

# RSCCD Child Development Services

## **Non-Discrimination Policy**

Rancho Santiago Community College District Child Development Centers are operated on a non-discriminatory basis, affording equal treatment and access to services without regard to race, religion, ethnic or national origin, sex, or physical disability. Children with disabilities or other special needs, as defined by the Americans with Disabilities Act (ADA), are welcomed into the program and reasonable accommodations are made as necessary.

## **Eligibility for Low or No Cost Full Day Child Care Services/Preschool**

The California Department of Education/Child Development Division (CDE/CDD) provides the funds for low or no cost (subsidized) child care services for families.

To be eligible for care a parent must:

1. Have a child 6 months – 5 years of age.
2. Enroll in and maintain a minimum of six units for fall and spring semesters and three units in summer session leading toward a vocational goal or attend a minimum of two sessions of non-credit classes (Continuing Education).
3. Meet California Department of Education/Child Development income guidelines based on family size and income.
4. Demonstrate a need for services: Child Protective Service (CPS), training (school), child abuse referral, job search, parental incapacity, and homelessness.

## **Eligibility for No Cost Part Day Preschool**

To be eligible for preschool a parent must:

1. Have a child three to four years of age (priority will be given to four year old children).
2. Meet California Department of Education/Child Development income guidelines based on family size and income.

## **Admission Requirements**

The parent must complete all paperwork required by the Child Development Division of the California Department of Education and the Child Care Food Program **before** the child may be admitted.

The parent must supply proof of the family's current income (Income Verification – Not applicable for Full Cost) and documentation of the parent's student status (Registration/Training Verification- Not applicable for State Preschool and/or Full Cost).

A record of all immunizations required by the State of California and a negative tuberculosis test or chest X-ray given within one year for children over one (1) year of age must be on file. The child's Immunization Record must be up-to-date or a written plan of compliance must be submitted and updated according to health regulations. Exclusion from the program will result from non-compliance.

A physical examination signed by a physician stating the child is able to participate in the program must be on file within one month of the child's entry or the child will be excluded from the program.

### **Attendance Contract Hours**

Contract hours are the scheduled hours for which you are qualified and have signed a contract with the center. For your child to benefit from the program, he/she will need to attend the full time for which he/she is registered. Both consistency and a regular schedule are vital to a child's feeling of security. Failure to adhere to your scheduled contract hours for five days will require a conference with the director to determine if an adjustment is necessary. Additional non-compliance, of five or more days, to contract hours will result in a Notice of Action being issued for termination of services.

### **Arrival and Departure**

Upon arrival and at departure, the parent or designee must swipe the child's ID card (at centers using computer check-in) and sign an attendance sheet. Sign in sheets, which are a record of each child's attendance, must be completed daily. The parent or his/her designee must record the time of arrival and the time of departure with a full signature (in ink) both times. When absent, a specific reason for absence, i.e. flu, cold, virus, fever, visit with other parent etc., must be recorded on the attendance sheet upon return, with a full signature.

For the child's protection, he/she will be released only to persons authorized on the emergency card by the enrolling parent. If someone other than the authorized persons must pick-up your child, they must have written permission signed by the parent. The person picking up must have photo identification.

Legal documents delineating a child's custody or release must be on file at the center and updated as needed.

## **Confidentiality**

As per RSCCD Board Policy #5117, student records are confidential. 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. Written permission from parents will be obtained for the release of confidential information and for permission for photographs or videotapes taken of the children while they are in the center if these will be either published or used in public.

## **Parent Involvement**

When you are involved in your child's learning, your child has a greater likelihood of success. In addition, we have found that your involvement adds tremendously to the quality and scope of our program. Four different opportunities for your engagement are listed below:

### **1. Parent Participation**

Each family will be asked to choose one parent participation activity such as: watering the plants, raking the sand, assisting in the kitchen, etc. which will be performed on a weekly basis for the length of a semester. You will keep a record of this participation on a form provided by the center.

### **2. Volunteering in Your Child's Classroom**

You will be asked to volunteer in your child's classroom at least once a month. Your participation in the classroom will give you the opportunity to observe how your child is growing and developing. You will learn how to stimulate learning, what questions to ask, and how to use the everyday world as a tool for learning. It will also give us the opportunity to enhance the partnership between the teacher and parent to provide support for your child's development at home.

### **3. Parent Education**

Parent education is an important component of the philosophy of our centers. Each semester various parenting classes, seminars, and workshops are provided by the centers or coordinated with college offerings and are adapted to the specific needs of the parents at each site. Parents' attendance at a minimum of three of these opportunities is expected each semester. Enrollment in any three unit Human Development class will meet the parent education expectation for two semesters.

#### **4. Parent Advisory Council**

A parent advisory council provides a communication link between center operations and you. They meet at least twice per semester. Each center will have one parent representative who will serve on a district level advisory council, which will meet each semester. The purpose of the district council is to involve parents in the awareness and support of children's services.

#### **Discipline**

Our staff views discipline in a very positive way. We provide a warm, caring environment in which children are allowed to experience all feelings and at the same time begin to learn to deal with these feelings in appropriate ways that lead to the development of self-control. Teachers maintain clear, consistent, fair limits, which are age-appropriate. Children are encouraged to "use their words" to express their feelings. Staff members are gentle but firm and do not administer corporal punishment.

#### **Organizational Pattern**

Each Center is under the supervision of a Site Director; all Site Directors report to the Executive Director of Child Development Services. All Child Development Services are under the administrative supervision of the Assistant Vice Chancellor, Educational Services who reports to the Executive Vice Chancellor/ Human Resources and Educational Services. The Chancellor has final administrative responsibility for the program. The Board of Trustees of the District sets policies.