

# Bellflower Unified School District

## PART DAY PRESCHOOL PARENT HANDBOOK



Bellflower Early Childhood Education  
9301 Flower Street  
Bellflower, CA 90706  
562.461.2227  
[www.eceregistration@busd.k12.ca.us](mailto:www.eceregistration@busd.k12.ca.us)

Approved by BUSD Board of Education May 11, 2023

## PRACTICES TO PREVENT THE SPREAD OF THE CORONA OR OTHER VIRUSES

Bellflower Unified School District follows all current health and safety regulations created and established by the Center for Disease Control (CDC), the County Office of Education (CDE) and the Los Angeles County Health Department. We will keep you updated as information is released from these agencies.

The health and safety of your family and our staff is of utmost importance. We will use an abundance of caution to ensure health and safety.

Some examples of how the classroom may be affected:

- ✓ Meals may be established on a “Grab and Go” basis coordinated by the district
- ✓ Social distancing
- ✓ Mask wearing by staff/and or students
- ✓ Parent meetings held via Zoom
- ✓ Use of Zoom in the classroom
- ✓ Frequent sanitization of surfaces and toy items
- ✓ No outside food, toys or favorite cup may be allowed in the classroom to help prevent the spread of communicable diseases
- ✓ Parents permitted to drop student off at the classroom door
- ✓ To reduce potential exposure to COVID-19 in the classrooms, entrance may be limited to staff and students.





This **handbook** was designed to assist families with understanding the requirements to participate in a State Preschool Part-Day program. We look forward to serving you!



Bellflower Unified offers two types of programs

- 1) California State Preschool Program (CSPP) is funded by federal, state & local governments. No part-day State Preschool student shall be required to pay a fee, deposit, or other charge for his/her participation in educational activities including curricular and extracurricular activities. (Education Code 49010, 49011, 5 CCR 350) If you are approached to pay a fee from one of our staff or other parents, voluntary or not, please notify the Program Director at 562.461.2227.
- 2) A Fee based program is available for families who do not meet the CSPP eligibility guidelines.





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Dear Preschool Families,

On behalf of Bellflower Unified School District, we would like to welcome your family to preschool. Early learning is the foundation on which a child's educational experience is developed. The Bellflower Unified School District Preschool Program strives to prepare children with a healthy self-concept and a positive attitude toward school and learning.

We offer a developmentally appropriate program designed to develop social, emotional, physical, and cognitive abilities in our students. Since every child is unique, our licensed preschool program is designed to allow children to initiate activities that grow from personal interest and intentions.

Learning is accomplished through exploration and play. Students will interact with teachers and peers to share ideas and learn. Teachers will ensure our students are prepared for kindergarten through active learning, focus on language development, well planned lessons, and activities. Our teachers create a warm inviting environment in which all children can learn and grow. We hope you take the opportunity to enroll in our preschool program.

Sabriya Pedretti  
Director, Early Childhood Education  
Bellflower Unified School District  
562.461.2227

## PROGRAM DESIGN

### Bellflower Unified School District Early Childhood Education

**Children Served:** Preschool Age (3 and 4 year olds)

**Days:** Monday – Friday

**School Hours:** 8:30am-11:30pm & 12:30pm-3:30pm

### Early Childhood Learning

**Office Hours** Monday - Friday  
8:30am - 3:30pm

9301 Flower Street  
Bellflower, CA 90607

562.461.2227

## Early Childhood Education Office Staff Information

<b>Sabriya Pedretti</b>	<b>Director Early Childhood Education</b>
Raquel Osuna	Supervisor Early Childhood Education
Evangelina Reames	Secretary
Kathy Giffis	Clerk

## School Locations

<b>Craig Williams</b> <b>6144 Clark Ave.</b> <b>Lakewood, CA 90712</b> <b>562.804.6540</b> Ext. <b>7114</b>	<b>Ernie Pyle</b> <b>14500 Woodruff Ave.</b> <b>Bellflower, CA 90706</b> <b>562.804.6528</b> Ext. <b>2505</b>	<b>Frank E. Woodruff</b> <b>15332 S. Eucalyptus</b> <b>Bellflower, CA 90706</b> <b>562.804.6545</b> Ext. <b>2504</b>
<b>Intensive Learning Center</b> <b>4718 E. Michelson St.</b> <b>Lakewood, CA 90712</b> <b>562.804.6513</b> Ext. <b>7605 or 7606</b>	<b>Las Flores</b> <b>10039 E. Palm St.</b> <b>Bellflower, CA 90706</b> <b>562.804.6565</b> Ext. <b>6670</b>	<b>Washington</b> <b>9725 E. Jefferson St.</b> <b>Bellflower, CA 90706</b> <b>562.804.6535</b> <b>Ext. 5909 or 5801</b>

Bellflower Early Learning Link Program (BELL)  
Next door to the ECE office on  
9301 Flower St.  
Bellflower, CA 90706  
562.461.2227 Ext. 2500

# PROGRAM DESIGN

## Open Door Policy

You may visit your child's classroom during their assigned session time. Please feel free to reach out to our program staff if you have further questions. Our program is based upon a partnership with parents of the children enrolled. Parents are highly encouraged to participate in their child's program.

## Group Sizes

Adult to child ratios are planned for in advance and followed for each age group based on the Title 5 regulations.

**Preschool  
(36 Months to 5 years old)**

1 adult for every 8 preschoolers



## Hours of Service

The Bellflower Unified School District Early Childhood Education classrooms are 3 hour programs at each site. The program calendar runs a minimum of 178 days.

## Equal Access/Non-Discrimination Statement

No person will be subjected to discrimination, or any other form of illegal bias, including harassment. We give equal access to services without regard to sex, sexual orientation, gender identification, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability.

No child or family shall be excluded from participation on the grounds of race, religious creed, sex, sexual orientation, national origin, ancestry, physical disability including HIV/AIDS, mental disability, medical condition, age, marital or veteran status. The program administered by the Bellflower Unified School District complies with the American Disabilities Act and as such welcomes enrollment of children with disabilities.

## Refrain from Religious Instruction

Our programs refrain from religious instruction & worship.

## Confidentiality

The use or disclosure of any information maintained in the basic data file concerning children and their families is limited to purposes directly connected with the administration of the program.

No other use of the information will be made without prior written consent or through a subpoena. Participants shall have access to information in their basic data file within 5 business days after the program receives a written request.



# PROGRAM PHILOSOPHY, GOALS & OBJECTIVES

## Philosophy

Bellflower Unified School District Preschool Program recognizes the importance of play in the learning process for young children. We also recognize that parents are the primary caregivers and educators of their children.

We work to empower children, promote individuality and develop strong partnerships with families while creating an environment that helps young children attain physical, cognitive, social, language and emotional achievements to be prepared for school.

Each family brings a history of life experience and cultural heritage that is respected and valued within our Program. Partnerships between families and the Program are essential to the growth and development of each individual child.

## Parent Education & Involvement

**Our goal** is to provide a welcoming environment for families and invite them to participate as equal partners in the education of their children.

Opportunities to participate include, but are not limited to:

- Parent/Teacher conferences which are held twice per year. Conferences provide an opportunity for parents/caregivers to collaborate with the teacher to develop goals for their child.
- Assisting with meal preparation when needed.
- Parent Meetings provide an opportunity to learn about child development, share topics identified in the parent survey, parenting strategies. A great time to network with Program staff and other parents.
- Quarterly Parent Advisory Committee meetings provide an opportunity for parents to provide input on the nature and operation of the program.
- Parent Survey conducted once a year to gather valuable feedback from families concerning staff, curriculum and ideas.



Our goals and objectives are reflected within each of the quality program components.

**Note:** Parents volunteering in the center must have a recent tuberculosis clearance, immunization & background clearance on file.

## Parent Volunteers

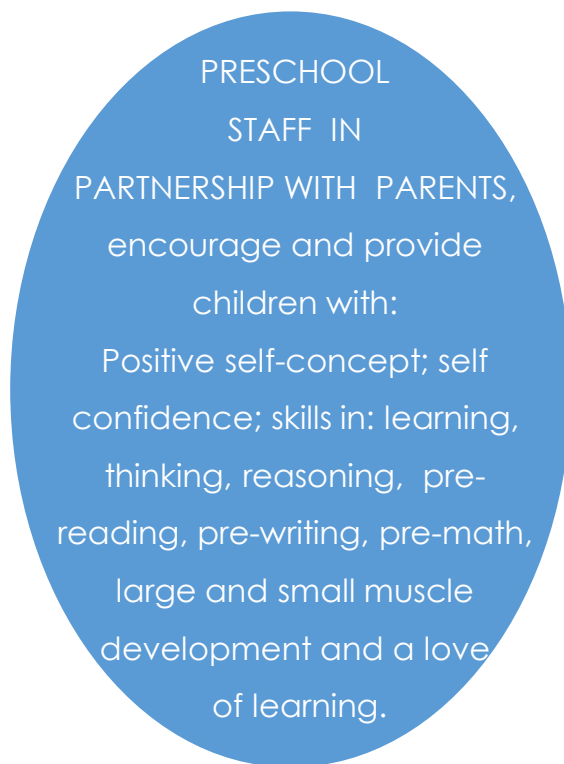
As a parent, you are your child's most important teacher. We need parent volunteers in the classroom to help us with other activities. To encourage your child's independence, we ask that you volunteer no more than 3 hours a week. Parents are expected to work closely with teaching staff to provide the best program for their children. Please make arrangements with the preschool instructor to schedule time to volunteer. **Due to licensing restrictions, your other children will not be allowed to attend with you on the days you volunteer.** This will also allow you the opportunity to spend some special one on one time with your preschool child.

All preschool volunteers are required to complete the following:

- Volunteer Application & Agreement
- Criminal History Declaration
- Parent Health Statement
- Parent Criminal Record Statement
- Verification of the following:
  - Influenza (Waiver is available)
  - Pertussis (Whooping Cough)
  - Measles (MMR)
  - TB
  - FBI and DOJ Criminal Background check. Forms are available at the personnel department.

Upon entering school grounds, volunteers must register with the school site office as required by Board Policy 1250. Parent volunteers will be required to wear a volunteer name tag. This policy is for the protection of all children.

*\*Nothing in this regulation shall prohibit authorized parents/guardians from visiting their child's classroom or school campus providing that such a visit has been arranged in advance with the school administrator and is in compliance with Board Policy 1240.*



While you are volunteering in the room:

1. Please arrive on time.
2. The teacher will explain what he/she would like you to do.
3. We ask parents to interact with ALL children in the classroom and have conversations with them, and help them with language or vocabulary.
4. Parent Volunteers are never to be left unsupervised with children.
5. Parents are asked to refrain from cell phone use.
6. Photos are not permitted, at any time.
7. Observations/concerns regarding other students are shared with the teacher only. Sharing with other parents may create awkward situations.

Suggestions:

1. Help put materials out for learning activities.
2. Read a story to children.
3. Assist children with outdoor activities.
4. Help children construct something, i.e. for example the block center, etc.

# PROGRAM PHILOSOPHY, GOALS & OBJECTIVES

## Education Program

**Our goal** is to ensure all children are making progress in the domains of physical, cognitive, language, and social - emotional development.

**Our goal** is to provide a program approach that is developmentally, linguistically and culturally appropriate which is inclusive of children with special needs.

We use a tool called the Desired Results Developmental Profile (DRDP) to assess the development of children

- Assessed within 60 days of enrollment & every 6 months
- Parent's input is a necessary component of this assessment
- Assessment outcomes are used to plan and conduct age and developmentally appropriate activities for children

**Physical** development is supported by:

- Promoting physical activity
- Providing sufficient time to move within the indoor and outdoor spaces
- Providing equipment, materials and guidelines for active play and movement

**Social/Emotional** development is supported by:

- Building trust
- Planning routines and transitions so they can occur in a predictable and unhurried manner
- Help children develop emotional security and facility in social relationships



Based on the results, staff provide parents with referrals to other agencies in the community. In addition, staff follow-up with parents to ensure their needs have been met.

**Cognitive & Language skills** are supported by:

- Various strategies, including experimentation, inquiry, observation, play and exploration
- Providing opportunities for creative self-expression through activities such as art, music, movement and dialogue
- Promoting interaction and language use among children and between children and adults
- Supporting emerging literacy and numeracy development

## Health & Social Services

**Our goal** is for families to know where to access community health and social services to meet their unique family needs.



# PROGRAM PHILOSOPHY, GOALS & OBJECTIVES



## Environment

**Our goal** is for each of our classrooms to provide a safe, healthy and welcoming environment that supports the broad development needs of all children.

An Early Childhood Environment Rating Scales-3 (ECERS) is completed on each classroom annually by an assessor. The assessor and teacher collaboratively develop and take action steps for continuous quality improvement.

## Curriculum

In addition, our environments are set-up using our adopted curriculum. **World of Wonders** is a comprehensive, research-based curriculum that features exploration and discovery as a way of learning, enabling children to develop confidence, creativity, and lifelong critical thinking skills.

The California Learning Foundations are utilized to aide staff in planning developmentally appropriate activities for the children in the program.

The Foundations guide staff in the following areas: English Language development, social-emotional development, language and literacy development, mathematics, science, visual and performing arts. The Foundations describe the knowledge and skills children at 48 and 60 months would typically exhibit.

Teachers will also utilize curriculum from the **American Academy of Dermatology (AAD)** to keep students informed of the sun's effects on our skin.



If your child has any food allergies, or can not eat certain foods for religious or personal reasons, please notify the teacher immediately.

# PROGRAM PHILOSOPHY, GOALS & OBJECTIVES

## Nutrition Services

**Our goal** is to ensure children have nutritious snack during their time in the program. Snacks are culturally and developmentally appropriate and meet the Federal Child Care Food Program nutritional requirements.

Mealtime/snack time is a learning experience for our children. It's a time for talking about color, taste, texture and the name of foods. It is an opportunity for practicing manners by watching adults and socializing with other children.

Federal law and the regulations for the National School Lunch Program and the School Breakfast Program require schools to make accommodations for children who are unable to eat the school meal as prepared because of a disability. Accommodation generally involves substituting food items. In order to make substitutions for items in reimbursable meals, the school must have on file a written statement signed by a licensed physician indicating what the child's disability is, what foods must be omitted from the child's diet, and what foods must be substituted. (BP 5141.27)



## Staff Qualifications & Development

**Our goal** is to implement a staff development program that adequately equips each staff member with the information necessary to carry out his or her assigned duties.

Our program makes professional development of individuals working with children and families a priority. All teachers hold the appropriate child development permit and attend ongoing trainings related to child development to better support your child's needs.

## Continuous Improvement

**Our goal** is to implement an effective annual program self-evaluation process to support continuous improvement.

The process includes:

- Assessment of the program by parents using the Desired Results Parent Survey
- Assessment of the program by staff and board members using the Program Monitoring Instruments:
  - Desired Results Developmental Profile
  - Environmental Rating Scale tools
  - California's Quality and Improvement System

\*Based on the results goals and action steps are developed and implemented.

# GENERAL POLICIES

## Code of Ethical Conduct

All families must commit to demonstrate the following core standards/values during all interactions while enrolled in our program:

- Communicate effectively in a calm manner
- Be courteous
- Maintain order
- Show respect of others
- Take responsibility for own actions
- Be punctual
- Respect the dignity, worth, and uniqueness of each individual present at the center
- Respect diversity
- Recognize that children and adults achieve their full potential in the context of relationships that are based on trust and respect

## Notification of Parents' Rights/Personal Rights

Each family will be given a Notification of Parents' Rights and Personal Rights. The parents will be required to sign a receipt of the forms and the forms will be placed in the child's file. Each of the forms will be posted on the Parent's Bulletin Board in each classroom. The law prohibits discrimination or retaliation against any child or parent/guardian that chooses to exercise their right to inspect the facility or to file a complaint against the facility.

The law authorizes the person in charge to deny access to parent/guardian if:

The parent/guardian is behaving in a way that poses a risk to children in the facility.

OR

The adult is a non-custodial parent, and the custodial parent has requested the facility, in writing, not to permit access to the non-custodial parent.

**If custody problems exist, please provide any legal documents, which outline custody relations.**



## Safe School & Harassment Policy

The following behaviors **will not** be tolerated and are **prohibited** at any of our facilities:

- Behavior which threatens the safety, welfare or morals of others
- Under the influence of and/or possession of alcohol, marijuana or drugs
- The possession of any weapon, look alike weapon (toy), or any object which ejects whether functional or not
- Behavior which would cause, attempt, threaten, or conspire to cause damage to personal or real property or person through arson, burglary, extortion, larceny (stealing), criminal mischief, battery (hitting people), assault (making a person fearful of hitting), harassment (threat to commit an illegal act), sexual harassment, sexual intimidation, hazing (actions intended to endanger or embarrass others.)
- Use of obscene and profane language





## Clothing & Items from Home

Your child will be very active during classroom activities and should dress in comfortable and washable clothes. Remember your child will be having outdoor playtime, so make sure clothing provides protection from sun, weather, and elements. Adults will encourage students to play in shady areas on hot days. Shoes must be worn at all times. Tennis shoes are great. Sandals, open toed, or sling back styles make it hard to run and play.

Please send a change of clothes for your child in case of a spill or accident.

We ask that items from home are not brought to school. Toy guns and knives are not allowed in the center. The center is not responsible for any lost or damaged personal items.

Classroom materials and items are very attractive to children. If an item is found at home or in pockets simply return it to the classroom for all the students to enjoy.

## Personal Toileting Items

Children who are in the process of becoming more independent at toileting, families will need to provide diapers, pull ups and wipes on a consistent basis. Please make sure to replenish supplies on a daily basis. Our staff is not able to store personal items. To ensure all students have their supplies, staff is not able to borrow from another child's supplies. In the event your child needs to be changed and you do not have supplies, staff will call you to come and change your child.

## Suspected Child Abuse

Our staff are mandated reporters. The safety and well being of your child always comes first. State law requires that staff report known or suspected instances of a child abuse to Child Protective Services or to local police officials. This abuse includes physical abuse, sexual abuse, emotional abuse or neglect. If you or someone in your family wants to learn different ways to guide and discipline your child or to handle anger without hurting your child, please talk to your child's teacher or contact the ECE director/supervisor for assistance. There are resources available to help you, at no charge.

## End Of The Year Program

Please join us as we recognize your child's accomplishments during preschool. We celebrate the end of the year with outdoor activities, a songs, poems, and a promotion certificate. Unfortunately, outside food is not permitted.

Due to the variety of allergies our students may have, please do not bring any type of balloons on the last day of class.



# GENERAL POLICIES

## Child Supervision

Staff actively ensure that our environments are safe and no child will be left alone or unsupervised at any time. **Supervision is everyone's responsibility**, so in addition to our staff, parents must also use active supervision techniques to ensure our environments are safe.

### Parents must:

- Ensure gate and door is closed and secured.
- Respect No Cell Phone policy when dropping off/picking-up your child. This can be distracting. Give your child your undivided attention.
- Ensure your child is signed in and out every day with your full legal signature and exact time.
- Hold your child's hand in the road and parking lot.
- Be on time for drop off and pick up. If you arrive after 8:40am/12:40pm you will be considered tardy. Parents will need to go to the school site office, sign in and enter the campus to drop off your student at the preschool classroom. (excluding Las Flores – parents will phone the classroom to request to enter)
- Encourage children to follow safety rules.
- Report safety and supervision concerns to staff immediately.

## Parking

Each site has designated parking areas for the delivery and pick up of children. Check with your teacher regarding specific procedures for parking. Each child is to be escorted to and from the classroom by an authorized adult, 18 years of age or older. Preschool staff strictly adheres to the DMV regulations regarding leaving unattended children in a vehicle. Please DO NOT leave children of any age unattended in a parked vehicle.

## Biting

Biting is very common among groups of young children, for various reasons. Understanding why the young child bites is the first step in preventing biting as well as teaching the child alternatives to biting.

## Discipline & Guidance

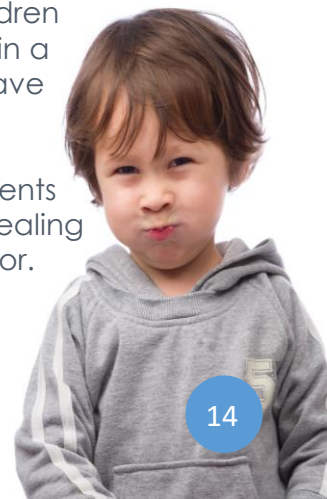
Rules and limits are set to keep the children safe and help them get along with other children and adults. Staff program utilize **Second Step Curriculum** to support positive behavior and to develop healthy appropriate interactions between adults and students, and between students. Positive methods of guidance and re-direction are used with a big focus on social-emotional development to help children gain social skills that allow them to relate and communicate with others in a healthy way.

Staff work to build a positive relationship with every child. Every effort will be made to handle discipline problems through redirection, problem solving, rearrangement of the environment, and staff - parent collaboration. Open communication with each other is key.

By State law and BUSD Board Policy 5144, Bellflower Unified School District employees, are prohibited from use of corporal punishment. Furthermore, employees are prohibited from violating personal rights. We do not spank, punish or threaten our students.

## Positive Guidance Policy

Based on the philosophy of the Early Childhood Education Program, the positive guidance policy embodies mutual respect of the personal right of the child and adult. Within that framework, children develop self-discipline within a safe environment. Goals have been developed for the children and guidelines for teachers, parents and students as well as procedures for dealing with unacceptable behavior.



## Goals for Children

1. To develop a strong sense of self-esteem.
2. Develop a sense of responsibility for self and others.
3. Build oral language development
4. Build self-regulation skills

## Teacher/Parent/Student Guidelines for Working with Children

1. Daily use of Second Step Curriculum.
2. Model the expected behavior with words and actions.
3. Reinforce acceptable behavior with words or actions.
4. Set limits and clear expectations. Reinforce the need for consistency among adults in the area.
5. Verbalized what is happening. Describe the situation and explore feelings.
6. Acknowledge the child's feelings.
7. Help children understand behavioral choices and natural consequences.
8. When possible, ignore inappropriate behavior that can be tolerated.
9. To learn to recognize and express feelings.
10. To maintain respect for self and others.
11. To become a problem solver.

## Challenging Behaviors

Step One: The teacher will notify the parent of the child's behavior in a personal meeting where written documentation by the teacher will be discussed. Documentation of observed behaviors will be kept on a daily basis.

Step Two: Parent and Early Childhood Education Program staff will work together on a solution and expectation, setting a reasonable time goal for improvement of behavior.

Step Three: If behavior persists staff may request assistance from the Student Study Team(SST).

## Procedure for Dealing with Unacceptable Behavior

1. Stop unacceptable behavior.
2. Briefly explain what and why the behavior is unacceptable.
3. Explain acceptable alternatives as well as consequences.
4. If a child's behavior does not change, follow through with consequences.
5. In order to regain self-composure, the child should be given the opportunity to make behavioral adjustments.
6. If a child exhibits consistently abusive behavior, the program director/supervisor or will determine further actions as necessary: parent conferences, consultation, behavior or contracts, referrals. Physically or emotionally hurtful actions will **NOT** be used.

## Unacceptable Behavior in Children Include

1. Physical abuse of self or others: hitting, spitting, pushing, kicking, pinching, scratching, slapping or pulling hair.
2. Emotional abuse of self or others; name-calling, bullying, teasing, and use of foul or vulgar language, intimidating or threatening words.
3. Behavior that jeopardizes the safety of the student, other students or staff.
4. Misuse or destruction of materials or environment; throwing objects, neglect of materials, not returning items to their proper places, mistreating animals and other live creatures, jumping or climbing on furniture, interfering in the work or play of others.



# GENERAL POLICIES

## Lice

If your child has had a case of lice, preschool staff will need to physically confirm that the child has been cleared. BUSD Preschool has a strict No Nit policy. Children who are still presenting signs of lice will be asked to remain home until there are no visible signs of lice.

## Emergency Procedures

Each center's emergency plan is posted in the classroom and emergency drills are conducted monthly. In the event of a major disaster or unusual emergency, the automated phone calling system will be used to notify you of the most up to date information regarding the emergency situation.

## Medical Emergencies

In case of serious illness or injury, we will make an immediate attempt to contact you. The superintendent or designee shall develop regulations and procedures which will make sure that prompt action will be taken to minimize the effects of the injury, to provide first aid and/or medical attention as quickly as possible, to notify parents/guardians of the accident as quickly as possible, and to take whatever other steps are deemed necessary in the interest of the student. (BP 5141.14)

**Please be sure to have current information needed to contact you in an emergency.**

## Medical and Dental Procedures

Each child must have a physical assessment before attending the center. All children are required to have started their immunizations before enrollment. Immunizations must be kept up to date while attending preschool.

### Naps:

BUSD offers a part day preschool program, as such we do not offer a naptime.

## Field Trips

Field trips have an educational purpose that are incorporated into the classroom activity plans prior to going on the trip as well as after the field trip occurs. Enrolled children are only allowed to participate in field trips with parent's written consent.



## Medication

In the event that your child needs to take medication, a staff member may only give it to your child if your doctor provides written instructions. If your child is taking prescribed medications that must be given during class, you and your doctor must complete and submit a Authorization for Any Medication taken during school hours form.

Medications must be in the original container with your child's name on the pharmacy label. Forms and medication must be submitted to the ECE office.

## Completion of Forms

The following forms are required to be completed by the parent/guardian of each child.

1. Identification and Emergency Information
2. Consent for Emergency Medical Treatment
3. Child's Preadmission Health History
4. Immediately notify the program office with a change of:
  - ✓ Address
  - ✓ Authorized persons to sign/in or sign/out
  - ✓ Email address
  - ✓ Guardianship/Custody
  - ✓ Phone Number

# GENERAL POLICIES

## Late Arrival/Pick Up Policy

It is your responsibility to ensure that your child is picked up on time at the end of the program time. If you find that you will be late, you are required to make arrangements for authorized adult, who is currently on the emergency card to pick up your child. You will need to call and inform the teacher, and also verify that the person is authorized on your list. This person will be required to show proof of photo identification before the child will be released. Due to state safety regulations, we are not able to accept phone requests to add a name to your emergency card. Please be considerate of our teaching staff.

The Bellflower Unified School District's Preschool philosophy is to provide a safe and secure environment in our schools. Therefore we must ensure that children are picked up and arrive on time. Dropping off or picking up children late could be a stressful and traumatic experience for your child. The following procedures for Late arrival/Pick Up has been developed:

First Incident	Second Incident	Third Incident	Fourth Incident
<ul style="list-style-type: none"><li>▪ Parent/Guardian signs late pick up form</li><li>▪ Verbal Reminder</li></ul>	<ul style="list-style-type: none"><li>▪ Parent/Guardian signs late pick up form</li><li>▪ Written reminder letter of policy sent to parent/guardian</li><li>▪ Copy placed in student file</li></ul>	<ul style="list-style-type: none"><li>▪ Parent/Guardian signs late pick up form</li><li>▪ Written reminder letter of policy</li><li>▪ Conference with Supervisor/Designee</li><li>▪ Success Plan created with parent/guardian and Supervisor</li></ul>	<ul style="list-style-type: none"><li>▪ Parent/Guardian signs late pick up form</li><li>▪ Written reminder letter of policy</li><li>▪ Conference with Supervisor or Director</li><li>▪ Termination of services MAY to considered</li></ul>

## Children Unclaimed Before The End Of The Program Day

Your student will remain with a teacher while all means of contact have been exhausted. Teachers will contact the program supervisor/director if they were unable reach parent or authorized adult. Director may need to contact Local Law Enforcement for assistance. Only a peace officer may take a child into protective custody and removed them from the center. The officer may turn the child over to CWS for further action. **Please help us avoid this action.**

## Celebrations

In preschool we love to celebrate, while maintaining a focus on learning. Therefore we will participate in school wide celebrations.

### Birthdays

Birthdays are important milestones for children. The classroom teacher will recognize your child's special day with a birthday crown or special token. However, we are unable to permit outside food or items such as goodie bags etc. in our program.

### End of the Year Celebration

We celebrate the completion of preschool with a fun filled day of activities such as; extra outdoor play, bubbles, and water play, etc.



# GENERAL POLICIES: Health Check

## Daily Health Screening & Exclusion

In order to help prevent the spread of children's diseases, licensing requires that each child receive a daily health check upon arrival at the center. No child shall be accepted without contact between center staff and the person bringing the child to the center. The person bringing the child to the center must remain until the health check has been completed and the child is accepted.

### Daily Health Check:



**STOP DISEASE**

**MORNING HEALTH CHECK**

**Signs to Observe:**

- General mood and changes in behavior
- Fever or elevated body temperature
- Skin rashes, unusual spots, swelling or bruises
- Complaints of pain and not feeling well
- Signs/symptoms of disease (severe coughing, sneezing, breathing difficulties, discharge from nose, ears or eyes, diarrhea, vomiting etc.)
- Reported illness in child or family members

### Use all of your senses . . .

- **LOOK** - for signs
- **LISTEN** - for complaints
- **FEEL** - for fever
- **SMELL** - for unusual odor

California Childcare Health Program  
cchp.ucsf.edu

### Children may be temporarily excluded from the classroom if:

Condition	Exclude from Child Care Setting
Chickenpox	Until six days after the start of rash or when sores have dried/ crusted.
Shingles	Only if sores cannot be covered by clothing or a dressing; if not, exclude until sores have crusted and are dry. A person with active shingles should not care for immune-suppressed children, or work with immune-suppressed staff or parents.
Rash with fever or joint pain	Until six days after rash starts.
Measles and Rubella	Until diagnosed not to be measles or rubella, or as directed by the health department.
Vomiting	If two or more episodes of vomiting during the previous 24 hours, or if accompanied by a fever, until vomiting resolves or is determined to be due to such noninfectious conditions as pregnancy or a digestive disorder.
Pertussis (whooping cough)	Until after five days of prescribed antibiotic therapy, or as directed by the health department.
Mumps	Until nine days after glands begin to swell, or as directed by the health department.
Diarrheal illness	If three or more episodes of loose stools during previous 24 hours, or if diarrhea is accompanied by fever, until diarrhea resolves.
Hepatitis A	For one week after jaundice appears or as directed by health department, especially when no symptoms are present.
Impetigo (a skin infection)	Until 24 hours after prescribed antibiotic treatment begins and lesions are not draining.
Active Tuberculosis (TB) [not a positive skin test only]	Until the local health department approves return to the setting.
Strep throat (or other streptococcal infection)	Until 24 hours after initial antibiotic treatment, and fever has ended.
Scabies/head lice/etc.	Until after the first treatment; scabies until treatment has been completed.
Haemophilus Influenza Type b (Hib)	Until the prescribed antibiotic treatment has begun.
Meningococcal Infection	As directed by the health department.
Respiratory Illness	If the illness limits the staff member's ability to provide an acceptable level of child care and compromises the health and safety of children or other staff.
Herpes cold sores	Should cover and not touch their lesions, carefully observe hand washing policies and must not kiss or nuzzle infants and children, especially those with dermatitis.
Other conditions mandated by state public health law	As required by law (consult your local health department).

Children who have been ill may not return to school until they are free of symptoms for a 24-hour period. Readmission is at the discretion of the teacher, school nurse, or designated staff. Please notify staff if symptoms appear over the weekend upon return. Our program will follow CDC guidelines for a safe return school return. If your child has been exposed to a communicable disease such as (chickenpox, measles, or COVID-19, we will immediately notify you.)



## Daily Health Screening & Exclusion Continued

### RUNNY NOSE IN THE CHILD CARE SETTING

#### What Is It?

The child with a runny nose and stuffiness is a familiar problem in the child care setting. The nose is lined or covered by a delicate tissue called “mucosa” which produces mucus (sticky, slippery secretions) to protect the nose. If this tissue is irritated, it swells up, causing blockage and a lot of mucus. Sometimes children get repeated runny noses or permanent sniffles and a green nasal discharge, which are uncomfortable conditions for the child as well as the child care provider.

#### What Causes the Runny Nose?

#### **THE COMMON COLD is the most typical cause of a runny nose and chronic runny nose.**

This is generally a mild illness, and the child feels and looks well otherwise. The child usually gets better on his own within a week. The runny nose is usually accompanied by a mild fever. There may also be other symptoms such as headache, sore throat, coughing, sneezing, watery eyes and fatigue.

*Children with the common cold usually get better on their own within a week.*

**ALLERGIES can also cause a runny nose.** They usually occur after two years of age and after the child has had plenty of exposure to allergens (the substances that can produce allergic reaction in the body). They might occur during a specific season or after a particular exposure - for example, after being around grass or animals. The child may also have watery and itchy eyes, sneezing, asthma, rubbing of the nose and a lot of clear mucus.

*With allergies, the runny nose may last for weeks or months, but there is no fever or spread of disease to others.*

**BACTERIAL INFECTION (sinus infection) may occasionally develop and contribute to the continuation of illness.** Young children with sinusitis may have some or all of these symptoms: a runny nose lasting for more than 10 to 14 days that may worsen at night, and swelling around the eyes.

Remember that yellow or green mucus does not always mean that a child has a bacterial infection. It is normal for the mucus to get thick and change color as the common viral cold progresses.

#### **Is Green Mucus More of a Concern than Clear Mucus?**

Children with clear mucus at the beginning of a cold are most contagious. Green nasal mucus (usually found toward the end of the cold) is less contagious than clear mucus. A runny nose usually starts with clear mucus which then becomes whitish or greenish as the cold dries up and gets better. This happens because as the body mounts its defenses against the virus, the white blood cells enter the mucus and give it the green color. Usually the green mucus is in smaller amounts and thicker, a sign that the cold is “drying up” and ending.

*A child with a green runny nose that lasts for more than 10 to 14 days, and that may be accompanied by fever, headache, cough and foul smelling breath, might be a sign of sinus infection. The child should have a medical evaluation.*

#### **When are Children Contagious?**

The amount of virus present is usually highest two to three days before a person develops symptoms of the illness and continues to be present for two to three days after symptoms begin. As a result, infected children have already spread viruses before they begin to feel ill.

#### **If a Person Is Infected, How is the Infection Spread?**

Germs may be spread to others by:

- Wiping a nose and then touching other people and objects before washing hands
- Sharing of the mouthed toys by infants and toddlers
- Coughing and sneezing into the air
- Kissing on the mouth
- Poor ventilation

## Three Ways to Apply

**Online:** <https://www.BUSD.org/domain/3761>

**Call:** 562.461.2227

**In-person:** 9301 Flower Street, Bellflower, CA 90706

## Eligibility

Eligibility for enrollment in the preschool program will be based on documentation and verification. The parent or guardian is responsible for providing the required documentation, and Preschool Office Staff is responsible for verifying the required documentation.

## Eligibility is based on the documentation and verification of at least one of the following

- Child Protective Services (CPS) or at risk of abuse, neglect, and/or exploitation
- Homelessness
- Income Eligibility and Family Size
- Current CalWORKs cash aid recipient
- Children with Exceptional Needs

## Family Selection Recruitment and Priority

7.5% of CSPP funded enrollment is set aside for Children with Exceptional Needs



## CSPP Waiting List

California State Preschool Program

A waitlist list is maintained for each child care site. Families are placed on the waitlist according to the following priorities. (See following list.) Once eligibility and need have been determined the family's name is placed on a waitlist and they are provided with a rank number. Child protective services and lowest income eligible families receive first priority.

Children with disabilities are encouraged to apply.

# SELECTION & ENROLLMENT PROCESS

## First Priority

Given to 3 or 4 year old children who is the recipient of Child Protective Services (CPS) or At-Risk of being neglected, abused, or exploited

## Second Priority

*Once the set-aside for children with exceptional needs is filled, the second priority for services shall be given to all three- and four-year-old children with exceptional needs from families with incomes below the income eligibility threshold. This priority is for children with exceptional needs that are enrolling in CSPP after the percent of funded enrollment set-aside pursuant to paragraph (1) of subdivision (c) of EC Section 8208, is filled.*

## Third Priority

The third priority for services shall be given to eligible four-year-old children who are not enrolled in a state-funded transitional kindergarten program. *This priority does not include children eligible based on having exceptional needs if they are from families with incomes above the income eligibility threshold. Children shall be enrolled in the following order:*

- a. Children enrolled in CSPP as a three-year-old
- b. Eligible children with the lowest income according to the income ranking on the most recent Schedule of Income Ceilings shall be enrolled first.

## Fourth Priority

Eligible 3-year-old. Within each ranking, prioritize dual language learners based on the earliest waitlist date

## Fifth Priority

Family income is not more than 15% above the income threshold. Prioritize exceptional needs children, then 4-year-olds, then 3-year-olds. (limited to 10% of funded enrollment)

## Sixth Priority

Family resides in approved neighborhood school boundaries. Prioritize Based on income ranking order.

Details at:

<https://www.cde.ca.gov/sp/cd/ci/mb2301.asp>



# SELECTION & ENROLLMENT PROCESS

**Families screened & selected** for potential enrollment will be asked to complete the orientation process, and submit documentation to verify eligibility for services.

## Steps to Register for State Preschool and Fee-Based Programs

1. Parent/guardian completes the online interest Form.

[Preschool Interest Form English 23/24](#)

[Preschool interest Form Spanish 23/24](#)

**\*If you need assistance or need computer access contact the ECE office for support. We are available to help with the process.**

2. The ECE office staff will review your interest form.

3. Parent gathers all necessary documents.

4. On April 17, 2023, the ECE office staff will begin to email parent/guardian a link to complete the AERIES online enrollment. Parent/guardian will upload required documents into AERIES.

**\*Missing documents will delay the enrollment process. Only families with completed packets will be scheduled an appointment.**

5. ECE office staff will contact parent/guardian to attend an appointment to complete the certification/enrollment process. The school site is assigned and enrollment is complete.

**\*Please plan on approximately 30 minutes for the appointment**



Family Size	Family Yearly Income Ceiling (100% of SMI)	Family Monthly Income Ceiling (100% of SMI)	Maximum Monthly Income for 15% above Income Eligibility Threshold
1-2	\$84,818	\$7,068	\$8,128
3	\$96,590	\$8,049	\$9,257
4	\$112,105	\$9,342	\$10,743
5	\$130,042	\$10,837	\$12,462
6	\$147,988	\$12,332	\$14,182
7	\$151,342	\$12,612	\$14,504
8	\$154,705	\$12,892	\$14,826
9	\$158,068	\$13,172	\$15,148
10	\$161,431	\$13,453	\$15,470
11	\$164,794	\$13,733	\$15,793
12	\$168,158	\$14,013	\$16,115

[BUSD Early Childhood Education Office](#)

9301 Flower Street, Bellflower, CA 90706

Phone: 562.461.2227

Email: [eceregistration@busd.k12.ca.us](mailto:eceregistration@busd.k12.ca.us)



## Certification/Recertification of Eligibility

Enrollment into the preschool program is determined by specific family eligibility criteria. In addition, a child's parent must live in California. Families complete a certification process at initial enrollment. Eligible children are certified for the current program year **AND** the following program year.

## Family Data File

A family data file is maintained for each family receiving services. When a child's residence alternates between the homes of separated or divorced parents eligibility must be determined separately for each household in which the child is residing during the time services are needed.

## Proof of Residency

Determination of eligibility for services shall be **without regard** to the immigration status of the child or the child's parent.

- Must live in California
- Submit a Student Residency Affidavit form which is intended to address the requirements mandated within the McKinney-Vento Assistance Act, U.S.C.A. 42 Section 11302(a)
- Any evidence of a street address or post office address in California, including the 4 digit zip code extension

### If enrolled as a FRPM CSPP 4-Year old, additional Proof of Residency is required:

- Verified residency within approved FRPM elementary school boundary
- Rental or lease agreement with landlord's info
- Utility bill
- Employment pay stub
- Property tax bill
- Documentation that a contractor reasonably relies upon to prove a family's residency
- Voter registration
- Government agency letter

## Exceptional Needs Child

If your child has exceptional needs, the file must contain the following documentation in order for us to best serve your child:

- Individual Education Plan
- 504 Plan

## Health & Emergency Information

Participants must provide child health & current emergency information, along with current immunization records for enrolled children

## Court Order

If there is a court order that impacts child care services, include the complete court order in the family data file.





### Proof of Family Size

**Biological/Adoptive Parent:** “Family” shall be considered the parents & the children for whom the parents are responsible, who comprise the household in which the child receiving services is living.

**Guardian/Foster Parent:** “Family” shall be considered the child & related siblings.

Participants must provide the names of the adults & the names, gender & birthdates of the children identified in the family.

At least one document for **ALL** children counted in the family size must be on file & indicate the relationship of the child to the parent.

- Birth Certificate
- Child Custody Court order
- Adoption documents
- Foster Care placement records
- School or Medical records
- County welfare department records
- Other reliable documentation indicating the relationship of the child to the parent

### Income

- **Predictable Income:** Full month of current & ongoing gross income
- **Unpredictable Income:** Gross income for the preceding 3 to 12 consecutive months
- **Guardian/Foster:** Full month of current income received for the child




## COUNTABLE/NON-COUNTABLE INCOME REFERENCE SHEET


<b>Countable Income</b> is income of individuals counted in the family size that shall be included when calculating the adjusted monthly income for purposes of determining income eligibility and family fees.	<b>Non-Countable Income</b> is income of individuals counted in the family size that shall be excluded when calculating the adjusted monthly income for purposes of determining income eligibility and family fees.
<ol style="list-style-type: none"> <li>Gross wages, salary, advances, commissions, overtime, tips, bonuses, gambling or lottery winnings</li> <li>Wages for migrant, agricultural, or seasonal work</li> <li>Public cash assistance (CalWORKs or TANF)</li> <li>Gross income from self-employment less business expenses with the exception of wage draws</li> <li>Disability or unemployment compensation</li> <li>Worker's compensation</li> <li>Foster grants, payments or clothing allowance for children placed through child welfare services</li> <li>Spousal support and/or child support from the former spouse or absent parent, or (documented) financial assistance for housing costs, car payments paid as part of or in addition to spousal or child support</li> <li>Survivor (i.e. SSA) and retirement benefits</li> <li>Rent for room within the family's residence</li> <li>Dividends, interest on bonds, income from estates or trusts, net rental income or royalties</li> <li>Financial assistance received for the care of a child living with an adult who is not the child's biological or adoptive parent</li> <li>Veteran's pension</li> <li>Pension or annuities</li> <li>Inheritance</li> <li>Allowances for housing or automobiles provided as part of compensation</li> <li>Portion of student grants or scholarships not identified for educational purposes as tuition, books, or supplies</li> <li>Insurance or court settlements for lost wages and/or punitive damages</li> <li>Net proceeds from the sale of real property, stocks or inherited property</li> <li>Other enterprise for gain (Rent for room within family's residence)</li> </ol>	<ol style="list-style-type: none"> <li>Earnings of child under eighteen (18) years</li> <li>Loans</li> <li>Grants or scholarships to students for educational purposes other than any portion used for living costs</li> <li>Food stamps or other food assistance</li> <li>Earned Income Tax Credit or tax refund</li> <li>GI Bill entitlements, hardship or hazardous duty, hostile fire or immediate danger pay</li> <li>Adoption assistance payments received pursuant to Welfare and Institution Code section 16115 et. seq.</li> <li>Non-cash assistance or gifts</li> <li>Insurance or court settlements for pain and suffering</li> <li>Reimbursements for work-required expenses that include uniforms, mileage, or per diem expenses for food and lodging</li> <li>Business expenses for self-employed family members</li> <li>Non-cash or in-kind assistance</li> <li>All income of any individual counted in the family size who is collecting federal supplemental security income benefits (SSI) or state supplemental program benefits (SSP)</li> <li>Adoption assistance payments received pursuant to Welfare and Institutions Code section 16115et seq.</li> <li>Disaster relief grants or payments, except any portion for rental assistance or unemployment</li> <li>When there is no cash value to the employee, portion of medical and/or dental insurance documented as paid by the employer</li> <li>Spousal support and/or child support <b>paid to</b> a former spouse or absent parent or documented financial assistance for housing costs, car payments, health insurance etc....</li> <li>Federal Government stimulus income</li> </ol>

## Importance of Attendance


**Attend today, achieve tomorrow**  
**Your child's regular attendance matters...**




**Infant/Toddler**  
Time to develop stable, nurturing relationships. A healthy attachment base is the cornerstone for life long learning.




**Preschooler**  
Time for building the social, emotional, cognitive & language skills necessary for school readiness.



**Elementary**  
Time to develop reading skills needed to transition from "learning to read" to "reading to learn"



**Middle or High Schooler**  
Time to develop strategies to become independent, build future dreams & habits for college and/or the workforce.



**Adult**  
Time to land a great job. Good attendance, dependability & work ethic are valued above all other soft skills.

Absent 2 days per month = Absent 24 days per year  
= Your child's learning is 1 month behind their peers!

**Don't let your child miss-out on the skills needed to be successful in school & life**

Parents/guardians shall be notified of the policies and procedures related to excused and unexcused absences for child care and development services. (5 CCR 18066)

## Attendance Expectations/Policy

Children are **expected to attend preschool based on their certified schedule** determined at certification.

Electronic Sign-in and sign-out sheets shall be used daily for all children for attendance accounting purposes. Attendance records shall include verification of excused absences, including the child's name, date(s) of absence, specific reason for absence and signature of a parent/guardian or district representative. (5 CCR 18065, 18066)

Regular and consistent attendance for the full 3 hours/ 5 days per week is important. It allows the family to maximize the benefits of the child's early learning and care experience. Students with special needs, hours may vary based on required support services as listed in their Individual Education Plan (IEP).

Unnecessary disruptions in services can stunt or delay social-emotional & cognitive development while safe, stable environments allow young children the opportunity to develop the relationships & trust necessary to comfortably explore & learn from their surroundings.



## Sign In & Out Procedures

State Law requires that you , as a parent, guardian, or an authorized adult 18 years of age or older, sign the child in and remain with the child until the staff has completed a health check. According to State regulations, it is mandatory for the responsible person or parent to sign the child into and out of the classroom with a full, legible signature and the date and time of drop off and pick up. The child will be greeted by the preschool staff and given a health check by the teacher. A parent may authorize another adult over the age of 18 to pick up or drop off their child by:

1. Listing the authorized person on the child's emergency card.
2. A State issued identification will be required of individuals picking up children.
3. Any person being asked to pick up the child must be added to the emergency card before the child can be picked up.
4. We will be using an electronic signature system to help expedite the sign-in/sign-out process, which also helps prevent the spread of germs.

### Planned:

In the event that a child has a planned absence or late arrival advance notice is required to be given to the Teacher.

### Unplanned:

In the event that a child is absent or will be late on a contracted day, parent/family is responsible to contact the center by 8:30am.

## Reporting Absences & Late Arrivals

Parents are responsible for notifying the program staff by phone or via Learning Genie App if the child is to be absent. The specific illness or reason for absence is required for our records. **Children having five (5) consecutive absences without notification to the Preschool Program staff or five unexcused absences throughout the school year may be terminated from the program.** If the child has an extended absence for any reason, it is important that the parent keep the teacher notified of the child's progress every 2 or 3 days.

**Consistent absences due to illness may require a doctor's note.**

Staff are required to keep attendance records with the date(s) and description of absence, and maintain a sign in sheet with parents/guardian full legal signature.

# ATTENDANCE

## Excused Absence

- Illness of child or parent/guardian, ailment, communicable disease, injury, hospitalization or quarantine (Education Code 8208)

- Illness of child or parent due to quarantine, fever, stomach ache, doctors apt, etc.
- No transportation
- Court ordered visitation
- Best Interest

- Family emergency – serious illness of an immediate family member, death in the family, catastrophe or severe weather conditions that prohibit travel to and from school

- Appointment of child or parent/guardian, which includes doctor, dentist, mental health, social service, welfare, education, special education services, counseling or therapy
- Court ordered visitation for time spent with a parent or relative as required by law. (Court order must be on file) (Education Code 8208)
- Family emergency shall be considered to exist when unforeseen circumstances cause the need for immediate action, such as may occur in the event of a natural disaster or when a member of the child's immediate family: dies, has an accident, serious illness or hospitalization, is required to appear in court. Best Interest Days (maximum of 10 days per program year between July 1-June 30): Parent determines that another activity is better for the child to attend, such as:

- Personal or family business
- Religious observance, holiday or ceremony
- Special time spent with a family member/friend

- Special Events
- Vacation time with family
- Visiting relative or close friend

## Best Interest of the Child Days

An absence shall be considered to be in the best interest of the child when the time is spent with the child's parent/guardian or other relative for reasons deemed justifiable by the program director or site supervisor. AR5148(f)

Except for the children who are recipients of protective services or at risk of abuse or neglect, excused absences in the best interest of the child shall be limited to during the contract period. (5CCR 18066) **10 days**

## Unexcused Absence

- Child did not feel like coming to school
- Parent or child overslept
- Any absence not falling in the excused absence category
- Absences exceeding 10 "best interest" day limit
- Abandoned care (No show or contact)

## Excessive Unexcused Absences

- An Attendance Success Plan must be completed by the program manager and parent for any child that has 2 unexcused absences or more days in any given month.
- Once the Attendance Success Plan has been implemented, a child who reaches a total of 4 unexcused absences may be removed from the program at the discretion of the program director, or supervisor in order to accommodate other families on the waiting list for admission.



**\*Any absence due to a reason other than the above, or without the required verification shall be considered an unexcused absence.**

## Family Request for Disenrollment

When a family chooses to disenroll from the program, they are asked to notify the program in writing at least 2 weeks in advance of the last day of attendance. Parent/guardian may complete the Student Withdrawal Form. The form may be obtained from the ECE office or the classroom teacher. Once completed it is turned into the classroom teacher or the ECE office.

## Agency Disenrollment Policy

Families will be issued a notice prior to disenrollment from the program. Timeline for U.S. mail or hand delivery is at least 19-days or 14-days prior to disenrollment date. **The program may deny services or disenroll** a family for any of the following reasons, which include, but are not limited to:

- Not following the policies outlined in the Early Childhood Education Program's guidelines
- Falsification or providing misleading information or inaccurate documentation
- Knowingly misrepresenting eligibility, using incorrect or inaccurate information to obtain a benefit that the parent would otherwise not be entitled to receive
- Failure to provide current and correct information at the time of certification
- Misrepresentation of income and/or eligibility
- Non-compliance of agency policies (i.e. Failure to sign child in/out, failure to sign all required documents)
- Abandoned child care for 5 consecutive days without notice. The program does not allow families to be enrolled in a program if they are not using child care unless a gap in services has previously been approved.
- Excessive Unexcused Absences
- Failure to adhere to Child Attendance Success Plan
- Failure to use approved/contracted care as agreed upon
- Failure to follow late pick-up plan of action
- Repeated failure to pick up child on time
- Failure to complete or falsification of sign-in/out sheets accurately and on a daily basis
- Failure to keep appointments
- Parent or guardian exhibiting abuse behavior, threatening, yelling, cussing or acting unethically towards any staff member.
- Violation of the Safe School & Harassment policy. Our office and centers are alcohol, drug and weapon free zones
- Unavailability of program funds. If it is necessary to displace families due to funding, families will be displaced in reverse order of admission priority.



## Complaints Regarding Program Staff

Program staff work to ensure that you and your family have a positive experience in the program. If you have concerns that are not complaints of unlawful discrimination or alleged violations of laws/regulations and would like to make a complaint, please follow the escalation process, so that concerns can be addressed and resolved in the correct manner.

<b>Level 1:</b>	Complaint is brought to the attention of the teacher
<b>Level 2:</b>	If complaint is not resolved by the teacher, it is brought to the attention of the Program Supervisor
<b>Level 3:</b>	If complaint is not resolved by Program Supervisor, it is brought to the attention of the Program Director

## Uniform Complaint Procedure

Complaints of unlawful discrimination and alleged violations of federal or state laws, or regulations governing educational programs may be addressed by filing a complaint using the Uniform Complaint Procedures, authorized by: California code of Regulations, Title 5 sections 4600-4694. BUSD Board Policy 1312.3. Complete packet available at the ECE office or BUSD's webpage program tab for Early Childhood Education Program.

## Food & Nutrition Program Non-Discrimination Statement & Complaint Procedure

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint form (AD-3027) found online at [usda.gov/oascr](http://usda.gov/oascr), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form.

To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: 1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 | 2) Fax: (202) 690-7442 | 3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.



## Program Decision Complaints (Appeal Process)

Parents enrolled in state subsidized programs have the right to a fair and unbiased hearing if they disagree with a proposed action. Upon receipt of an on-time request for an appeal hearing, the intended action will be suspended and child care services will continue until the appeal process has been completed. The review process is complete when the appeal process has been exhausted or when the parent abandons the appeal process. The Appeal Hearing process is as follows:

### Step 1: Request for Appeal Hearing

Request for an appeal hearing must be filed within 14 calendar days after the participant receives the Notice of Action (NOA). A request must include the effective date of the NOA, parent name, phone number, full address, explanation why parent disagrees with the agency's action and date the request is signed. The request for hearing may be submitted by mail, in person, phone or e-mail to:

**Bellflower Unified School District  
Preschool Program  
Attention Educational Services**  
16703 S. Clark Ave.  
Bellflower, CA 90607

### Step 2: Schedule Hearing

Within 10 days of receiving a parent's hearing request, the parent will be notified of the time and place of the hearing. To the extent possible, the hearing date and time will be convenient for the parent(s). The hearing shall not be scheduled more than 14 calendar days from the date the hearing officer contacts the parent to schedule the hearing. In the event that a parent or parent's Authorized Representative cannot keep the scheduled hearing date/time, the parent must notify the Hearing Officer in advance of the hearing date/time. A parent may request to re-schedule the hearing date 1 time.

### Step 3: Conduct Hearing

The hearing will be conducted by an administrative staff person who shall be referred to as "the hearing officer." In the event that a parent is unable to attend the hearing at the designated location accommodations will be arranged and agreed upon between the parent and hearing officer. For any hearing not conducted in person, verification of parent identity will be required, along with prior submission of documentation. The hearing will be recorded. During the hearing, the parent or Authorized Representative will have an opportunity to provide support documentation and explain the reasons that they disagree with the proposed action indicated by the referenced NOA should not be carried out.

This will be a formal hearing, and the parent must comply with the directions of the hearing officer during the course of the hearing. Failure to comply with directions will result in the hearing being ended and the contested action being taken. A parent designating an Authorized Representative to be present must inform the agency in writing prior to the hearing. Please do not bring people to the hearing unless they are a designated Authorized Representative. No children are allowed to be present during the hearing.

For failure to appear, it will be deemed that parent has abandoned the appeal and care ends immediately.

### Step 4: Hearing Decision

Hearing officer will send notification in writing, of decision within 10 calendar days after hearing. If parent disagrees with the written decision, they have 14 days from date of the written decision to file an appeal with the California Department of Education (CDE), Early Learning & Care Division (ELCD) located at 1430 N Street, Suite 3410, Sacramento, CA 95814. The appeal to CDE must include a written statement specifying the reasons parent believes the agency decision was incorrect, a copy of the decision letter and a copy of both sides of the NOA. Within 30 calendar days after the receipt of the appeal, ELCD will issue a written decision to parent and the agency. Once ELCD has rendered a decision, the decision is final.



## Preschool BUSD 2023- 2024 SCHOOL ATTENDANCE CALENDAR

Month																							# OF STUDENT DAYS
		MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI		
																							0
	July 3 - July 28/2023	<del>3</del>	<del>4</del>	<del>5</del>	<del>6</del>	<del>7</del>	<del>10</del>	<del>11</del>	<del>12</del>	<del>13</del>	<del>14</del>	<del>17</del>	<del>18</del>	<del>19</del>	<del>20</del>	<del>21</del>	<del>24</del>	<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>		0
1	July 31 - Aug 25/2023	31	1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25		11
2	Aug 28 - Sep 22/2023	28	29	30	31	1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22		19
3	Sep 25 - Oct 20/2023	25	26	27	28	29	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20		19
4	Oct 23 - Nov 17/2023	23	24	25	26	27	30	31	1	2	3	6	7	8	9	10	13	14	15	16	17		19
5	Nov 20 - Dec 15/2023	20	21	22	23	24	27	28	29	30	1	4	5	6	7	8	11	12	13	14	15		15
	Dec 18 - Dec 29/2023	18	19	20	21	22	25	26	27	28	29												4
6	Jan 1 - Jan 26/2024	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26		12
7	Jan 29 - Feb 23/2024	29	30	31	1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23		18
8	Feb 26 - Mar 22/2024	26	27	28	29	1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22		18
9	Mar 25 - Apr 19/2024	25	26	27	28	29	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19		14
10	Apr 22 - May 17/2024	22	23	24	25	26	29	30	1	2	3	6	7	8	9	10	13	14	15	16	17		18
11	May 20 - June 14/2024	20	21	22	23	24	27	28	29	30	31	3	4	5	6	7	10	11	12	13	14		11
																					TOTALS		178

LABOR DAY  
SCHOOL CLOSED  
VETERANS DAY  
THANKSGIVING  
CHRISTMAS  
NEW YEAR'S EVE  
NEW YEAR'S DAY  
SCHOOL CLOSED  
MARTIN LUTHER KING DAY  
LINCOLN'S BIRTHDAY  
PRESIDENT'S DAY  
SPRING BREAK  
MEMORIAL DAY

SEPTEMBER 4, 2023  
OCTOBER 9, 2023  
NOVEMBER 10, 2023  
NOVEMBER 23/24, 2023  
DECEMBER 22/25, 2023  
DECEMBER 29, 2023  
JANUARY 1, 2024  
JANUARY 8, 2024  
JANUARY 15, 2024  
FEBRUARY 16, 2024  
FEBRUARY 19, 2024  
MARCH 29-APRIL 5, 2024  
MAY 27, 2024

	PRESCHOOL STUDENTS FIRST/LAST DAY
	HOLIDAYS
	SCHOOL CLOSED



We look forward to serving you!

**CHILD CARE CENTER  
NOTIFICATION OF PARENTS' RIGHTS****PARENTS' RIGHTS**

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

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

Licensing Office Name: LA Child Care East

Licensing Office Address: 1000 Corporate Center Drive Suite B, Monterey Park, CA 91754

Licensing Office Telephone #: (323) 981-3350

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

**NOTE:** CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.

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

LIC 995 (9/08)

(Detach Here - Give Upper Portion to Parents)

**ACKNOWLEDGEMENT OF NOTIFICATION OF PARENTS' RIGHTS  
(Parent/Authorized Representative Signature Required)**

I, the parent/authorized representative of \_\_\_\_\_, have received a copy of the "CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS" and the CAREGIVER BACKGROUND CHECK PROCESS form from the licensee.

BUSD Early Childhood Education Program

Name of Child Care Center

\_\_\_\_\_  
Signature (Parent/Authorized Representative)

\_\_\_\_\_  
Date

**NOTE:** This Acknowledgement must be kept in child's file and a copy of the Notification given to parent/authorized representative.

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

LIC 995 (9/08)

## PERSONAL RIGHTS

### Child Care Centers

Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers.

- (a) Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:
- (1) To be accorded dignity in his/her personal relationships with staff and other persons.
  - (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
  - (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
  - (4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
  - (5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.
  - (6) Not to be locked in any room, building, or facility premises by day or night.
  - (7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:

NAME Los Angeles Child Care East		
ADDRESS 1000 Corporate Center Drive Suite B		
CITY Monterey Park, CA	ZIP CODE 91754	AREA CODE/TELEPHONE NUMBER (323) 981-3350

DETACH HERE

TO: PARENT/GUARDIAN/CHILD OR AUTHORIZED REPRESENTATIVE:

PLACE IN CHILD'S FILE

Upon satisfactory and full disclosure of the personal rights as explained, complete the following acknowledgment:

**ACKNOWLEDGMENT:** I/We have been personally advised of, and have received a copy of the personal rights contained in the California Code of Regulations, Title 22, at the time of admission to:

(PRINT THE NAME OF THE FACILITY) BUSD Early Childhood Education Program	(PRINT THE ADDRESS OF THE FACILITY) 9301 Flower St. Bellflower, CA 90706
--	---

(PRINT THE NAME OF THE CHILD)

(SIGNATURE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(TITLE OF THE REPRESENTATIVE/PARENT/GUARDIAN) (DATE)

LIC 913A (9/06)

## IMPORTANT INFORMATION FOR PARENTS

### CAREGIVER BACKGROUND CHECK PROCESS CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

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

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

#### How the Exemption Request is Reviewed

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

The person who needs the exemption must provide information about:

- The crime
- What they have done to change their life and obey the law
- Whether they are working, going to school, or receiving training
- Whether they have successfully completed a counseling or rehabilitation program

The person also gives us reference letters from people who aren't related to them who know about their history and their life now.

We look at all these things very carefully in making our decision on exemptions. By law this information cannot be shared with the public.

#### How to Obtain More Information

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



## IDENTIFICATION AND EMERGENCY INFORMATION CHILD CARE CENTERS/FAMILY CHILD CARE HOMES

To Be Completed by Parent or Authorized Representative

CHILD'S NAME	LAST	MIDDLE	FIRST	SEX	TELEPHONE ( )
ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
BIRTHDATE					
PARENT / AUTHORIZED REPRESENTATIVE NAME	LAST	MIDDLE	FIRST	BUSINESS TELEPHONE ( )	
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
HOME TELEPHONE ( )					
PARENT / AUTHORIZED REPRESENTATIVE NAME	LAST	MIDDLE	FIRST	BUSINESS TELEPHONE ( )	
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
HOME TELEPHONE ( )					
PERSON RESPONSIBLE FOR CHILD	LAST	MIDDLE	FIRST	HOME TELEPHONE ( )	BUSINESS TELEPHONE ( )

### ADDITIONAL PERSONS WHO MAY BE CALLED IN AN EMERGENCY

NAME	ADDRESS	TELEPHONE	RELATIONSHIP

### PHYSICIAN OR DENTIST TO BE CALLED IN AN EMERGENCY

PHYSICIAN	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ( )
DENTIST	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ( )

IF PHYSICIAN CANNOT BE REACHED, WHAT ACTION SHOULD BE TAKEN?

☐ CALL EMERGENCY HOSPITAL ☐ OTHER EXPLAIN: \_\_\_\_\_

## NAMES OF PERSONS AUTHORIZED TO TAKE CHILD FROM THE FACILITY (CHILD WILL NOT BE ALLOWED TO LEAVE WITH ANY OTHER PERSON WITHOUT WRITTEN AUTHORIZATION FROM PARENT OR AUTHORIZED REPRESENTATIVE)

NAME	RELATIONSHIP

TIME CHILD WILL BE PICKED UP

SIGNATURE OF PARENT/GUARDIAN OR AUTHORIZED REPRESENTATIVE	DATE

## TO BE COMPLETED BY FACILITY DIRECTOR/ADMINISTRATOR/FAMILY CHILD CARE HOMES LICENSEE

DATE OF ADMISSION	LAST DATE OF ENROLLMENT

## CONSENT FOR EMERGENCY MEDICAL TREATMENT- Adult and Elderly Residential Facilities

AS THE CLIENT, AUTHORIZED REPRESENTATIVE OR CONSERVATOR, I HEREBY GIVE CONSENT TO

\_\_\_\_\_ TO PROVIDE ALL EMERGENCY MEDICAL OR DENTAL CARE

PREScribed BY A DULY LICENSED PHYSICIAN (M.D.) OSTEOPATH (D.O.) OR DENTIST (D.D.S.) FOR

\_\_\_\_\_. THIS CARE MAY BE GIVEN UNDER WHATEVER

CONDITIONS ARE NECESSARY TO PRESERVE THE LIFE, LIMB OR WELL BEING OF THE INDIVIDUAL NAMED ABOVE.

CLIENT HAS THE FOLLOWING MEDICATION ALLERGIES:


DATE

CLIENT/AUTHORIZED REPRESENTATIVE/CONSERVATOR SIGNATURE  
(CIRCLE APPROPRIATE TITLE)

HOME ADDRESS

HOME PHONE

( )

HOME PHONE

( )

STATE OF CALIFORNIA  
HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES  
COMMUNITY CARE LICENSING

## PHYSICIAN'S REPORT—CHILD CARE CENTERS

(CHILD'S PRE-ADMISSION HEALTH EVALUATION)

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### PART A – PARENT'S CONSENT (TO BE COMPLETED BY PARENT)

(NAME OF CHILD) born (BIRTH DATE) is being studied for readiness to enter  
 (NAME OF CHILD CARE CENTER/SCHOOL). This Child Care Center/School provides a program which extends from :  
 a.m./p.m. to a.m./p.m., days a week.

Please provide a report on above-named child using the form below. I hereby authorize release of medical information contained in this report to the above-named Child Care Center.

(SIGNATURE OF PARENT, GUARDIAN, OR CHILD'S AUTHORIZED REPRESENTATIVE) (TODAY'S DATE)

---

### PART B – PHYSICIAN'S REPORT (TO BE COMPLETED BY PHYSICIAN)

Problems of which you should be aware:  
 Hearing: Allergic Individual:  
 Vision: Vision Single:  
 Developmental: Food:  
 Language/Speech: Address:  
 Dental:  
 Other (Include Medication Allergies):  
 Comments/Remarks:  
 Medication Prescribed/Special, Routines/Restrictions for this child:

**IMMUNIZATION HISTORY:** (Fill out or enclose California Immunization Record, PM-298.)

VACCINE	DATE EACH DOSE WAS GIVEN				
	1st	2nd	3rd	4th	5th
POLIO (OPV OR IPV)	/ /	/ /	/ /	/ /	/ /
DTP (DTaP) DTaP (DTaP) DTaP (DTaP)	/ /	/ /	/ /	/ /	/ /
MMR (MEASLES, MUMPS, AND RUBELLA)	/ /	/ /	/ /	/ /	/ /
MMR (MEASLES, MUMPS, AND RUBELLA)	/ /	/ /	/ /	/ /	/ /
HEP (HEPATICITIS B)	/ /	/ /	/ /	/ /	/ /
HEP (HEPATICITIS B)	/ /	/ /	/ /	/ /	/ /
VARICELLA (CHICKENPOX)	/ /	/ /	/ /	/ /	/ /

**SCREENING OF TB RISK FACTORS** (listing on reverse side)

☐ Risk factors not present; TB skin test not required.  
☐ Risk factors present; Mantoux TB skin test performed (unless previous positive skin test documented).  
☐ Communicable TB disease not present.

I have ☐ have not ☐ reviewed the above information with the parent/guardian.

Physician: \_\_\_\_\_ Date of Physical Exam: \_\_\_\_\_  
 Address: \_\_\_\_\_ Date This Form Completed: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Signature: \_\_\_\_\_

☐ Physician ☐ Physician's Assistant ☐ Nurse Practitioner

LC 703 (2/03) (Confidential) PAGE 1 OF 2

#### RISK FACTORS FOR TB IN CHILDREN:

- Have a family member or contacts with a history of confirmed or suspected TB.
- Are in foreign-born families and from high-prevalence countries (Asia, Africa, Central and South America).
- Live in out-of-home placements.
- Have, or are suspected to have, HIV infection.
- Live with an adult with HIV seropositivity.
- Live with an adult who has been incarcerated in the last five years.
- Live among, or are frequently exposed to, individuals who are homeless, migrant farm workers, users of street drugs, or residents in nursing homes.
- Have abnormalities on chest X-ray suggestive of TB.
- Have clinical evidence of TB.

Consult with your local health department's TB control program on any aspects of TB prevention and treatment.

## CHILD'S PREADMISSION HEALTH HISTORY—PARENT'S REPORT

CHILD'S NAME		SEX		BIRTH DATE	
BIRTH CERTIFICATE NUMBER		DOES AS FATHER/MOTHER'S DOMESTIC PARTNER LIVE IN HOME WITH CHILD?			
MOTHER'S NAME		DOES MOTHER'S DOMESTIC PARTNER LIVE IN HOME WITH CHILD?			
IS THIS CHILD BEING UNDER REGULAR SUPERVISION OF PHYSICIAN?		DATE OF LAST PHYSICAL/MEDICAL EXAMINATION			

**DEVELOPMENTAL HISTORY** (For 24 months and preschool-age children only)

MONTHS	MONTHS	MONTHS	MONTHS
--------	--------	--------	--------

**PAST ILLNESSES** — Check illnesses that child has had and specify approximate dates of illnesses:

<input type="checkbox"/> Chicken Pox <input type="checkbox"/> Asthma <input type="checkbox"/> Rheumatic Fever <input type="checkbox"/> Hay Fever	<input type="checkbox"/> Diabetes <input type="checkbox"/> Epilepsy <input type="checkbox"/> Whooping cough <input type="checkbox"/> Mumps	<input type="checkbox"/> Poliomyelitis <input type="checkbox"/> Ten-Day Measles (Rubella) <input type="checkbox"/> Three-Day Measles (Rubella)	DATES
---	---	--	-------

SPECIFY ANY OTHER DETAILS OR BY OTHER ILLNESSES OR ACCIDENTS

DOES CHILD HAVE FREQUENT COLIC? ☐ YES ☐ NO HOW MANY IN LAST YEAR? \_\_\_\_\_ LIST ANY ALLERGIES CHILD SHOULD BE AWARE OF \_\_\_\_\_

**DAILY ROUTINES** (For infants and preschool-age children only)

WHAT TIME DOES CHILD GET UP? \_\_\_\_\_ HOW MANY TIMES DOES CHILD GO TO BED? \_\_\_\_\_ DOES CHILD SLEEP WELL? \_\_\_\_\_

DOES CHILD SLEEP THROUGH THE NIGHT? \_\_\_\_\_ HOW LONG? \_\_\_\_\_

DIET PATTERNS: (WHAT DOES CHILD USUALLY EAT FOR THESE MEALS?)

BREAKFAST	WHAT ARE USUAL EATING HOURS?
LUNCH	REGULARLY
DINNER	CHANGING

ANY FOOD ALLERGIES? \_\_\_\_\_ ANY EATING PROBLEMS? \_\_\_\_\_

IS CHILD TOILET TRAINED? ☐ YES ☐ NO IF YES, AT WHAT STAGE? \_\_\_\_\_ ARE BOWEL MOVEMENTS REGULAR? ☐ YES ☐ NO WHAT IS USUAL TIME? \_\_\_\_\_

WORD USED FOR "BOWEL MOVEMENT" \_\_\_\_\_ WORD USED FOR URINATION \_\_\_\_\_

PARENT'S EVALUATION OF CHILD'S HEALTH \_\_\_\_\_

IS CHILD PRESENTLY UNDER A DOCTOR'S CARE? ☐ YES ☐ NO IF YES, NAME OF DOCTOR \_\_\_\_\_ DOES CHILD TAKE PRESCRIPTION MEDICATION? ☐ YES ☐ NO IF YES, WHAT KIND AND ANY SIDE EFFECTS \_\_\_\_\_

DOES CHILD USE ANY SPECIAL DEVICES? ☐ YES ☐ NO IF YES, WHAT KIND \_\_\_\_\_ DOES CHILD USE ANY SPECIAL DEVICES AT HOME? ☐ YES ☐ NO IF YES, WHAT KIND \_\_\_\_\_

PARENT'S EVALUATION OF CHILD'S PERSONALITY \_\_\_\_\_

HOW DOES CHILD GET ALONG WITH PARENTS, BROTHERS, SISTERS AND OTHER CHILDREN? \_\_\_\_\_

HAS THE CHILD HAD GROUP PLAY EXPERIENCE? \_\_\_\_\_

DOES THE CHILD HAVE ANY SPECIAL PROBLEMS OF EXERCISE? (JOY RIDING) \_\_\_\_\_

WHAT IS THE PLAN FOR CARE WHEN THE CHILD IS ILL? \_\_\_\_\_

REASON FOR REQUESTING DAY CARE PLACEMENT \_\_\_\_\_

PARENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

LIC 700 (006) (CONFIDENTIAL)

## Parents' Guide to Immunizations Required for Pre-Kindergarten (Child Care)



Parents must show their child's Immunization Record as proof of immunizations (shots) before starting pre-kindergarten (child care) and at each age checkpoint after entry:

Age at Entry/checkpoint	Required Doses
2-3 Months	1 Polio 1 DTaP 1 Hep B 1 Hib
4-5 Months	2 Polio 2 DTaP 2 Hep B 2 Hib
6-14 Months	2 Polio 3 DTaP 2 Hep B 2 Hib
15-17 Months	3 Polio 3 DTaP 2 Hep B 1 Hib* (on or after 1st birthday) 1 Varicella 1 MMR (on or after 1st birthday)
18 Months-5 Years	3 Polio 4 DTaP 3 Hep B 1 Hib* (on or after 1st birthday) 1 Varicella 1 MMR (on or after 1st birthday)

\* One Hib dose must be given on or after the 1st birthday regardless of previous doses. Required only for children younger than 5 years old.

DTaP = [diphtheria toxoid](#), [tetanus toxoid](#), and acellular [pertussis](#) vaccine  
Hep B = [hepatitis B](#) vaccine  
Varicella = [chickenpox](#) vaccine

Hib = [Haemophilus influenzae type B](#) vaccine  
MMR = [measles](#), [mumps](#), and [rubella](#) vaccine



## EFFECTS OF LEAD EXPOSURE

Children 1-6 years old are the most at risk for lead poisoning.

- Lead poisoning can harm a child's nervous system and brain when they are still forming, causing learning and behavior problems that may last a lifetime.
- Lead can lead to a low blood count (anemia).
- Even small amounts of lead in the body can make it hard for children to learn, pay attention, and succeed in school.
- Higher amounts of lead exposure can damage the nervous system, kidneys, and other major organs. Very high exposure can lead to seizures or death.

## LEAD POISONING FACTS

- Buildup of lead in the body is referred to as lead poisoning.
- Lead is a naturally occurring metal that has been used in many products and is harmful to the human body.
- There is no known safe level of lead in the body.
- Small amounts of lead in the body can cause lifelong learning and behavior problems.
- Lead poisoning is one of the most common environmental illnesses in California children.
- The United States has taken many steps to remove sources of lead, but lead is still around us.

### IN THE US:

- Lead in house paint was severely reduced in 1978.
- Lead solder in food cans was banned in the 1980s.
- Lead in gasoline was removed in the early 1990s.



## LEAD IN TAP WATER

The only way to know if tap water has lead is to have it tested.



Tap water is more likely to have lead if:

- Plumbing materials, including fixtures, solder (used for joining metals), or service lines have lead in them.
- Water does not come from a public water system (e.g., a private well).

To reduce any potential exposure to lead in tap water:

- **Flush the pipes in your home**  
Let water run at least 30 seconds before using it for cooking, drinking, or baby formula (if used). If water has not been used for 6 hours or longer, let water run until it feels cold (1 to 5 minutes.)\*
- **Use only cold tap water for cooking, drinking, or baby formula (if used)**  
If water needs to be heated, use cold water and heat on stove or in microwave.
- **Care for your plumbing**  
Lead solder should not be used for plumbing work. Periodically remove faucet strainers and run water for 3-5 minutes.\*

- **Filter your water**  
Consider using a water filter certified to remove lead.

**WARNING!** Some water corks have lead. Do not give a child water from a water cork unless you know the cork does not have lead.



(\*Water saving tip: Collect your running water and use it to water plants not intended for eating.)

- For information on testing your water for lead, visit the Environmental Protection Agency at their [website](http://www.epa.gov) or call (800) 426-4791. You can also visit the California Department of Public Health's website at [www.cdph.ca.gov](http://www.cdph.ca.gov).



## POTENTIAL SOURCES OF LEAD

- Old paint, especially if it is chipped or peeling or if the home has been recently repaired or remodeled
- House dust
- Soil
- Some imported dishes, pots and water corks. Some older dishware, especially if it is cracked, chipped, or worn
- Work clothes and shoes worn if working with lead
- Some food, candies and spices from other countries
- Some jewelry, toys, and other consumer products
- Some traditional home remedies and traditional make-up
- Lead fishing weights and lead bullets
- Water, especially if plumbing materials contain lead

## SYMPTOMS OF LEAD EXPOSURE



Most children who have lead poisoning do not look or act sick. Symptoms, if any, may be confused with common childhood complaints such as

stomachache, crankiness, headaches, or loss of appetite.



A blood lead test is free if you have Medi-Cal or if you are in the Child Health and Disability Prevention Program (CHDP). Children on Medi-Cal, CHDP, Head Start, WIC, or at risk for lead poisoning, should be tested at age 1 and 2. Health insurance plans also will pay for this test. Ask your child's doctor about blood lead testing.

For more information, go to the California Childhood Lead Poisoning Prevention Branch's [website](http://www.cdph.ca.gov), or call them at (510) 620-5600.

The information and images found on this publication are adapted from the California Department of Public Health Childhood Lead Poisoning Prevention Program.

PUB 515 10/2019



**Program Handbook**  
**Acknowledgement of Receipt of Written Policies**

My signature below acknowledges that I have received a copy of or have chosen to access online the program handbook. I acknowledge that I have read, understand and agree to abide by these guidelines. I understand that I may be dis-enrolled from the program if I do not follow the program policies.

Child(ren) Name: \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_

Legal Signature: \_\_\_\_\_ Date: \_\_\_\_\_