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Welcome

Welcome! Thank you so much for choosing us to care for and provide a safe, nurturing and encouraging environment for your child to learn and grow.

The First Christian Church Pomona (FCCP) Child Development Center provides early care and education for children 6 weeks to 5 years of age through a developmentally appropriate program. The FCCP Child Development Center (CDC) is licensed by the California Department of Social Services and requires all staff to maintain a current first aid and CPR certification and complete a Child Abuse Mandated Reporter Training every two years.

The CDC is a year round program that is open according to a modified version of the Pomona Unified School District (PUSD) calendar, with additional open days in order to serve you better. These services are available to all families.

The CDC is an equal opportunity institution. The CDC staff welcomes families of all racial, ethnic, and religious backgrounds. Students and children are admitted without regard to race, nationality, color, creed, religion, sex, or family diversity.

Our Philosophy

MISSION STATEMENT:

Our mission at FCCP Child Development Center (CDC) is to nurture the whole child through a healthy balance of learning and fun for children from infancy through five years old. We are proud to provide a safe, loving and nurturing environment where children and families feel welcome and comfortable. Our staff follows a sequential skills developmental program, providing a solid foundation for children to learn and grow both now and later in life. In everything, we seek to partner with our parents and guardians for the education and development of every child.

PROGRAM PHILOSOPHY:

We believe that children are all individuals and that each child is unique in character. We believe that each child will grow and develop in his/her own time and that their growth is fostered best in

a patient and nurturing environment. We also believe that children learn best by doing and succeeding.

The FCCP CDC is a safe and nurturing environment where children develop through play and real life experiences where students find support for enhancing their educational experiences through learning activities designed by the highly qualified FCCP CDC staff.

School Overview

We are an authorized 501 (C) (3) organization which has been in operation for over 40 years. We are licensed under the Community Care Licensing (CCL) division of the Department of Social Services (DSS) and are legally bound by Title 22 regulations. We hold three separate licenses under CCL. Our preschool license (191500557) is for ages two to five years old or kindergarten ready and is in operation year round. Our infant license (191594388) is for ages six weeks to two years old and is in operation year round. Our school age license (198016641) is for all school age children (kindergarten through eighth grade). However, our summer program serves children in kindergarten through fourth grade.

Parent Information

Parent cooperation and participation are essential to effective communication and the overall functioning of our school. We believe that your child's classroom teachers are the best resource for you as a parent. Please read the following sections carefully to ensure your understanding of our protocols and expectations.

PARENTAL PARTICIPATION:

“Together may we give our children the roots to grow and the wings to fly.”

Here at FCC Pomona CDC we encourage parent participation. We believe that having an active, working relationship with parents is essential to a strong community and program. We have an open door policy; parents are welcome to stop in anytime during operating hours to check in on your child. However, you do need to check in at the office before proceeding to the classroom.

There will be opportunities throughout the school year where we encourage you to participate in various school events such as fundraisers and school clean up days. These events provide opportunities for us to get to know one another, build relationships and a stronger community.

We will routinely be in conversation with you about your child's progress and work with you to provide and develop the best learning environment for your child. In order to obtain consistent communication we utilize an online service called Procure Connect.

PROCARE CONNECT

Procure Connect is a paid service platform that we utilize to simplify parent communication, student records, updates, tuition payments and our sign in/out process.

All parents must have a valid email address in order to sign up. Procure Connect is an integral part of our program, therefore it is a mandatory part of our program. Important school notices and critical information are communicated via Procure Connect *and* email.

Though Procure Connect is a quick, streamlined platform for communication, it is not instant. The teacher's primary focus is the care and education of your children. Messages will be checked at least once a day and the teachers will respond when they are able, which is primarily during nap time.

Daily Sign In & Out:

Procure Connect is what we use for daily signing in and out of your child. It is required that you sign your child in electronically utilizing your unique four digit pin assigned to you. Also, you can scan the QR code on the tablet. You must sign them in *prior* to taking them to their classroom. This is done in the school office via the tablet located on the counter to your left when you enter the office. When they are picked up you must sign them out *before* you leave the office. You can also sign them in and out on your phone using the QR scan on the Procure app.

PARENTAL CODE OF CONDUCT:

It is our expectation that all parents, caregivers and guardians conduct themselves in a respectful and professional manner while on school grounds. This includes abstaining from offensive language and treating all people at the center with dignity and respect.

If any person, whether it is a parent or otherwise, becomes aggressive while in the Center, in a classroom, or on campus grounds, the CDC staff will execute the following:

1. Ask the person(s) to move away from the children.
2. Ask another adult to call the front office and notify the Director or person in charge.
3. An attempt to communicate calmly with the person(s) will be made.
4. If the situation goes beyond comfortable control, the front desk staff will immediately contact the Pomona Police Department for assistance.
5. If necessary, the situation may be addressed in writing and/or the Director may recommend that corrective action be taken and the family be dismissed from the center.

Failure to comply with the Parental Code of Conduct may result in dismissal from our program.

CONFIDENTIALITY OF RECORDS:

We do not share your information or your child's information with other entities unless required by law. All student records are kept for three years plus the current year.

Enrollment, Admission & Fees Information

ELIGIBILITY FOR ENROLLMENT:

Children must be at least six weeks old to begin the program and no older than five years old. All parents and children will take part in a tour of the school before admission is granted. This will ensure that we are able to meet the needs of your child and that your child is a good fit for our school. Unfortunately, this facility is not certified or equipped to care for children with special needs. Reasonable accommodations will be made per A.D.A. requirements.

A parent/guardian must have a valid email address that they check regularly as we utilize an electronic system as our primary form of communication.

WAIT LIST POLICY:

We have a first come first serve policy. If our school is at capacity, you will be placed on a waitlist in order of inquiry date.

Current families that wish to enroll a sibling will be placed on the waitlist and will be given priority.

PARENT ORIENTATION & FACILITY TOUR:

Every parent/guardian is *required* to attend a facility tour before deciding to enroll their child.

Our parent handbook is to be reviewed, signed and returned *before* the child starts.

REGISTRATION & ENROLLMENT REQUIREMENTS:

Every parent will be given an enrollment packet to complete, one for each child they desire to enroll. There is a one week processing period from the time of receipt of all completed paperwork and acceptance into the program to the child's start date.

The enrollment packet must be filled out in full and turned in to the front office one week prior to the start date of the child, no exceptions.

TUITION AND FEES:

Tuition is due by the fifth day of the month and can be paid in advance. All payments received after the 5th of the month will be considered late and will incur a late fee. All tuition paid is non refundable.

Our rates are set based on the number of days attending, the age of your child and the hours they attend.

All tuition payments must be kept current. **Failure to pay by the 10th of the month will result in suspension of service. Which will result in the child not being able to continue attending our center until the account is paid in full and current.**

Annual Enrollment Fee:

There is a \$100.00 annual registration fee per child. This fee is due annually on the anniversary date of enrollment. All information must be updated before the start of each school year. New forms must be signed and turned in before your child starts the program.

Late tuition fee:

Payments received after the 5th of the month will incur a late fee of \$25.00. Late fees must be paid by the 15th of the month in which the late payment was accrued*.

Failure to pay may result in suspension of service.

Returned check/insufficient funds fee:

Any payments that are returned as insufficient will incur a fee of \$35.00*.

Failure to pay may result in suspension of service.

Late pickup fee:

It is imperative that children are picked up by their scheduled time.

All children picked up after operating hours will incur a late fee of **\$1.00 for every minute after closing.*** For example; if a parent is late and arrives at 6:05pm for pick up the parent must bring in \$5.00 at pick up paid directly to the closing teachers.

Chronic late pick up may result in the termination of your child's enrollment.

This fee must be paid at the time of pick up to the closing teachers or it will be added to the students account via Procure app. Failure to pay the fee may result in suspension of service.

Missed sign in or out fee:

Every child must be signed in and out daily per state regulations. This is done electronically through Procure via the tablet located in the office. If a sign in or out is missed, there is a charge of \$50 per signature missed. This fee is due within three business days of the missed signature*. If fees are not paid on time a hold will be placed on child care until all fees are paid in full.

Diapers:

The school does not provide diapers.

If your child is out of diapers and we use emergency school diapers, a tally will be kept of the number of emergency school diapers used. When diapers are replenished by the parent for that child, the number of diapers used from the emergency school supply will

be removed from the parent provided replenishment to replace the emergency diapers that were used.

*All tuition and fees must be current prior to the next billing cycle. Failure to do so will result in suspension of services.

WITHDRAWAL POLICY:

Parents must inform the center and provide a two week written notice to withdraw your child from our program. Paid tuition is non refundable.

TERMINATION:

FCCP CDC may terminate the enrollment of a child if the child's needs cannot be met, the safety/care of other children is in jeopardy, and/or accommodations for the child cause undue burden to the center. Parents will be notified in writing of the reasons for termination.

Hours & Days of Operation

We are a year round program that operates Monday through Friday, with the exception of the holidays listed below.

We offer a summer program for school age children entering first through fourth grade. This program runs for the duration of Pomona Unified School District's (PUSD) summer break. Please visit proudtobe.pusd.org for their academic calendar.

HOLIDAYS OBSERVED:

Throughout the year we are closed on the following days:

New Year's Day

Martin Luther King Jr. Day

President's Day

Friday before Easter (Teacher Inservice Day)

Memorial Day

Independence Day

Friday before Labor Day (Teacher Inservice Day)

Labor Day

Thanksgiving Day*

Christmas Eve

Christmas Day

*In addition we will be closed the day after Thanksgiving (Black Friday).

If any of the Observed Holidays fall on a weekend, we will be closed the Friday prior in lieu of.

TEACHER INSERVICE DAY:

In order to serve your children more effectively and provide our teachers with training, our center has two Teacher Inservice Days (Student Free Day) per year. One in the spring and one in the fall.

HOURS OF OPERATION:

Regular operating hours are Monday through Friday from 7:00 a.m. to 6:00 p.m.*

However, in case of emergencies hours may need to be modified to maintain safety standards and ratios. In emergency cases, parents will be notified with as much advance notice as possible of any changes to operating hours. We reserve the right to modify hours as necessary

Office doors open at 7:00a.m. For liability purposes, please do not enter the campus prior to that.

* Shortened hours on, New Years Eve, December 31st** from 7:30 a.m. to 3:00p.m.

**If December 31st falls on a weekend day, we will close early the Friday before New Years in lieu December 31st.

In case of emergencies we reserve the right to modify hours as necessary.

Daily drop Off Times:

In order to provide the best care for all the children, minimize disruption to the learning time and routine, there are daily time periods where the campus is closed to drop off. In addition, parents must adhere to drop off time agreed upon in the enrollment packet.

- **Infant Room:** Drop off time is based on individual needs. No drop off restrictions.

- **Toddler Room:** No drop off between 11:00 a.m. and 2:00 p.m.

- **Green Room:** No drop off between 12:00 p.m. and 2:00 p.m.

- **Yellow Room:** No drop off between 12:00 p.m. and 2:00 p.m.

- **Blue Room:** No drop off between 12:00 p.m. and 2:00 p.m.

- **Red Room:** No drop off after 8:00 a.m. Must be in class from 8-12 M-F

Health, Illness & Immunization Protocol

ILLNESS POLICY:

PLEASE DO NOT BRING YOUR CHILD TO SCHOOL ILL.

Any child who has a fever above 100°F, has vomited, had diarrhea, a rash or discolored (other than clear) mucus draining from their eyes or nose must be kept home for 24 hours *after* symptoms have subsided. NO EXCEPTIONS.

If your child displays signs of illness (fever over 100°F, vomits twice or has diarrhea more than twice, has discolored mucus draining from eyes, ears or nose) *while in our care* they will be sent home and not able to return for 24 hours *and* are symptom free for 24 hours.

If a child is brought to school repetitively under any of these conditions, a parent does not pick up the child within a reasonable amount time once notified, a parent is medicating a child

without notifying the school or any other behaviors that may increase the risk of infecting other children or staff, may be dismissed from our program.

Daily Health Inspection:

Upon arrival a daily visual health check will be performed by your child's teacher. The purpose of the health check is to determine if your child is well enough to attend school. If your child displays symptoms listed in our illness policy, they will not be accepted into our care. During this time, please share any concerns regarding your child's health or behavior.

IMMUNIZATIONS:

The State of California regulations specify that before a child can attend school or child care center, parents must provide a written Immunization Record from a doctor or clinic showing that all required immunizations for his or her age have been received. The Immunization Record must show the date for each required dose.

Newly entering children, who currently need additional required vaccine doses or who do not have an Immunization Record, cannot receive child care services while they await a doctor's appointment for immunizations or for an Immunization Record.

For continued enrollment, children must receive the required additional immunizations. The Measles/Mumps/Rubella vaccines (MMR), Hemophilus Influenza Type B (HIB) vaccine (one must be given after the 1st birthday), and the Hepatitis B series are also required. A TB test (PPD Mantoux) is required at entry to FCC Pomona Child Development Center and again at Kindergarten unless the child's physician indicates on the Immunization Blue Form that the child is not at risk.

Your child must have a health check-up to determine if he or she is physically fit to participate in the activities found in a child-care/preschool setting. The check-up by a physician does need to be completed prior to attendance, this form can be found in our enrollment packet.

The following image is a quick visual reference to help parents decide if they need to keep their child home from school. If your child displays any of the following symptoms in a 24 hour period, please keep them home.

Criteria for Exclusion Due to Illness:

When a child becomes ill but does not require immediate medical attention, a determination must be made regarding whether the child should be sent home (i.e., should be temporarily “excluded” from child care). Most illnesses do not require exclusion. The caregiver/teacher will determine if the illness:

1. Prevents the child from participating comfortably in activities
2. Results in a need for care that is greater than the staff can provide without compromising the health and safety of other children.
3. Poses a risk of spread of harmful diseases to others.

If any of the above criteria are met, the child will be excluded, regardless of the type of illness.

The child will be removed from direct contact with other children and will be monitored and supervised by a single staff member known to the child until dismissed from our care to the care of a parent/guardian or a primary care provider. The area will be where the toys, equipment, and surfaces will not be used by other children or adults until after the ill child leaves and after the surfaces and toys have been cleaned and disinfected.

Your child will be temporarily excluded if they exhibit any of the following conditions:

1. The illness prevents the child from participating comfortably in activities.
2. The illness results in a need for care that is greater than the staff can provide without compromising the health and safety of other children.
3. An acute change in behavior - this could include lethargy/lack of responsiveness, irritability, persistent crying, difficulty breathing, or having a rapidly spreading rash.
4. Fever (temperature above 100°F [37.8°C] or higher taken axillary [armpit] or measured by an equivalent method [temporal]) and behavior change or other signs and symptoms of illness (e.g., excessive coughing, sore throat, draining mucus from nose or eyes, rash, vomiting, diarrhea).
5. Diarrhea is defined by runny/watery stools or decreased form of stool that is not associated with changes of diet. In addition, diapered children with diarrhea should be excluded if the bowel movement frequency exceeds two or more stools above normal for that child.

Keep Me Home If...

I'm vomiting
Two or more times in 24 hours.

I have a rash, lice or nits
Body rash, especially with a fever or itching. Lice or nits.

I have diarrhea
3 or more watery stools in 24 hours.

I have an eye infection
Thick mucus or pus draining from the eye.

I have a sore throat
With fever or swollen glands.

I'm just not feeling very good.
Unusually tired, pale, lack of appetite, confused or cranky.

I have a fever
Temperature of 100-(F) or more, (taken under the arm) AND sore throat, rash vomiting, diarrhea, earache or just not feeling good.

© Saint-Denis County
Department of Public Health

When Your Child is Sick: 1. Have plans for back up child care. 2. Tell your caregiver what is wrong with your child, even if your child stays home.

ILLNESS OR ACCIDENT AT THE CENTER:

Non-emergency incidents, illness and/or accidents will be reported to the parent via Procure Connect as well as verbally when the child is picked up at the end of the day.

If any incidents, illness and/or accidents occur that are deemed beyond our scope of training, emergency services (9-1-1). After the immediate needs of the child are met, then the center will proceed to contact the parent/guardian.

In case of illness, the child will be isolated from the group under adult supervision, in order to prevent the spread of the infection.

MEDICATIONS:

If your child has been given any medication prior to arriving at the CDC, the teacher must be notified. In the event of an emergency, it is necessary for the CDC staff to notify emergency personnel of medications your child is currently taking. **Medicating a child without notification to Center staff poses a risk to your child as well as to the other children who may be exposed to an illness.**

Our staff is not certified to administer medications of any kind to the children*. Therefore, if your child needs to take medications while under our care, it is the responsibility of the parent to come to the center to administer the medication as needed.

***Epinephrine Auto-injection Pen (EpiPen):**

Epinephrine is used to treat severe allergic reactions (anaphylaxis) to insect stings or bites, foods, drugs, and other allergens. If your child requires an EpiPen, please provide two EpiPen Jr. (child's dose) to the school. One will be kept in the classroom and one will be kept in the cafeteria. Parents will be required to sign a waiver pertaining to the use of this medication while in the care of the CDC. This is a life saving medication, therefore this is the only medication that a school employee is permitted to administer if the need arises.

Emergency Procedures

EMERGENCY/EVACUATION PROCEDURES:

We practice earthquake and fire drills once a month in order to be prepared in case of an emergency. Evacuation routes are posted in every room within our center. Emergency backpacks are located in every classroom.

In the event of an emergency the children will be evacuated to the grassy area away from the building and the farthest corner of the parking lot.

In the event of an emergency during operating hours, parents will be contacted once we have evacuated and it is safe to do so.

POWER OUTAGE:

In the event of a power outage, it is our policy to notify the parents via Procure Connect of the outage if power does not resume within a half hour. After two hours will have to shut the facility down and all children will need to be picked up within one hour from notification time.

Southern California Edison:

We participate in the Southern California Edison (SCE) Summer Discount Program (SDP). This allows Edison the authority to shut off certain air conditioning units on the preschool side of the school if there is a power emergency. We have reserved several air conditioning units throughout the facility from the SDP. This allows us to keep the temperature regulated in those designated rooms in case of a power emergency shutoff through the SDP.

If the SDP is enacted, all preschool classes will be combined and moved into the cafeteria where the air conditioning unit is not part of the SDP. The infant side of the school, the toddler room will combine with the infant room. The infant room air conditioning unit is not part of the SDP.

CAMPUS LOCK DOWN:

In the event that the school needs to be locked down, the campus will be secured to ensure the safety of the children. Parents will be notified via Procure Connect once the campus is secured.

There are no pick-ups, no drop-offs, no in or out of the facility during the duration of a lockdown. These protocols are in place to ensure the safety of your children and our staff.

Curriculum & Classroom Development

FCCP CDC consists of three licenses, one for our Infant Site, one for our Preschool and our third license is for School Age. Both the Infant and Preschool Site operate year round following . The School Age is operated for the duration of PUSD's summer break.

Our preschool site serves children two years old through Pre-K and consists of four classrooms. The four classrooms are Green, Yellow, Blue and Red. The Red Room is our Pre K room.

Our Infant site serves children six weeks through two years old and has two classrooms. The Infant Room serves children ages six weeks to one year *and* walking. The Toddler Room is from one year *and* walking to two years old.

CURRICULUM:

We build our curriculum around Zoo-Phonics while integrating a play based and age appropriate curriculum. Our curriculum allows the teachers the flexibility to mold the classroom to the needs of their students while still hitting all the learning objectives.

More information can be found at <https://zoo-phonics.com/> we encourage our parents/guardians to familiarize themselves with the Zoo-Phonics program by utilizing the "Parents" tab on the website.

In addition we have a monthly theme that we integrate into the curriculum for the whole school. We find that having a common theme creates cohesiveness for all the children even if they are in different classrooms.

CLASSROOM DEVELOPMENT:

We have six classrooms between our two sites that are separated by age and ability. We have two classrooms on our infant site, the Infant Room which is ages 6 weeks to one year *and* walking, the second class, the Toddler Room which serves children one year *and* walking to two years old. When a child turns two they must transition to the preschool site per State Licensing.

Infant Site:

Consists of two classrooms which are the Infant Room and Toddler Room. These rooms are divided by age and ability, to ensure the safety of all the children.

- Infant Room:

The first year of life is a critical time for brain development as well as social and emotional development. Our infant site teachers have specialized training to ensure that they are not only providing excellent care but are also aiding in the development process by allowing each baby to begin observing his/her surroundings, form experiences, and to form attachment with others. Teachers are in partnership with parents to support each child's individual needs.

- Toddler Room:

The children that enter this room must be one year old *and* walking. Our infant site teachers continue to guide the children in their social emotional development, providing structure to help form healthy habits and develop appropriate social interactions.

Preschool Site:

Consists of four classrooms, Green, Yellow, Blue and Red Rooms which are determined by age. Each room tailors the curriculum to the age group in order to maximize learning and the development of the whole child.

-Green Room:

This is our two year old room and the first room that children progress to from the Toddler Room.

-Yellow Room:

This is our second two year old room, children transition to this room when they are learning to potty train.

-Blue Room:

This is the three year old room, your child must be three by September 1 of the current school year in order to enter this room. In addition to meeting the age requirement children must be potty trained to start this room. Though we are a year round program,

our academic school year is from the day after Labor day to the Friday before Memorial day.

-Red Room (Pre K Room):

This is the room where we focus on building upon the knowledge that the children have already gained and ensure that they are ready for kindergarten. Children must be four by September 1 of the current academic year. Though we are a year round program, our academic school year is from the day after Labor day to the Friday before Memorial day.

CHILD'S PROGRESS:

It is our goal to keep you informed of your child's progress and work to address any concerns if the need should arise. We believe that the teachers are the first line of communication as they are with them throughout the day. The teachers and staff are here to work with you in the development of your child.

Progress updates will be communicated regularly in written form through the Procure Connect application as well as verbally.

Parent Teacher Conferences:

Parent teacher conferences will be scheduled twice a year, in the fall and in the spring, for the Pre- K class.

Ages and Stages Questionnaire (ASQ):

As a school we utilize the Ages and Stages Questionnaires semiannually. These are used to give both parents and teachers insight on how well the children are meeting expected growth patterns and where children are at with their learning and development. The ASQ provides critical information that allows for parents to seek early intervention if the need arises.

Potty Training:

We believe that in order for a child to be successful at potty training, all caregivers must work together to create a consistent routine for the child. This means that our staff will work with the parents to maintain consistency in potty training when they believe their child is ready. Potty training must start at home, we do not initiate potty training.

Behavior Management

APPROPRIATE CLASSROOM BEHAVIOR:

Here at FCCP CDC we strive for an environment that is constructive, positive, inclusive and encouraging for all students. We understand and expect that each child will have an adjustment period and that there will occasionally be a “tough” day. We strive to offer a program that is stimulating and organized which helps alleviate disruptive behavior.

If disruptive or inappropriate behavior is persistent, the parent will be notified verbally and a plan of action will be discussed and implemented. If the behavior continues after parent notification and the plan of action does not work to correct the behavior, the child may be dismissed from the program.

Behavior Reports:

Behavior reports are sent electronically via Procare Connect to accompany verbal communication. A copy of the report will be kept on file at the center.

BITING:

We understand that biting is a normal developmental childhood behavior. Biting is part of a developmental stage and children should grow out of it in a short amount of time (most children by the age of three).

Biting that occurs regularly and for prolonged periods of time with no sign of decreasing are cause for concern when it comes to a child's development. If biting behavior becomes an issue of safety to the other children and staff the child will be dismissed for the program.

DISCIPLINE POLICY:

(Revised and updated 5/15/18)

The following steps are practiced by our staff:

1. Reinforce positive behavior and model appropriate classroom behavior.
2. Redirection to a more acceptable behavior.
3. Setting clear limits.
4. Offering choices.
5. Acknowledging positive behavior and ignore negative behavior (when appropriate)
6. Removing the child from the situation for a short period of time (1 minute per year of age for children two and older).

7. Include the child in resolution of the conflict.

Discipline practices that violate the State of California Title 22 are not authorized or practiced in our facility.

It is our policy to follow the plan of action listed below to address inappropriate or disruptive behavior.

1. The teacher (or the director) will verbally notify the child's parent/guardian if a pattern of unacceptable behavior is noted. A verbal plan of action will be agreed upon.
2. When behavior persists, the director will have a meeting with the teacher and the parent/guardian. A written plan of action will be drafted for all parties to sign.
3. If the behavior persists beyond the written plan of action, the child will be dismissed from the program. The parents/guardian will be given a written two week notice informing them that the child has been terminated.

DISMISSAL FROM PROGRAM POLICY:

If disruptive or inappropriate behavior is persistent and the agreed upon plan of action does not work to correct the behavior, the child will be dismissed from the program.

As a courtesy, the CDC will provide the parent/guardian with a written two week notice informing them that the child can no longer attend the program.

A plan of action and a written two week notice may not be given if the situation is severe and needs immediate action. It is our hope that our communication and preventative actions will avoid any swift and necessary response.

Food Program

It is the goal of FCCP CDC to provide children with healthy and nutritious food. We participate in a national food program, the Child and Adult Care Food Program (CACFP). Our participation in the CACFP requires us to follow guidelines set by them.

CACFP guidelines state that the foods served include a variety of the five essential components. The five essential components are Meat/Meat Alternative (M/MA), Fruit, Vegetable, Grain and Milk (whole or low fat).

Daily, we offer two snacks, which include two of the five components and a hot lunch, which includes all five components. All food is prepared fresh here at our campus. The monthly menus can be found on the parent board outside the office.

Meal Times:

Meal times are set to accommodate and include as many children as possible. In order for your child to participate in the meal service, please ensure they are in their class by the start of meal service.

Preschool site meal times (Green, Yellow, Blue and Red Rooms):

- 9:30 a.m. Morning snack
- 11:45 a.m. Lunch
- ~2:30 p.m. (when child wakes up from nap) Afternoon snack

Infant site meal times:

- Infant Room:

- all meals are served according to the needs of each child
- When a child is over the age of one and *not* walking, meal times follow the schedule listed below. Additional feedings are as needed.

- Toddler Room:

- 9:00 a.m. Morning snack
- 11:00 a.m. Lunch
- ~2:45 p.m. (after nap) Afternoon snack

In order for your child to participate in our meal service they are required to be there at the start of the meal. For safety and sanitation all school provided meals are not held, stored, saved or set aside for children.

Supplemental snacks from home are encouraged. However, when packing snacks, we ask that you are mindful of the nutritional needs of developing children. Please avoid high sugar snacks and portions that are too large. Soda and candy have no nutritional value, therefore we ask that it not be sent to school as it will not be served to children. For more information on child nutrition please visit the American Academy of Pediatrics website:

<https://www.healthychildren.org/english/healthy-living/nutrition/pages/default.aspx>

CACFP Medical Needs Waiver:

In order to make substitutions or omit items from our meal service, a CACFP medical form needs to be filled out and kept on file. This form can be obtained through the CDC office.

CACFP Meal Waiver:

If your child has non-allergy related food accommodations, you may choose to opt out of the food program and provide all meals and snacks for your child. The CACFP sets guidelines for reimbursable meals that the school must comply with.

School Provided Formula:

The CDC provides iron fortified Enfamil Gentlease as part of our meal service. If this does not meet your needs, you may opt out of the formula provided by signing a declination form.

Declination of school provided formula:

If the above mentioned formula does not meet your needs, you may fill out a waiver. This form can be obtained through the CDC office.

CACFP Non Discrimination Statement:

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, audiotape, 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: [How to File a Complaint](#), 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; or
3. email: program.intake@usda.gov.

This institution is an equal opportunity provider.

updated 02/06/2020

General Information

FIRST DAY CHECKLIST:

Before your child begins attending FCCP CDC it is required that you provide the following list necessities for them. Please label all items with your child's first and last name.

- One gallon of water (brought monthly)
- A blanket and crib sheet (taken home to be washed on Friday and returned on Monday)
- Two sets of extra clothes (seasonally appropriate) and a pair of closed toed shoes*
- Diapers & wipes
- Disaster Preparedness Kit (see enrollment packet for itemized contents list)

All of the above listed items are to be replenished as needed. Teachers will notify parents via Procure Connect when items are running low.

Blankets & Crib Sheet:

Nap blankets are to be provided by the parent for each child in attendance. Please label both items with the child's first and last name. Blankets are brought to school clean on Monday and taken home to be laundered by the parent on Friday (or the child's last day of school for the week).

Extra Clothes:

The extra clothes that you provide are to ensure that your child has clean clothes to be changed into in case of an accident where the clothes become soiled or wet. All clothing items need to be labeled with the child's first name and last name. There are cases where children run out of extra clothes. In that situation the school will provide your child with school loaner clothes. Loaner clothes are to be returned clean and laundered the following day. **For any unreturned loaner clothing items there is a fee of \$7 per item.**

BIRTHDAY CELEBRATIONS:

We love to celebrate birthdays! If you would like to bring something to share with your child's class please be mindful of allergies, sugar content and portion size. Single serving snacks are best (i.e. mini cupcakes, small cookies, individual fruit snacks etc.), as our classrooms are not equipped to serve slices of cake.

TOYS FROM HOME:

In order to maintain a positive learning environment, we ask that all toys from home are left at home. Toys from home prove to create too many conflicts within the learning environment.

CELL PHONES AND CAMERAS:

We ask that when you come to campus that all cell phones and cameras are put away. Due to liability and the sensitive nature of photographing children, we ask that you do not take any photographs inside the school grounds with the exception of special events scheduled by the school (i.e. school performances, Halloween parade, etc.).

CHILD ABUSE AND NEGLECT:

The safety and well-being of your child is of the utmost importance to us. All employees at FCCP CDC are state Mandated Reporters. It is our sincere hope that If there is *reasonable suspicion* of child abuse of *any* kind, (physical, sexual, emotional or neglect) the staff is **required**, by law, to report it to Child Protective Services immediately. To find out more information on mandated reporter training please visit mandatedreporter.ca.com

If you have a reasonable suspicion that a child is being abused or neglected, please call the Child Protection Hotline: (800)540-4000

Ensuring that all children in our care are healthy and safe is a priority of our staff. Please keep in mind that the staff is not required to inform anyone of the report (other than the proper child welfare agencies). This means they are not obligated to inform the director, the school, other staff or the parents that they have reported abuse.

Child Abandonment:

If a child is left in our care beyond center hours, without notification from the parent or guardian, we will make every attempt to contact the parent, guardian and every person listed on the emergency contact list. If we are unable to make contact with an authorized emergency contact person within 45 minutes after closing time, unfortunately, we must notify the police. Your child will be placed in the custody of the Pomona Police Department.

ACKNOWLEDGEMENT UNDERSTANDING & RECEIPT OF HANDBOOK:

Parents/Guardians:

Please sign below acknowledging that you have received the Parent Handbook from First Christian Church Pomona Child Development Center, which you have read and understand that by signing below you agree to adhere to the policies listed within the Parent Handbook.

Parent/ Guardian Name (print)

Signature

Date