



Welcome!



Yuba College Child Development Program
WELCOMES your family to our program.



This handbook was designed to assist families with understanding the requirements to participate in a State -Funded Center-Based program. We look forward to serving you!

Our Program is operated by the Yuba Community College District

Board Approved June 10, 2020

Overview



Program Design

- Open Door Policy
- First Day of School
- Group Sizes
- Discrimination
- Statement

Program Philosophy, Goals & Objectives

- Philosophy
- Parent Involvement /Volunteers
- Health & Social Services
- Video Taping/Pictures
- Education Program
- Environment
- Nutrition Services
- Staff Qualifications & Development
- Program Self-Evaluation

General Policies

- Code of Ethical Conduct
- Safe School & Harassment Policy
- Suspected Child Abuse
- Clothing & Items from Home
- Biting
- Child Supervision
- Discipline & Guidance
- Daily Health Screening & Exclusion
- Medication
- Medical Emergencies
- Field Trips
- Emergencies
- Infant Safe Sleep

Selection & Enrollment Process

- Waiting List
- Selecting Participants
- Steps for Enrollment

Participant Qualifications & Conditions

- Certification/Recertification
- Eligibility Criteria
- Family Data File
- Need for Services

Disenrollment

- Disenrollment Policy

Grievance/Complaint Procedures

- Complaints Regarding Program Staff
- Uniform Complaints
- Program Complaints

Program Design

Purpose Statement:

The main objective of the Child Development Program / Lab School is to serve families of children on our college campus and in our community by providing an exemplary, developmentally appropriate early childhood program for children, families, college students and faculty through modeling best practices in the field of early childhood education.

Yuba College Program Office

Open Monday-Friday 8:30 am-5:30 pm

2088 N. Beale Road Marysville, CA 95901

(530) 749-3808, (530) 741-8741, (530) 741-8742



Center Locations, Ages of Children Served, Days & Hours of Operation, Contact Information:

Marysville Preschool

Serving Children Ages 2.6 years – 5 years

Full Day Program 7:30 am – 5:30 pm

Part Day Preschool 9:00 am - 12:00 pm

Part Day Preschool 2:30 pm – 5:30 pm

(530) 749-3808

2088 N. Beale Road, Marysville CA. 95901

Lake County Campus Preschool

Serving Children Ages 2.6 years – 5 years

Full Day Program 7:30 am – 5:30 pm

Part Day Preschool 9:00 am - 12:00 pm

Part Day Preschool 2:30 pm – 5:30 pm

(707) 995-7909

15880 Dam Rd. Extension Clearlake, CA.
95776

Marysville Toddler Program

Serving Children Ages 18 mos.–36 months

Full Day Program 7:30 am – 5:30 pm

(530) 749-3808

2088 N. Beale Road, Marysville, CA. 95901

Woodland Community College Preschool

Serving Children Ages 2.6 years – 4 years

Full Day Program 7:30 am – 5:30 pm

Part Day Preschool 9:00 am - 12:00 pm

Part Day Preschool 2:30 pm – 5:30 pm

(530) 661-5773

2300 East Gibson Road
Woodland, CA. 95776

Program Design

Program Calendar:

The Preschool program runs a minimum of 221 days. Instructional days are Monday-Friday. A copy of the school calendar will be provided at orientation and is also available at <https://yc.yccd.edu/student/childdevelopment/>



First Day of School

Take your child to the classroom and check in with the staff and introduce yourself. Wash hands, receive your child's health check and sign in for the day. If your child does not wish to join the group activities, let them stand back and observe. Children often learn to join in and play with others. This is sometimes the first time your child is with a large group of children their age in a social setting and need time to adapt. The staff will answer any questions you may have regarding your child's first Preschool / Daycare experience.



My child is enrolled in Unit _____.

My classroom Name is _____.

My child's teacher is:
_____.

My child's teacher aides are:
_____.

If I need to contact the teacher, I can call:
_____.

Email or Learning Genie @
_____.

The Site Supervisor is:
_____.

The first day of school is:
_____.



Open Door Policy:

Our program has an open door policy that is based upon a partnership with the parents of the children enrolled. Parents are highly encouraged to participate in their child's program.

Program Design

Group Sizes:

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

Preschool

2.6 years old to 5 years' old

1 adult for every 8 preschoolers

Our program refrains from religious instruction & worship as specified in the Yuba Community College District's Board Policy. BP 7100.

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 and district. All records are subject to on-site review by officials representing Community Care Licensing, the California State Department of Education, the Health Department, U.S.D.A., or local police authorities in the event of suspected child abuse or neglect. No other use of the information will be made available 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.

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, gender identification, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability.

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, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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 responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or 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 discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer 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. USDA is an equal opportunity provider, employer, and lender.



Program Philosophy, Goals, & Objectives

Philosophy:

- Children construct understanding through active interactions with caregivers, peers, materials and events.
- Learning is sequential, building on prior understanding and experiences.
- Learning proceeds at different rates in each content area/domain; children will show a range of skills and understandings in any one area of study.
- Learning in each area is interconnected. Young children learn best through integrated, meaningful experiences.
- Learning is embedded in a culture. Children learn best when their learning activities are rooted in a familiar cultural context.
- Learning begins in the family, continues in early care and education settings, and depends on parent involvement and caregiver guidance.
- All children have the potential to achieve learning outcomes with the appropriate supports and instruction.



Each family brings a history of life experience and cultural heritage that is respected and valued within our Centers. Partnerships between families and the Center are essential to the growth and development of each individual child. Our efforts are continually directed towards identifying and improving upon the approaches and methods, which will most contribute to the social, emotional, physical and intellectual development of each child.

Our goals and objectives that support the outcomes of those goals are reflected within each of the following quality program components

Parent 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 are held twice per year. Conferences provide an opportunity for parents to collaborate with the teacher to develop goals and curriculum for the year.
- Reading to the children during drop-off/pick-up
- Assisting with meal preparation
- Parent socials meet monthly. Meetings provide an opportunity to learn about child development, share topics identified in the parent survey, and provide 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
- Participating or helping at family festivals/events

Note: Parents volunteering in the center must have a recent tuberculosis clearance, immunization & background clearance on file. They must also complete volunteer training video and sign a volunteer policy. Occasionally, we have community or student volunteers who have received pre-approval to observe or assist in the classroom (ex: YC ECE student).



Health & Social Services:

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

A Family Social Service Need Request & Referral form is completed at the time of enrollment and annually thereafter. This form helps to identify the needs of both the child & family, so that the child may be successful at home and school.

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. YCCD staff may also observe the classroom in order to make recommendations for student support.



Environment:

Our goal is for each of our classrooms to create a place for children to enjoy learning. They actively explore the materials around them, engage in activities appropriate to their skill level and expand their natural curiosity. The program works ongoing to achieve a minimum average score of “Good” on each subscale of the Environmental Rating Scale tool.

In addition, our environments are set-up using our adopted curriculum. **The Foundations and Framework** guide learning and 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 Preschool Program takes pictures and videos of special events, child’s developmental progress and evidence for the DRDP. If for any reason, you have concerns regarding your child’s picture being taken, please advise the classroom teacher or director during the enrollment appointment.



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. A program that 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

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

Program Philosophy, Goals, & Objectives

Nutrition Services:

Our goal is to ensure children have nutritious meals and snacks during their time in the program. Meals and snacks that are culturally and developmentally appropriate and meet the federal Child Care Food Program nutritional requirements. The Yuba College Child Development Program participates in the CACFP. A nutritious breakfast, lunch and afternoon snack is served every day free of charge. Menus are posted in the classrooms and on the Yuba College CDC website. Food may not be taken from the center or shared with siblings. Meals from home will not be allowed to be brought to the center unless there is a medical note signed by a doctor.

Mealtime is a learning experience for our children. It is 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.

Candy, gum and soda are not allowed in the classroom! Healthy and nutritious food are also served at social celebrations. Please see your child's teacher for a list of appropriate snack ideas.



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



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.

Program Self-Evaluation:

Our goal is to implement an effective annual program self-evaluation process.

The annual self-evaluation process includes:

- Assessment of the program by parents using the Desired Results Parent Survey
- Assessment of the program by staff and stakeholders using the Program Monitoring Instrument, Desired Results Developmental Profile, and Environmental Rating Scale tools

Based on the results of the program self-evaluation, 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



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.

ALCOHOL, DRUG AND WEAPON FREE ZONE.



Suspected Child Abuse:

Our staff are mandated reporters. The safety and wellbeing 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 Family Advocate.

There are resources available to help you, at no charge.

General Policies

Clothing & Items from Home:

Your child will be very active during classroom activities and should dress in comfortable and washable clothes. Shoes must be worn at all times. All sandals must have ankle straps.

Please send a change of clothes for your child in case of a spill or accident. Dress appropriate for outdoor weather. Clothing should be labeled to prevent loss.

Please discuss your ideas for sharing home materials with your child's teacher ahead of time. Toy guns and knives are not allowed in the center. The center is not responsible for any lost or damaged personal items.

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.

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
- 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
- Encourage children to follow safety rules
- Report safety and supervision concerns to staff immediately



Discipline & Guidance:

Rules and limits are set to keep the children safe and help them get along with other children and adults. 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, re-arrangement of the environment, and staff - parent collaboration. Open-communication with each other is key. Parent meetings may be requested and/or required by the staff along with possible behavior support plans or contracts that are based on the child's needs. All behavioral situations will be handled on an individual basis. Yuba/Sutter Health-Human Services support staff may also be contacted to support classroom staff and students with ongoing behavior concerns. Disenrollment in services may result after all attempts to support the child have been made. There will be no use of corporal punishment or violation of personal rights. We do not spank, punish or threaten our students.

General Policies

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. **Children will be excluded from the center and should stay home if:**

1. **Gastro-intestinal** nausea, vomiting, diarrhea, abdominal pain within the last 24 hours
2. **Throat and neck** redness, spots, sore throat, infected tonsils, swollen glands, toothache
3. **Eyes** discharge and/or redness, infection
4. **Skin** rashes, spots, eruptions, etc. Has any possible symptoms of communicable disease. Please notify the school immediately if the child has a communicable disease, he/she must have clearance from a medical professional.
5. **Hair lice/nits**, infected areas on scalp
6. **Nose and ears** discharge with symptoms such as fever, coughing or other symptoms
7. **Temperature** fever over 100 degrees F within the last 24 hour
8. **Immunizations** are not up to date. This includes **TB** (good for 1 year) and **Physical** (good for 1 year).

Physicals, TB test, and immunizations must be up to date and turned in at time of enrollment

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 an authorization form to the program office first.

Medications must be in the original container with your child's name on the pharmacy label. Always give medications directly to the teacher and do not leave it in your child's bag. If your child requires an inhaled medication, the physician must fill out an authorization packet that must be reviewed and approved by the site supervisor.

Medical Emergencies:

In case of serious illness or injury, we will make an immediate attempt to contact you. If necessary, we will also contact an ambulance or paramedics. The parent/guardian is expected to assume responsibility for any resultant expense.

Field Trips: On-Campus

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. Children are only allowed to participate in field trips with parent's consent and a field trip permission slip on file.



Emergencies:

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 Catapult automated system will be used to notify you of the most up to date information regarding the emergency.

Attendance Policy

Participants are Expected to:

- **Know** the time and days that their child is attending the program. Late drop offs and pick-ups can cause disruption in daily routines and is a serious concern that may result in an attendance plan meeting or possible disenrollment.
- **Notify Program office** of any changes in address, phone number, change of guardianship and persons authorized to sign for a child. It is the family's responsibility to notify the preschool of changes within five (5) days.

Bringing your child to class and picking up:

For your child's protection and safety, the following are required by State Guidelines with **NO EXCEPTIONS**:



-Please make sure that all authorized adults picking up a child are aware of these regulations. Failure to comply with these regulations may result in a child being dropped from the Preschool program. If custody problems exist, please provide legal documents, which outline custody relations. We maintain legal signatures of all participants and their family members authorized to pick up children in the program.

ARRIVING & LEAVING

1. Every child must be signed in and out each day on the daily attendance log.
2. The daily attendance log **must only be signed at the time of arrival and dismissal**.
3. A full legal signature (*Mary Gonzalez*) and exact time (8:03) must be written.
4. No one under 18 years of age (except a parent) may sign a child in/out.
1. A child will only be released to someone the parent/guardian has given prior authorization. A parent may authorize another person 18 years of age or older to pick up their child by: Leaving the authorized person on the child's emergency card or giving written and dated notice to the child's teacher authorizing your child's release to someone else. **A Photo ID and a signature on file is required**

A child **will not** be released to:

Anyone who is not listed on the emergency list.

Anyone without proper identification and signature

Anyone under 18 years of age (except a parent).

Anyone suspected of being under the influence of drugs or alcohol.

Anyone that is legally restrained from contact with a child.

If a child is not picked up from the program:

Attempts will be made to contact the parent(s) by phone first.

Attempts will be made to contact the persons listed on the child's emergency card.

If the parents and no one on the emergency card can be reached, Child Protective Services and the police department will be contacted and an "Abandoned Child Report" will be made.



By making your child's attendance a priority, you will be taking an important step in supporting your child's school success, and setting a good example.

Attendance Policy

Participant Expectations:

Regular and consistent attendance is important. It allows the family to maximize the benefits of the child's early learning and care experience. A family may be dis-enrolled from the program if the child has "excessive" unexcused absences, and/or is not using childcare services as certified.

Excessive Unexcused Absences:

- An attendance success plan must be completed for any child that has 2 unexcused absences or more days in any given month.
- If excessive unexcused absences continue after a plan is put in place, a family may be dis-enrolled.

Transportation:

It is the responsibility of the parent/guardian to provide safe transportation to and from school on a regular basis. Absences due to lack of transportation are considered a **family emergency**. If absences due to transportation continue to happen more than once a week on a regular basis and the attendance success plan is not followed, then **the absences will be counted as unexcused.**

Absence Policy:

When a child is absent from regularly scheduled care at any time during the month the participant or staff member must record the absence type on the attendance record. Absence types are as follows:

Excused Absence:

- Illness of child or parent/guardian, ailment, communicable disease, injury, hospitalization or quarantine
- 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)
- Family emergency for unplanned situations of a temporary nature including court appearance, death, accident, hospitalization of a family member, no transportation or illness of sibling

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)

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:

- Visiting relative or close friend
- Vacation time with family
- Child attending a party
- Family moving
- Religious observance, holiday or ceremony
- Personal or family business



By making your child's attendance a priority, you will be taking an important step in supporting your child's school success, and setting a good example.

Selection & Enrollment Process

Waiting List

The first step to access center-based program services is to be placed on our waiting list. Children with disabilities are encouraged to apply.



- 1** Complete the Application online at <https://yc.yccd.edu/student/childdevelopment/>
- 2** Call: (530-749-3808) Yuba College (530-661-5773) Woodland College (707)995-7909 Lake County
- 3** Walk into our offices: 2088 North Beale Road Marysville, 2300 E. Gibson Rd. Woodland, 15880 Dam Road Extension Clearlake

Selecting Participants Preschool Age:

When an opening is available, we access the waiting list and contact families based on the following program admission priorities:

- Child protective services, or at-risk of abuse, neglect or exploitation
- Age eligible 4-year old children: Admission priority up to 85% of the State Median Income based on adjusted gross monthly income & family size.
- Age eligible 3-year old children: Admission priority up to 85% of the State Median Income based on adjusted gross monthly income & family size. A 3-year old means- children that will have their 3rd birthday on or before September 1st or children that turn three on or after September 2nd can apply on their third birthday.
- Over-income family whose child has exceptional needs

Selecting Participants Toddler Age:

When an opening is available, we access the waiting list and contact families based on the following program admission priorities:

- Child protective services, or at-risk of abuse, neglect or exploitation
- Child who have siblings enrolled in the preschool program
- Children with the lowest ranking number
- Over-Income family whose child has exceptional needs

Note: When multiple families are within the same ranking:

- Child with exceptional needs within the same ranking is admitted first
- Entry with the lowest ranking number is admitted second

Selection & Enrollment Process

Families screened & selected

For potential enrollment from the waiting list, you will be asked to complete and submit documentation to verify eligibility/need for services and an orientation. The steps are as follows:

STEP 1: Learn How to Enroll

**Pick Up
Enrollment Packet
When called for
an opening.**

Location: Marysville CDC 2088 North Beale Road Building 1600 Unit E Marysville, CA. 95901

Woodland CDC 2300 Gibson Road, Woodland, CA. 95776

Clearlake CDC 15880 Dam Road Ext., Clearlake, CA. 95422

Note: You will schedule an enrollment appointment when you pick up your packet.

STEP 2: Complete Documentation

Complete forms included in your packet, gather documents listed on the checklist.

If you are unable to keep your scheduled appointment: please call your center at (530) 749-3808 Marysville, (530) 661-5773 Woodland, and (707) 995-79098 Clearlake

STEP 3: Verify Eligibility

Attend in-person: Marysville CDC 2088 N. Beale Road, Marysville, CA. 95901

Woodland CDC 2300 E. Gibson Road, Woodland, CA. 95776

Clearlake CDC 15880 Dam Road Ext., Clearlake, CA. 95422

Note: you will be turned away if your packet/information is not complete at the time of your appointment.

STEP 4: Orientation

At your enrollment appointment, you will schedule your orientation.

Note: Please bring your child (ren) that you have enrolled to your orientation.

Participant Qualifications & Conditions

Certification:

Enrollment into a program is determined by specific family eligibility criteria. In addition, a child's parent must live in California. Family's complete a certification process at initial enrollment and remain eligible until re-certification.

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
- Any evidence of a street address or post office address in California, including the 4 digit zip code extension
- Homeless may submit declaration of intent to live in California

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 or Infant & Family Service 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 in the family data file



Participant Qualifications & Conditions

Eligibility Criteria:

Eligibility is based on either child or family eligibility. Participants must provide documentation of eligibility in 1 or more of these categories:

Child Eligibility

- Child protective services (Referral letter from CPS unit)
- At-risk of abuse, neglect or exploitation (Referral letter from legally qualified professional)

Family Eligibility

- Homeless (Referral Letter or Self-Declaration)
- Current aid recipient (Proof of current aid)
- Income eligible (Documentation of all 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



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

Maximum income threshold at **85%** of State Median Income:

Family Size	Gross Monthly	Gross Yearly
1-2	\$5,343	\$64,120
3	\$5,802	\$69,620
4	\$6,719	\$80,623
5	\$7,794	\$93,522
6	\$8,869	\$106,422
7	\$9,070	\$108,841
8	\$9,272	\$111,259
9	\$9,473	\$113,678
10	\$9,675	\$116,096
11	\$9,876	\$118,516
12	\$10,078	\$120,934

Participant must notify our agency **within 30 days** if their gross monthly income at any time during their certification period exceeds the maximum income threshold for ongoing eligibility.

Participant Qualifications & Conditions

Countable/Non-Countable Income Reference Sheet

Countable Income 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.

1. Gross wages, salary, advances, commissions, overtime, tips, bonuses, gambling or lottery winnings
2. Wages for migrant, agricultural, or seasonal work
3. Public cash assistance (CalWORKs or TANF)
4. Gross income from self-employment less business expenses with the exception of wage draws
5. Disability or unemployment compensation
6. Worker's compensation
7. Foster grants, payments or clothing allowance for children placed through child welfare services
8. 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
9. Survivor (i.e. SSA) and retirement benefits
10. Rent for room within the family's residence
11. Dividends, interest on bonds, income from estates or trusts, net rental income or royalties
12. Financial assistance received for the care of a child living with an adult who is not the child's biological or adoptive parent
13. Veteran's pension
14. Pension or annuities
15. Inheritance
16. Allowances for housing or automobiles provided as part of compensation
17. Portion of student grants or scholarships not identified for educational purposes as tuition, books, or supplies
18. Insurance or court settlements for lost wages and/or punitive damages
19. Net proceeds from the sale of real property, stocks or inherited property
20. Other enterprise for gain (Rent for room within family's residence)

Non-Countable Income 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.

1. Earnings of child under eighteen (18) years
2. Loans
3. Grants or scholarships to students for educational purposes other than any portion used for living costs
4. Food stamps or other food assistance
5. Earned Income Tax Credit or tax refund
6. GI Bill entitlements, hardship or hazardous duty, hostile fire or immediate danger pay
7. Adoption assistance payments received pursuant to Welfare and Institution Code section 16115 et. seq.
8. Non-cash assistance or gifts
9. Insurance or court settlements for pain and suffering
10. Reimbursements for work-required expenses that include uniforms, mileage, or per diem expenses for food and lodging
11. Business expenses for self-employed family members
12. Non-cash or in-kind assistance
13. 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)
14. Adoption assistance payments received pursuant to Welfare and Institutions Code section 16115et seq.
15. Disaster relief grants or payments, except any portion for rental assistance or unemployment
16. When there is no cash value to the employee, portion of medical and/or dental insurance documented as paid by the employer
17. Spousal support and/or child support **paid to** a former spouse or absent parent or documented financial assistance for housing costs, car payments, health insurance etc....
18. Federal Government stimulus income

Please notify our central office if your address or telephone number changes at any time to ensure we are able to contact you.

Request to Change Services: Contact Your Program Office

Disenrollment

Disenrollment Policy:

When a family chooses to dis-enroll from the program, they are required to notify the program in writing at least 2 weeks in advance of the last day of attendance

Families will be issued a Notice of Action at least 19-days if mailed or 14-days if hand delivered prior to disenrollment from the program. **The program may deny services or dis-enroll** a family for any of the following reasons, which include, but are not limited to:

- 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
- Non-compliance of the program policies
- Abandoned program for 5 consecutive days without notice.
- Excessive unexcused Absences
- Failure to adhere to Child Attendance Success Plan
- Failure to provide current and correct information at the time of certification
- Failure to use certified care as agreed upon
- Falsification of or refusal to sign attendance record
- Family income exceeds the maximum income threshold
- Misrepresentation of income and/or eligibility
- Failure to keep appointments
- Failure to attend required meetings (including behavior support meetings)
- Unavailability of program funds. If it is necessary to displace families due to funding, families will be displaced in reverse order of admission priority.
- Threatening, yelling, cussing or acting unethically towards any staff member.
- Violation of the Safe School & Harassment policy. Our office and childcare facilities are alcohol, drug and weapon free zones.

Grievance/Complaint Procedures

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.

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. Procedures are mailed annually to parents or are available anytime by contacting our office.

Level 1:

Complaint is brought to the attention of the Teacher.

Level 2:

If the teacher does not resolve complaint, it is then brought to the attention of the Site Supervisor at your center: Marysville, Woodland or Clearlake.

Level 3:

If complaint is not resolved by the Site Supervisor, it is brought to the attention of the Director Karen Stanis at (530) 749-3851 or kstanis@yccd.edu

We strive to ensure you have a positive experience in our program.

Grievance/Complaint Procedures

Program Complaints (Disagree with Notice of Action):

Notice of Action – Parent Appeal Process

Parents enrolled in a State funded program 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 childcare 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 Hearing

The procedure to request an appeal hearing is outlined on the back of each Notice of Action received by parents 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, telephone number, full address, explanation why the 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:

Yuba College Child
Development Program
Attention: Karen L. Stanis
2088 North Beale Road
1600 Bldg., Unit I
Marysville, CA. 95901
Telephone (530) 749-3851

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 one time.

Note: At any reasonable time, including before a hearing, a parent has the right to review the data file

Step 3: Conduct Hearing

An administrative staff person who shall be referred to as "the hearing officer" will conduct the hearing. Hearings will be conducted at California Department of Education at 1430 N Street #5901 Sacramento, CA. 95814. 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 support documentation. The hearing will be audio recorded. During the hearing, the parent or Authorized Representative will have an opportunity to provide support documentation and explain the reasons that you 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 Ceres Unified School District 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. If parent fails to appear, it will be deemed that the parent has abandoned their appeal and care will end immediately.

Hearing officer will send notification in writing, of the decision within 10 calendar days after the hearing. If parent disagrees with the written decision, they have 14 days from the date of the written decision to file an appeal with the California Department of Education (CDE), Early Education and Support Division (EESD) located at 1430 N Street, Suite 3410, Sacramento, CA 95814. The appeal to CDE must include a written statement specifying the reasons the parent believes Ceres Unified School Districts 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, EESD will issue a written decision to you and the agency. Once EESD has rendered a decision, the decision is final.



Yuba College Child Development Program

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.

I have also received a copy of the community care licensing document.

Parent/Guardian Printed Name: _____

Legal Signature: _____ Date: _____