your child’s progress. We do expect parents to sign up for conference appointments once each semester. At this time parents may review their child’s developmental records and progress for that semester. This is a time when parent and the teacher may set specific goals for your child’s development.
Another way of participating is through parent meetings. We will have parent meetings once every other month beginning in September. It is not required but highly recommended to attend these meetings. This is where you will get information about what is going on at the Center.

What is required is to have a mandatory parent advisory committee (PAC). The PAC is a requirement of our funding. Parents must elect and serve on the parent council as president, vice president, secretary and treasurer. Elections will take place in September during our regular scheduled parent meeting.

Lastly, every other month we will have parent workshops beginning in October. These workshops will contain information about different topics parents ask for during our parent meetings. Parents will take with them a wealth of information.

A newsletter will go out periodically. Parents are welcome to suggest something they would like to see in our newsletter.

Although it is not a requirement of enrollment to participate in parent involvement activities, it is important to your child’s education. The parent is the first teacher and primary influence in a child’s growth and development. We cannot do our job effectively without your input and participation.

All parent volunteers are required to submit to the main office proof of their tuberculosis test before volunteering in the classroom. Teachers will communicate with the parent what their primarily focus for volunteering and boundaries areas well as job duties will be established by both the teacher and the parent.
Center Staff

The Los Angeles Mission College, Campus Child Development Center is not only a state-funded program but we are also a lab school. The purpose of a lab school is to provide a place where students of the college can see the implementation of theory in an actual classroom. Therefore, you may see many people at the Center at any given time. Students of the college are able to utilize the lab school for observations, work experience, participate in practicum courses and hands on training. We are an integral part of the Child Development Department. The campus child development staff works along with the Child Development professors in providing students the fundamentals in child development.

**Program Director**
The center director is an experienced faculty member and an expert in the field of child development. Director holds a Masters or Bachelors degree as well as a certificate in child development. The director is responsible to oversee all functions of the Center by facilitating as well as organizing the core mission of the college.

**Teachers**
Teachers are highly trained and experienced faculty. They hold a Masters, Bachelors and Associate of Arts degrees and certificates in child development. They instruct all support staff as well as work directly with the children.

**Assistant teachers**
Assistant teachers are staff members of the Center as well as students of the college. They are hired by the Center and work directly with the teacher.

**Student Workers**
Student workers are students of the college that are assigned from another department. They are directed by the teacher and work directly with your child as well.

**Practicum Students**
These are students of the college who are enrolled in a practicum class. They are directed by the teacher and will work directly with the children.

**Volunteers**
Volunteers often come from other departments of the college. They are directed by the teacher and work directly with the children.

**Office Staff**
The office clerks assist parents with enrollment and re-certification.
Classroom and College Policies

Acceptance of differences in race, cultural heritage, styles of learning, physical abilities, family values and other matters are a basic value promoted by the Campus Child Development Center. Differences are acknowledged and recognized as part of the ongoing manner of treating people with respect. Contributions unique to different cultural groups are interwoven into daily activities rather than reserved for special months or celebrations. Similarly, opportunities for full involvement in all activities are available for both boys and girls without regard to gender. Appropriate adaptations will be made so those children with disabilities and special needs can also participate fully. Finally, books, music, pictures and other materials reflect the diversity as well as acknowledge different languages spoken by students and their families.

Curriculum
The Center follows an emergent eclectic curriculum that fosters growth and development in young children and practices a non-sexist and multicultural approach. We embrace diversity and ask that you share with us favorite family recipes, cultural traditions and/or family songs to share with the children.

Is my child taught religion?
The program of Los Angeles Mission College Child Development Center receives funding from the State of California through the State Department of Education, Child Development Division. We are strictly prohibited from engaging in any form of religious instruction, religious activity or worship.

What is my child eating?
All meals and snacks are provided by the CACFP food program. We provide breakfast, lunch, snack. All meals are prepared according to the nutritional guidelines and requirements of the State of California Child Care Food Program. Children receive balanced nutritional meals with foods from the basic food groups each day. A Doctor’s note is required when diet accommodations are made for medical purposes (food allergies or other medical conditions). Menus will be posted in the classroom. Menus are provided to parents upon request. When considering diets for religious beliefs, a parent may bring certain foods to replace a portion of the meal. Under federal guidelines, we cannot allow a child to bring their full lunch from home to replace what is being served at the Center. Food is not to be given to a child by his/her parent to take with them. Children must consume food while seated at a classroom table. If a child leaves prior to breakfast, lunch, or snack and does not finish eating, food will not be wrapped to go. Food from the food program may never be sent home. Only food made as a class activity or a special birthday treat may be taken home. Children must be present at meal serving times to be offered breakfast, lunch, or snack. Example: Children who enter the program after 9:15 am will not be offered breakfast. If a child enters the Center with food, the parent will be asked to sit with their child in the reception area while the child finishes eating. Families are not permitted to bring outside food into the classroom. Exception – special treat for a birthday or family potluck.

How should I dress my child?
Children should be dressed in play clothes. The materials at the center are safe but may stain certain fabrics. Shoes should be enclosed and comfortable. Please no sandals. It is required to have a complete change of clothes (a pair of socks, underwear, shirt, pants, emergency shoes, and light sweater) on hand at all times. Please mark all clothes with child’s name and place in a plastic storage bag. Mark child’s name on the storage bag as well. It is the parent’s responsibility to make sure their child has this extra pair of clothes at school. If child does not have an extra pair, we will use our extras. Parent will then be responsible to return the clothes clean the following day. If no extra clothing is available, the parent will be called and will have to bring the extra clothing.
**Lost Items:** Label all of your child’s belongings. A lost and found box is provided in each classroom to facilitate locating unidentified clothing. The center is not responsible for lost clothing, toys, or other personal items.

**Does my child rest at school?**
Children who remain after lunch will have a rest period from 11:45 am to 2:00 pm. Every Friday parents are required to take turns washing the sheets and blankets.

**Can my child bring toys to school or wear jewelry?**
Children are not allowed to bring toys to school. Please check your child’s backpacks and pockets for toys they may have brought from home. If a toy is brought from home we will ask the child to keep it in their cubby. If the child is not able to handle the toy staying in their cubby, it will be turned over to the director. Feel free to check with your child’s teacher regarding special share days. If the teacher does provide a time to share toys from home, **the following toys will not be allowed in the classroom: guns of any kind, swords, play knives, and TV super-hero action figures/toys of any kind.** Absolutely no jewelry is allowed at the Center. It is inappropriate and could cause a safety hazard for the child. The Center is not responsible to look for, replace, pay for or ask another parent to replace any toys, jewelry or strollers.

**What if my child takes something from school that doesn’t belong to them?**
Sometimes children are so caught up in the moment when they are playing that they may forget to put back a toy or material that belongs to the school. Please return any items that may have been taken by your child. This offers a learning opportunity for you to discuss the importance of returning items that have been taken accidentally. If the discussion is done in a calm, patient, and caring way, your child will learn a very valuable lesson in accountability.

**Where do I park?**
Parking is limited around the campus. Parents have a 10 minute limit to park and drop off their children on the eastside of the center. Please never leave the engine of your car running while you drop off your children. It is a great hazard to public safety.

**Can I smoke at school?**
This may sound like a silly question but we have had parents and visitors smoke right outside our building or within the perimeter of the school. We ask that you or anyone visiting to not smoke in or around the center including the drop off parking space.
Methods of Communication

It is important to keep yourself informed about your child’s school. Sometimes it is difficult to make that connection when we are all so busy working with children, rushing off to class or work. We have many other ways of communicating. Please take time to look over all of the different ways you can communicate with the staff at the center.

Children’s Cubbies
The children’s cubbies are used for communication between teachers, center office and you. At times fliers and notes will be placed in your child’s cubbies. Please make sure you check it on a daily basis.

Parent Bulletin Board
The parent bulletin board will also be used as a form of communication. Fliers will be posted throughout the year about important information, announcements, meetings, and menus. In addition, the board will have the schedule and lesson plans posted. If you have any questions or contributions to the lesson plan, please feel free to speak to your child’s teacher.

Outdoor Bulletin Board
There is also an outdoor bulletin board outside the front door. Posting will also be placed there throughout the year. Please make it a point to glance at it as you walk in.

Postings Through-Out the Center
Fliers are also placed in different parts of the center. Please keep an eye out.

Teacher’s Mailboxes
If you would like to drop off a note for any teacher or office staff, mail boxes are available for each staff. The teacher’s mail mailboxes are located in the reception area.

Communicating with Director/Teacher
The teachers and director are available and open to your comments, concerns, and suggestions. They are here for you and your child, so please do not hesitate to communicate with us frequently. Please go to your child’s teacher when you have questions or concerns. If you need more than a brief moment to speak, we would like you to request an appointment with the teacher. We would gladly schedule the meeting around your work and/or school commitments. Parents may request a conference at any time as long as it is requested to the teacher in advance so that proper staffing arrangements may be made.
Field trips are part of our curriculum when budget allows. Field trips are an opportunity for children to have a unique learning experience. On occasion parents may be asked to contribute toward a field trip. The maximum allowed contribution by a parent is $25.00 per fiscal year. (July to June)

Parent who are interested in attending any of our field trips are required to have a TB clearance on file with us. The TB clearance has to be within the year of the date of the field trip. Parents without a TB clearance may not attend the field trip.

All parents are required to fill out the field trip form before going on a field trip. The form is to be completed three weeks before the field trip is to commence. Parents who will be participating are to sign one for their child and one for themselves.
Description of children’s daily activities

Classroom Activities – Our teachers create an environment based on research of what is appropriate for young children, as well as individual interests and needs of their particular group of children. Teachers build on children’s strengths, focusing on what the children do as opposed to what they cannot do. They extend current levels of ability, challenge them, and assist the children in discovering the solutions for themselves.

Outdoor Activities- Outdoor activity is an integral part of your child’s development from infancy and on. At the center we believe the playground is an outdoor classroom that promotes regular exercise which is recommended by doctors and health experts to boost physical and mental health. Aside from the physical benefits of outdoor activities for children, the cognitive and psychological benefits are far more profound. Since there are so many things they can see and explore outside, it promotes their curiosity and curiosity fosters learning. Being outdoors also promotes self-expression such that your child is free to move around and make noise, unlike staying indoors wherein they are often restricted. A study has also shown that the more a child is exposed to nature, the more they are able to develop intentional functioning. If your child can play with their peers, then they will also develop key skills such as sharing, cooperating, and problem solving. There is no evidence that children will catch a cold or the flu because of exposure to cold weather. On the other hand, research shows that the most common causes of the cold and flu during cold weather is because children are maintained inside. Viruses thrive in warm atmospheres and spread a lot more quickly. Therefore, children will only remain indoors when the temperature dips below 55 degrees or above 99 degrees. Appropriate attire will always be a consideration when taking children outdoors. During bad weather teachers will make provisions for children that will promote physical activity using our observation rooms.

Infant program

The infant program serves children birth to eighteen months. It is a program founded on the Program for Infant-Toddler Care (PITC) values and beliefs that promote relationship based care. The program promotes primary caregiving, small groups, individualized care, continuity of care, cultural responsiveness, respect and inclusion of children with special needs. The program also promotes a play based curriculum in which infants are able freely explore, engage, interact, develop self-autonomy and confidence in an environment that is rich in sensory, literacy, social-emotional wellness, language, science, music, and more.
Toddler program and two-year old program

The curriculum is flexible and takes into account the emerging needs, moods, and behaviors of the children. It emphasizes cognitive, language, social emotional, fine motor, gross motor, and self-help skills. The children learn through participation in planned developmentally appropriate activities. There is a schedule of meals, nap, and inside and outside activities, so that the toddlers have the security of consistency; within those routines they can explore freely and learn how to get along with each other with the gentle guidance of the caregivers around them. An appropriate environment for toddlers includes several small clearly defined interest areas where toddlers can engage in activities such as playing with water or sand, finger-painting, building with blocks, or dancing to music.

Preschool program

Our preschool program offers a rich learning environment, providing various experiences to help the children develop socially, intellectually, physically, and emotionally. Our daily program emphasizes language development, literacy, math, science, self-help activities, social skills, music, diversity, large and small muscle activities, individual problem solving, and conflict resolution. The classrooms and playground are comprised of activity areas, which include dramatic play, science, math, literacy and language, blocks, small and large motor skills, and art. Teachers strive to create a balance between active and quiet play, individual, small and large group, and child initiated/teacher directed activities. The role of the teachers is to plan and facilitate learning experiences within a challenging environment.