

# Southwestern College Child Development Center Family Handbook

Last update February 2022



*“Play is the highest expression  
of human development in childhood,  
for it alone is the free expression of what  
is in a child’s soul.”*

**Friedrich Froebel  
(Father of Modern Kindergarten)**

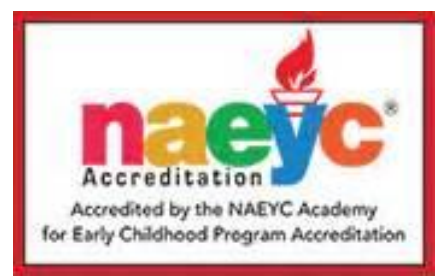
## Table of Contents

|  |       |
|--|-------|
| Introduction                                   | 4     |
| Lab School                                     | 4     |
| Child's Experience                             | 4     |
| Children's Rights Policy                       | 4-5   |
| NAEYC Accreditation                            | 5     |
| Mission Statement                              | 5     |
| Goals of the Child Development Center          | 5     |
| Curriculum Influence                           | 5-6   |
| Emergent and Negotiated Curriculum             | 5-6   |
| The Reggio Emilia Approach                     | 6     |
| General Information                            | 6-14  |
| Teacher to Child Ratios                        | 6     |
| Screening of Individuals Working at the Center | 7     |
| Training & SWC Professional Development        | 7     |
| Reporting Child Abuse & Unusual Incidents      | 7-8   |
| Admissions                                     | 8-9   |
| Inclusion of Children with Special Rights      | 9     |
| Hours of Operation                             | 9     |
| Change of Schedule Request/Holding Fee         | 9     |
| Closed Days                                    | 10    |
| Tuition  | 10    |
| Returned Checks                                | 10    |
| Registration Fee                               | 11    |
| Student Discount                               | 11    |
| Third Party Accounts                           | 11    |
| Refunds  | 11    |
| Prorated Tuition                               | 12    |
| Drop-In Care                                   | 12    |
| Grant Programs                                 | 12-13 |
| Birthday & Holiday Celebrations                | 13    |
| Family Conferences & Annual Evaluation Process | 13    |
| Focused Portfolios                             | 14    |
| Family Involvement                             | 14    |
| Daily Operations                               | 14-16 |
| Sign-in/Sign-out Procedure                     | 14    |
| Drop-off/ Pick-up                              | 15    |
| Late Pick-up Policy                            | 15    |
| Nutrition                                      | 15    |
| Clothing                                       | 16    |
| Rest Time                                      | 16    |

## Table of Contents- (Continued)

|   |       |
|---|-------|
| Wellness/Health/Medications                     | 16-18 |
| Family Responsibility                           | 16    |
| Exclusion from the Child Development Center     | 16-17 |
| Returning to the Child Development Center       | 17    |
| Medications                                     | 17    |
| Mandatory Car Seat Law                          | 17    |
| Mandatory Seat Belt Law                         | 18    |
| Kaitlyn's Law: Vehicle Code 15620               | 18    |
| Guidance, Family Support & Communication        | 18-20 |
| Positive Guidance Policy                        | 18    |
| Code of Adult Behavior                          | 18-19 |
| Communicating Concerns                          | 19    |
| Biting Policy                                   | 19    |
| Family Support                                  | 20    |
| Alternative Childcare                           | 20    |
| Emergency Procedures                            | 21-23 |
| Emergency Contacts                              | 21    |
| Injured Child                                   | 21    |
| Classroom Evacuation                            | 22    |
| Office Evacuation                               | 22    |
| Outside Evacuation                              | 22    |
| Emergency Preparedness Child Development Center | 23    |

Southwestern College  
**CHILD DEVELOPMENT CENTER**  
(SWC CDC)



Accredited by the National Association for the Education of Young Children  
(NAEYC)

**FAMILY HANDBOOK**

**I. INTRODUCTION**

The family handbook is designed to explain routine procedures and provide important information regarding the operation of the Southwestern College Child Development Center. It is our aim to respond quickly and completely to your questions and concerns. Please feel free to contact us at any time.

**II. LAB SCHOOL**

The Southwestern College Child Development Center embraces and supports the individuality of each child in an authentic, emerging learning environment while modeling best practices and providing quality training for college students. As a lab school, staff and students will produce photographs, audio and video-tape recordings, and written observations of children attending the Center as part of class assignments and state-required documentation. Recordings and observations will be conducted only with the consent of the Center Director and/or Head Teacher, and under the supervision of the classroom teacher. All families will be required to sign and submit a form, stating that they have no objection to their child being photographed or otherwise recorded for educational purposes.

**III. CHILD'S EXPERIENCE**

The environment is designed to provide a positive atmosphere, which promotes self-esteem, self-worth, and an awareness of respect for others. We model behavior that we value and promote by treating each child with respect and honoring them as an individual. The Center will provide open ended materials to develop curiosity and collaboration to enrich your child's learning, therefore we request that all toys be left at home.

**IV. CHILDREN'S RIGHTS POLICY**

1. *We have the right to be happy and to be treated fairly in this center.*

- No one will make fun of us or hurt our feelings. We will be given the same consideration and respect as others.

2. *We have the right to be safe in this center or home.*

- No one will hurt, push, hit, kick, bite or pinch us. Nor will any type of restraining device ever be placed on us.

3. *We have the right to hear and be heard in this center.*

- No one will shout or yell at us or make loud noises at inappropriate times.

4. *We have the right to learn and be creative.*

- No one will keep us from succeeding at what we try.
5. *We have a right to be ourselves.*
- No one will judge us or treat us unfairly because of our color, gender, physical appearance, or background.

**V. NAEYC ACCREDITATION: A Commitment to Excellence!**

**Southwestern College Child Development Center** has been successfully accredited by the **National Association for the Education of Young Children (NAEYC)**. We are one of the first programs in the country to earn NAEYC accreditation under its new, more rigorous accreditation system. This national recognition level reflects the quality of our center's program and our staff's personal commitment to setting a high standard in our industry and within our community. The self-study and onsite validation are completed every five years. For additional information, you can visit their website at: [NAEYC](#)

**VI. MISSION STATEMENT**

The Southwestern Child Development Center is designed to support the teaching and philosophy of the Southwestern College Family Studies Department. The mission of the Center is to promote intellectual growth and develop human potential in children, families, students, and staff. We believe that the early childhood experience is critically important for building a strong foundation for future learning and development.

**VII. GOALS OF THE CHILD DEVELOPMENT CENTER**

- Serve as the primary laboratory resource for Southwestern College students who are studying Family Studies/Child Development, provide opportunities for students to observe and experience working with children.
- Promote opportunities for social, emotional, language, creative, physical, and intellectual development in the children.
- Meet the needs of the children first, in every decision.
- Develop self-help skills through daily routines.
- Promote respect for others through cooperation skills, cultural awareness, and problem-solving skills.
- Provide quality childcare and family and community referral services to further serve our children and their families.
- Our goal is to observe, communicate and provide information about young children and their development with families and center staff to ensure and support the needs of each child.

**VIII. CURRICULUM INFLUENCE**

**A. Emergent and Negotiated Curriculum**

The belief of many early childhood professionals that children learn as they play, both alone and with other children and their teachers, comes from a social constructivist theory which is the basis of emergent curriculum.

“Learning occurs when children are engaged in collaborative activity about something that deeply interests them ... the teacher’s role is to collaborate with the children in their exploration so her knowledge can scaffold (build upon) their understanding.” (Lewin-Benham, NAEYC Beyond the Journal, March 2006)

## **B. The Reggio Emilia Approach**

The Reggio Emilia Approach to Early Childhood Education is named after the town of Reggio Emilia in northern Italy. These schools have been described as among the best in the world. Many US schools are inspired by this approach where children can construct their own learning. Several child development faculty and CDC staff have been trained through the educational study tour in Reggio Emilia, Italy.

*The Reggio Emilia Approach is based upon the following principles:*

- **Project Work:** Projects, also emergent, are in-depth studies of concepts, ideas, and interests which arise within the group. Considered as an adventure, projects may last one week or could continue throughout the school year.
- **Representational Development:** Presentation of concepts and hypotheses in multiple forms of representation -- print, art, construction, drama, music, puppetry, and shadow play -- are viewed as essential to children's understanding of experience.
- **Collaboration:** Collaborative group work, both large and small, is considered valuable and necessary to advance cognitive development.
- **Teachers as Researchers:** First and foremost, the teacher is to be a learner alongside the children. The teacher is a teacher-researcher, a resource and guide as they lend expertise to children (Edwards, 1993). Within such a teacher-researcher role, educators carefully listen, observe, and document children's work and the growth of community in their classrooms; they provoke, co-construct, and stimulate thinking as well as children's collaboration with peers. Teachers are committed to reflection about their own teaching and learning.
- **Documentation:** Similar to the portfolio approach, documentation of children's work-in-progress is viewed as an important tool in the learning process for children, teachers, and parents.
- **Environment:** Within the Reggio Emilia schools, great attention is given to the look and feel of the classroom. The Environment is considered the "third teacher."

## **IX. GENERAL INFORMATION**

### **A. Teacher to Child Ratios**

The SWC Child Development Center is licensed by the Department of Social Services Community Care Licensing Division and conforms to all California state laws regulating the operation of childcare centers. The Center is licensed to accommodate preschool children ages two to five years old with a ratio of 1:6 for two-year old's and 1:10 for preschoolers. Staff must be able to always see and hear all of the children.

Field trips: SWC CDC follows California state licensing requirements for field trips outside the center. The teacher/child ratio is 1:6 for field trips.

## **B. Screening of Individuals Working at the Center**

- **Employees:** All Center employees are subject to the state of California requirements for working in a childcare environment. This includes TB testing, MMR Vaccine, Tdap Vaccine, physical examination, fingerprinting and clearance by the Department of Justice.
- **Family Volunteers:** Volunteers who come into contact with the children are required to meet the state clearance requirements such as TB testing, MMR Vaccine, and Tdap Vaccine. Fingerprints are not required as volunteers are not left alone with the children or volunteering on a consistent weekly basis. Parent volunteers are scheduled to help with Center projects such as watering plants, repairing equipment, etc.
- **Students** - Students in the Family Studies/Child Development Program may participate as “student teachers” at the Center to fulfill practicum requirements for graduation. Student teachers are required to meet the state clearance requirements such as TB testing, MMR Vaccine, and Tdap Vaccine before participating in the program. Student teachers are never left alone with the children as they are always under the supervision of a Center staff. Student teachers are not considered part of the daily teacher/child ratio under any circumstance.

## **C. Training & SWC Professional Development**

### **Our Mission**

The Professional Development Program at Southwestern College provides progressive activities that promote lifelong learning, cultural competence, and professional growth and development of all employees in support of the College District’s Mission and Strategic Priorities.

### **Our Vision**

Southwestern College is a community of faculty, classified, and administrative professionals who are lifelong learners, enhancing their own professional development to better serve the needs of our students, and providing a model to students.

### **Our Philosophy**

The Professional Development Program is committed to improving job performance and fostering the professional growth and development of all employees of the college. The Program encourages lifelong learning based on adult learning principles and diverse learning styles. The overarching goal of the Program is to provide integrated and comprehensive activities and events that enable all employees to acquire new knowledge about relevant educational issues, develop and apply new work-related skills, and enhance their professional growth. Finally, the Program strives to enhance the quality of the college environment by enhancing organizational development and supporting the vision, mission, and priorities of the Southwestern Community College District.

**Process:** Upon request and budget support, staff can attend professional development, yearly-as needed. Each year staff collaborate and meet to schedule workshops and conferences. Families will be informed if it requires time off from work.

## **D. Reporting Child Abuse & Unusual Incidents**

- **Child Abuse:** The Southwestern College Child Development Center staff are mandated reporters of suspected child abuse. The Center is legally obligated and responsible to comply with all reporting regulations regarding possible child abuse; Pursuant to penal code section 11166 and 11174.3.

- **Interviewing a child:** According to the State Community Care Licensing; Inspection Authority of the Department: “Any duly authorized officer, employee, or agent of the department may, upon presentation of proper identification, enter and inspect any place providing personal care, supervision, and services at any time, with or without advance notice, to secure compliance with, or to prevent a violation of, this act or the regulations adopted by the department pursuant to the act.”
- **Child Abuse and Neglect Reporting Act:** “A suspected victim of child abuse or neglect may be interviewed during school hours, on school premises, concerning a report of suspected child abuse or neglect that occurred within the child's home or out-of-home care facility. The child shall be afforded the option of being interviewed in private or selecting any adult who is a member of the staff of the school, including any certificated or classified employee or volunteer aide, to be present at the interview. A representative of the agency investigating suspected child abuse or neglect, or the State Department of Social Services shall inform the child of that right prior to the interview.”
- **Unusual Incident Report:** The SWC CDC staff are mandated reporters of Unusual Incidents/Injury/Death. The Center will comply with legal reporting requirements as noted in Community Care Licensing-Title 22, reporting requirements.
- **Reporting: Center** director will report all unusual incidents and suspected child abuse to the following administrators of Southwestern College:
  - College Dean
  - Chief of Police or Sargent in charge
  - If necessary:
    - Vice President of Academic Affairs
    - Director of Procurement, Central Services & Risk Management
    - Chief of Public Information & Government Relations Officer
    - Superintendent/ President

## E. Admissions

The Child Development Center is licensed to serve preschool children, regardless of race, color, gender, creed, religion, national or ethnic origin, ability, or medical condition, provided that the established program meets the needs of the individual child with reasonable accommodations.

To help ensure a positive experience at the Center, the child and immediate family member are required to attend a **minimum one-hour visit before every child's first day at the Center.** The opportunity for the child and family to become acquainted with his/her teacher and future environment lessens the child's anxiety related to this major transition, by being introduced to and becoming accustomed to new surroundings with the comfort and security of having a family member present.

The following are the required steps for enrollment at the Child Development Center:

- Waitlist application
- Center Tour
- One Hour Child Visit
- Family Interview Meeting. Opportunity to discuss expectations, concerns or specific needs by the family or Center. A plan of action may be implemented by Center staff, in agreement with the family, to best meet the needs of the child and Center.
- Non-refundable Registration Fee submitted (confirmation of available space)
- Enrollment Packet completed and submitted to the front desk before child's start date.



- Yellow Immunization Record (Office Staff will make a copy) Child will need to have all the required vaccines recommended by *California Department of Public Health, Immunization Branch*.
- For more information you can visit:  
[Shots Required for Child Care/Preschool | ShotsForSchool.org](http://ShotsRequiredforChildCare/Preschool | ShotsForSchool.org)
- First Month's Tuition, due by the first day of attendance

**F. Inclusion of Children with Special Rights**

Inclusion means providing high-quality care to children through appropriate accommodation and support in order for the child to have full active program participation

The Southwestern College Child Development Center is committed to accepting children of all abilities. If a reasonable accommodation is necessary, the Center staff and the child's family will work together with open communication to develop a successful partnership. The Center will follow ADA requirements along with the SWC CDC handbook policy: Guidance, Family Support & Communication.

**G. Hours of Operation**

**Fall and Spring Semesters:**

**Preschool classrooms**, including transitional classroom.

|          |                   |                      |
|----------|-------------------|----------------------|
| Full Day | Monday – Thursday | 7:30 a.m.-5:30 p.m.  |
| Half-Day | Monday – Thursday | 7:30 a.m.-12:00 p.m. |

**Two-year-old classroom**

|          |                   |                     |
|----------|-------------------|---------------------|
| Full Day | Monday – Thursday | 7:30 a.m.-5:00 p.m. |
|----------|-------------------|---------------------|

**Summer schedule:**

*Schedule includes all ages 2–5-year-olds*

|                     |                 |                      |
|---------------------|-----------------|----------------------|
| Staff and community | Monday-Thursday | 7:30 a.m.-4:30 p.m.  |
| Half-Day            | Monday–Thursday | 7:30 a.m.-12:00 p.m. |
| Students            | Monday-Thursday | 8:00 am-3:00 p.m.    |

*Actual dates for summer will be posted in the front office.*

**The Center does not offer the option to switch days or provide credit for days missed.**

**H. Change of Schedule Request/Holding Fee**

- Schedule changes can be made **once each semester** during the time of enrollment renewal.
- Changes made outside of the required time frame (as noted above) will be charged **\$50.00 per each request**.
- Changes are based on availability and must be approved and authorized by office staff before a change can occur.
- Once the schedule is changed, **we cannot guarantee space will be available** to return to the original schedule.

**The Center will follow the SWC district schedule to close the following days:**

- Labor Day
- Veterans' Day
- Thanksgiving Break: Day before Thanksgiving Day the district (including CDC) will be closed at 4:00 p.m.
- Winter Break
- Martin Luther King, Jr. Day
- Lincoln's Birthday
- Washington's Birthday
- Spring Break
- Cesar Chavez Day
- Memorial Day
- Juneteenth
- Independence Day
- Classified Professional Development Day- TBD at the end of the Spring Semester
- Preschool Graduation-TBD typically a week prior to the college graduation.

*The Center may be closed on other days, subject to District authorization and a 30-day notice.*

The Center hours of operation **will be modified** for the events listed below. Late fees will be applied for late pick up.

- Art show: TBD: Center will close at 12:00 p.m.
- Garden event: TBD: Center will close at 4:00 p.m.

**J. Tuition**

A current tuition schedule may be obtained at the front counter. Tuition rates are based upon a family's relationship to the Southwestern Community College District:

1. SWC student: Currently enrolled, immediate family only
2. SWC employee: Full and part time, immediate family only
3. Community member

Payment is due on the first working day of each month. A late fee will be charged for payments received after the fifth day of the month. If tuition is not received by the tenth day of the month, the family will be withdrawn from the program. The Center accepts payment by check, money order, debit, or credit card at the front counter. Cash payments may be made at the cashier's office, located on the main campus in the Cesar Chavez Building (one stop) to the **CCS** account.

**K. Returned Checks**

- If we receive notification from the bank that your check was returned (for any reason), you will be required to replace that check with a money order, cashier's check, or make payment by Visa/Master Card. A \$25.00 non-sufficient funds (NSF) charge will be added to the tuition payment to cover the NSF fees from the bank.
- If there is a second notice from the bank, you must replace the check with a money order or cashier's check and personal checks will no longer be accepted for payment of family fees. Future payments must be made with a money order, cashier's check, or Visa/Master Card.

## **L. Registration Fee**

- New families: A non-refundable registration fee of \$100.00 is due upon enrollment per family. Space will be held for no more than two months. At the end of the second month, your child will be placed on a waitlist and will need to reapply.
- Existing families: During the time of enrollment renewal, if a request is made and approved to hold a spot, a \$100.00 nonrefundable fee will be charged for each month, for no more than two months. At the end of the second month, your child will be placed on a waitlist and will need to reapply. An additional \$100.00 will be charged to re-enroll once a space becomes available.
- Siblings: A family that already has a child enrolled at the center and wants to enroll a sibling in the same school year, the \$100.00 registration fee will be waived only when both children are currently enrolled.

## **M. Student Discount**

The student discount is designed to give students priority and support while pursuing educational goals. In order to receive the student discount, verification of enrollment and class schedule is required. Status of enrollment at mid-semester will be verified by office staff. Students who have dropped their courses will be charged the community rate. Students must be enrolled at Southwestern Community College District in at least three (3) units for the half-day program and at least six (6) units for the full-day program.

Students will be required to provide volunteer hours as follows:

- 3 hours per child/per semester for half-day program
- 6 hours per child/per semester for full-day program (fall and spring semesters)
- 4 hours per child/per semester for full-day program (summer)

If volunteer hours are not completed by the end of the semester, students will be required to pay the 6 hours of tuition (per child) for the half day program and 12 hours of tuition for the full day program.

## **N. Third Party Accounts**

SWC CDC accepts alternative payments from the programs listed below. Please note, the Center must have a written agreement/contract in place with the agency before the child can attend. The Center also requires a signed agreement that may include tuition and program responsibilities.

- Child Development Associates (CDA) & YMCA
- County of San Diego
- National Association of Child Care Resource and Referral Agencies (NACCRRA)

## **O. Refunds**

The Center does not provide a refund for the following:

- Registration fee
- Tuition fee
- Personal vacation days
- Sick days
- Center closures due to emergency situations and natural disasters: Credit (not a refund) may be applied for closures that extend beyond 2 or more days
- Last thirty days of a child's enrollment

**P. Prorated Tuition**

Tuition will be prorated at the time of enrollment. The daily rate will be used to calculate tuition. Tuition is not prorated for holidays, vacations, sick days, days closed: including winter and spring break.

**Q. Drop-In Care**

Upon availability, there is a drop in option available from **8:30 am-4:00 pm (only)** for those who need to add a day to their schedule.

- A request for this must be made through the office with a required form.
- Office will approve based upon teacher to child ratios.
- Full day option only; from 8:30am-4:00 pm.
- Your child may be placed in a different classroom.
- A late fee will be applied for children picked up after 4:00 pm.
  - The late pick-up fee is \$6.00 (per child) one minute after the program ends. An additional \$2.00 per minute/per child will be charged for each minute thereafter.

**R. Grant Programs**

**U.S. Dept. of Ed., Child Care Access Means Parents in School (CCAMPIS) Grant Program.**

The Child Care Access Means Parents in School (CCAMPIS) Program, authorized by the Higher Education Act and administered by the U.S. Department of Education, supports the participation of low-income parents in postsecondary education through the provision of campus-based childcare services. These funds are earmarked to support primarily income eligible, military connected, SWC students. While attending Southwestern College, the student's children are able to attend a high quality, literacy enriched, bilingual program.

**Students must meet the following contractual requirements to participate in the program.**

- Enrolled in a minimum of 3 units.
- Student must be Pell Grant eligible when applying.
- Student/family must complete required enrollment forms, one hour visit, and attend mandatory orientation.
- Students are required to meet in person with the CDC CCAMPIS liaison to discuss the program requirements.
  - a) **Maintain a cumulative grade point average (GPA) of 2.0 or higher within the semester.**
  - b) Verify class enrollment (mid semester) and contact instructors to assess student progress during the semester. For students who fail to meet the required GPA, an additional assessment will be conducted, and the student may be removed from the program.
  - c) Provide unofficial transcripts by the end of the first month of class.
  - d) Turn in a class syllabus for every class with a valid e-mail address for each of the instructors.
  - e) Attend 3 mandatory workshops for the semester.
- Participate in 10 hours of mandatory volunteer work at the CDC within the semester.
- Provide Student Educational Plan (SEP) by the end of the first month of class.

- Meet with program liaison mid semester to go over educational progress.
- If the child is not picked up at the scheduled time the student-parent will be required to pay a late fee of **\$6.00** one minute after and an additional **\$2.00 per minute thereafter**.
- Child absences and late pick-ups:
  - a. Student/Parent must call the CDC (619) 216-6695 before 9:00am when child is absent from the program.
  - b. Dropping off after 9:15am will be documented as a late arrival.
  - c. 3 late arrivals = 1 absent  
3 unexcused absences = withdrawal from the program

**Failure to meet CCAMPIS requirements may result in probationary status or termination of enrollment in the CCAMPIS program.** Students who are placed on probationary status may not be eligible to apply the following semester. The process is as follows:

1. Verbal warning
2. Written warning, probation
3. Termination of program
  - Students who fail to attend scheduled meetings, orientations and workshops will be required to complete additional volunteer hours. (Meeting hour x 3).
  - Students who fail to meet their required volunteer hours will be charged an hourly tuition fee.
  - Students who fail to meet the required GPA will pay full semester's tuition. As noted above there will be an additional assessment that may lead to termination from the program.

**Please note, those students who have not completed their requirements by the end of the semester will not be eligible to apply for the CCAMPIS program the following semester. No exceptions will be made to the policy.**

### **S. Birthday & Holiday Celebrations**

Celebrations of birthdays and religious and historical holidays are unique to each family and should be observed according to the beliefs of that family. Holiday times are often stressful for children, and many holidays are accompanied by commercial stimulation which is difficult for young children to process. In order to respect the cultural diversity represented by families of all children enrolled in the Center, abide by possible dietary restrictions, and severe allergies and to minimize the stress in children's lives, the Center does not commemorate traditional holidays.

It is important that all Center families abide by this policy so that no child is excluded or feels unaccepted by others due to lack of participation in holiday-related activities. Halloween costumes, Christmas gifts, valentine cards, birthday cakes, and other holiday-specific activities are not permitted. *Each classroom has a celebration basket used to recognize birthdays and other milestones. Please discuss the use of the celebration basket with your child's teacher.*

### **T. Family Conferences & Annual Evaluation Process**

Formal conferences between families and Center staff will be offered twice a year. We encourage open communication; you may contact the Center at any time to arrange a meeting with a teacher or the Center Director.

The annual evaluation process in collaboration with the teacher-family conferences provides the opportunity to share feedback and suggestions for continuous improvement of the Center.

## U. Focused Portfolios

The Focused Portfolio process is used to document children's growth and development. It has a structure and plan so that all areas of development are included. The documentation provided in this type of portfolio can be used by teachers for two primary purposes:

- To share information about children's growth and development with families.
- To guide in planning curriculum that is individualized for each child.

## V. Family Involvement

Families are welcome to visit and observe their children at any time. There is a Family Resource Room located in the main building where you are encouraged to read articles, magazines and books relating to child development. Each classroom also has a family resource area containing class schedules, photographs of activities, books, sign-up sheets for volunteers, and daily journals. You can also find all this information in your child's Google classroom.

The Center values the unique contributions each family brings to the Center community. Your talents and skills are important to us, and we encourage your involvement. Here are a few areas that may be of interest:

- Food and clothing pantry
- Fundraising
- Organizing special functions
- Volunteering in the classroom: including but not limited to filing artwork, watering plants, reading stories, cooking projects, music (dance and instrument) or a special talent. 😊
- Computer Work
- Sewing and Mending
- Woodworking
- Gardening
- Farm animals
- Other

## W. DAILY OPERATIONS

### A. Sign-in/Sign-out Procedure

- **Families are required to sign their child in and out each day of attendance with the exact time and full signature.** This is a mandated state licensing regulation for the safety of your child. All persons authorized to pick-up must be listed on your Emergency Information Form. The child will only be released to the parent or an authorized representative over the age of 18. You cannot authorize additional people to pick up a child by telephone, it must be in writing. Staff will not release a child to anyone whose name is not listed. Photo identification will be required for any person who is not recognized by Center staff. The Center will abide by all legally served court custody orders. A notarized copy of the custody order must be on file at the Center.

## **B. Drop-off/ Pick-up**

- Be in the moment with your child at drop off and pick up times; **Please Turn Off Your Cell Phone.**
- Please walk your child to a staff member as it is our priority that your child's arrival is acknowledged.
- At this moment you may provide any updates concerning your child. If your child's teacher is not available, please leave a notice at the front desk and they will be in contact with you.
- It is important to be consistent with the drop off and pick up to establish a routine.
- Always say goodbye (don't hide) and reassure your child you will be back.
- Children are brought up to the front office ten minutes prior to closing with their personal belongings. Classrooms are closed at this time.
- Please look for posted communication in the reception area, classrooms, emails and Google classroom for special events or any schedule changes.

## **C. Late Pick-up Policy**

There is a late pick-up fee of **\$6.00** one minute after the program ends, for the half-day and full-day schedules per child. An additional \$2.00 per minute will be charged for each minute thereafter, per child.

If your child is not picked up at the scheduled time, the following steps will be taken:

- SWC CDC staff will attempt to reach the primary contacts.
- SWC CDC staff will attempt to reach emergency contacts.
- When all efforts are unsuccessful, we will contact the SWC campus police, who may assume responsibility for the child.

**Families with repeated incidents of tardiness/late pick will be asked to find a program to better serve their needs. The following steps will be taken for each semester:**

1. **First occurrence:** Family will receive a verbal warning & charged a late fee.
2. **Second occurrence:** Family will receive a written warning & charged a late fee.
3. **Third occurrence:** Family will receive a written warning and enrollment may be terminated at this time. A late fee will be applied to your account.
4. **Fourth occurrence:** Enrollment will be terminated, and a late fee will be applied to your account.

## **D. Nutrition**

Snacks provided at the Center are nutritionally balanced to meet the needs of the children. We follow the guidelines set by the California Nutrition Program. Snack is served "family style" and children are encouraged to serve themselves. Center staff members will assist when necessary.

A nutritious balanced lunch should be packed and labeled with the child's name on every day of attendance (for full day program). **Remember not to bring any soda, candy, potato chips, cookies or anything that contains NUTS.**

The Center staff will notify all families of any known food allergies for any child attending the Center. Please respect that some allergies can be life threatening. The center fosters a **NUT-FREE environment.**

**E. Clothing**

Children should wear comfortable, washable clothing so that they can play. Please be sure to dress your child appropriately for the weather conditions. We request that you keep a complete set of clothing in your child's cubby in case of spills or accidents. All clothing should be labeled with your child's name in permanent marker, or you can add a label with their name. Children are allowed to go barefoot in the classroom and outdoor play areas. **Children are provided the opportunity to explore all art materials and the outdoor environment. We do not force children to wear a smock.** Clothing is secondary to the learning experience.

**F. Rest Time**

Children in the Full Day Program will have a rest time after lunch. Children are not required to sleep but to rest quietly for 1-2 hours. **It is important that children are brought to school at a reasonable hour to better support a well-balanced day.** Please be sure to bring in a fitted crib-sized sheet, small toddler pillow and small blanket, marked with the child's name. Parents are responsible for taking all bedding (sheets, blankets, and pillows) home for washing, at the end of the week.

**XI. WELLNESS / HEALTH / MEDICATIONS**

**A. Family Responsibility**

Families must inform the Center staff of any health issues (allergies, possible exposure to illness, chronic conditions, etc.) relevant to the daily provision of care for their child, and other children in the Center. Families must have alternative authorized persons and alternative contact telephone numbers listed on the Emergency Information Form.

**B. Exclusion from the Child Development Center**

**Please do not bring any child to the Center if the child is ill.**

Children will be excluded from the childcare setting for any illness resulting in a greater need for care than our staff can provide without compromising the health and safety of other children or staff. Please do not put staff in the position of refusing your child. Reasons for exclusion include, but are not limited to, the following:

- A fever of 100 degrees or higher, accompanied by behavior changes or other indicators until 24 hours symptoms free without any medication.
- Diarrhea until 24 hours symptoms free without any medication.
- Vomiting until 24 hours symptoms free without any medication.
- Sores on child's hands, feet and inside their mouth (for example, hand-foot-and-mouth) until 24 hours symptoms free without any medication.
- Rash with fever, unless a physician has determined it is not contagious disease.
- Purulent conjunctivitis "pink eye" (defined as red or pink conjunctiva with white or yellow eye discharge), until at least 24 hours after beginning antibiotics.
- Impetigo, until 24 hours after beginning treatment.



- Strep throat, until 24 hours after beginning treatment.
- Head lice: after treatment completed and all nits are removed.
- Scabies, until 24 hours after treatment has begun.
- Chickenpox, until all lesions have dried and crusted (usually 6 days).
- Pertussis (whooping cough), until 5 days after beginning antibiotics
- Hepatitis A virus, until 1 week after onset of illness.

**It is the responsibility of each parent to ensure there are alternative arrangements available in the event that you cannot pick up an ill child. Children must be picked up within one hour of notification of illness. *Please note: Families will be charged \$5.00 every 15 minutes, after the one-hour notice once the family has been contacted. The final decision to exclude a child from the program for health reasons will be made by the Center Director or designee.***

### **C. Returning to the Child Development Center**

Children who have been excluded due to illness may return when they:

- Are symptom free for 24 hours without medication or have been in treatment for the indicated time frame.
- Are able to participate comfortably in all usual program activities.
- If necessary: A health care provider can sign a note stating that the child's condition is not contagious
- The involved areas can be covered with a bandage without seepage or drainage.

If a child is excluded because of a reportable communicable disease, the child may not return to the Center without a doctor's note stating that the child is no longer contagious and may return to regular activities. **This is a requirement.** The final decision whether to exclude a child from the program due to illness will be made by the Child Development Center Director or designee.

### **D. Medications**

The Center staff does not dispense or apply antibiotics, over-the-counter medication, or sunscreen. In the case of special medication, medicine for life-threatening conditions, or allergy treatments, the required licensing form, LIC 9221, Parent Consent for Administration of Medication and Medication Chart must be on file. Medications must be labeled and in the original container with the child's name, physician's prescription with expiration date, and a physician's letter with steps on how to administer medication.

### **E. Mandatory Car Seat Law**

- Children under the age of 8 must be secured in a car seat or booster seat in the back seat.
- Children who are 8 years of age **OR** have reached 4' 9" in height may be secured by a safety belt in the back seat.
- Passengers who are 16 years of age and over are subject to California's Mandatory Seat Belt law.
- **Effective January 1, 2017** - Children under 2 years of age shall ride in a rear-facing car seat unless the child weighs 40 or more pounds **OR** is 40 or more inches tall. The child shall be secured in a manner that complies with the height and weight limits specified by the manufacturer of the car seat.

## **F. Mandatory Seat Belt Law**

By law, children are required to be strapped into appropriate car seats or seat belts when riding in a car. Creative Child Care, Inc. center and home staff are mandated to report individuals who do not follow this law. If you are unable to afford appropriate car seats, your Site Supervisor can refer you to local resources.

## **G. Kaitlyn's Law: Vehicle Code 15620**

According to California Vehicle Code Section 15620, **NO parent, legal guardian, or other person** who is responsible for a child under the age of six can leave the child unattended in a car. Leaving a child under the age of six with another child who is under the age of 12 is also considered a violation. In other words, a child cannot be left in a car unless they are under the supervision of someone who is at least 12 years old.

## **XII. GUIDANCE, FAMILY SUPPORT & COMMUNICATION**

### **A. Positive Guidance Policy**

*Southwestern Community College District Child Development Center does not use suspension or time outs as a form of discipline.* Our positive guidance policies and procedures will help children learn appropriate behavior. Behavior guidance standards are based upon the developmental needs of children. Redirection and constructive solution techniques will be used by staff. Children are taught to use acceptable alternatives, such as problem solving and critical thinking skills, in an effort to reduce conflict. All children and staff members will be protected and provided a safe and secure environment. Children will not be subjected to any form of corporal punishment.

Recommended Resources:

- *Positive Discipline Book & A-Z*, by Jane Nelsen, Ed. D
- *Positive Discipline Parenting Tool Cards*, by Jane Nelsen, Ed. D
- *Positive Discipline*, by Jane Nelsen, Ed. D
- *The 5 Love Languages of Children*, by Gary Chapman and Ross Campbell
- *Simplicity Parenting*, by Kim John Payne, M.ED., with Lisa M. Ross

### **B. Code of Adult Behavior**

Our goal is to provide our children with positive adult role models. We expect parents and parent representatives to do the same. Respectful interactions are required throughout our programs. Any person who makes threats against, harasses, or endangers the safety or life of any child(ren), parent, staff member or representative, will immediately be terminated from the program.

Actions that constitute grounds for ***immediate termination*** include but are not limited to yelling, swearing, the use of indecent or obscene language, personal attacks, aggressive actions, harassment, threats, or infliction of physical and/or mental harm or abuse, sexual advances, or abuse, and carrying of weapons of any kind onto the premises.

Smoking is not allowed on the center's premises or at a center-sponsored activity.

No illegal drugs will be allowed at the center or at a center-sponsored activity. Children will not be released to an adult who appears to be under the influence of drugs.

Alcoholic beverages will not be allowed at the center or at a center-sponsored activity. Children will not be released to an adult who appears to be under the influence of alcohol.

Children and adults shall remain safe from physical or verbal abuse while at the center. Hitting, pushing, grabbing, spanking, swearing, profanity, etc., will not be allowed at the center or at any center-sponsored activity.

We reserve the right to terminate families who do not follow the program guidelines as mandated by the California Department of Education and Directors.

Additionally, we reserve the right to refuse services to parents who have participated in fraudulent activities.

### **C. Communicating Concerns**

If at any time you have a concern or a need to express a comment, please use the following protocols in attempting a resolution:

- Communicate with your child's teacher. A meeting can be scheduled in person or over the phone.
- If not resolved at this level, a meeting can be scheduled with the Center Director or Head Teacher. You can leave a message at the front office and a meeting or phone call will be scheduled immediately.
- If unresolved at this level, a meeting can be arranged with the Center Liaison and/or school Dean.
- The next level would be a meeting with the Vice President of Academic Affairs and finally the President of Southwestern Community College District.

### **D. Biting Policy**

Biting is common in a childcare environment. Reasons for biting include sensory exploration, autonomy and control, peer interaction, imitation, frustration, anxiety, attention, and curiosity. It occurs most frequently when a child is tired, frustrated, or even over-stimulated.

Biting incidents are handled as follows:

- Attend to and comfort the recipient (victim) first.
- Bring children together to be part of the solution.
- The biting child will be redirected to appropriate activities.
- Complete an accident report for all children involved.
- Inform the director and contact both families. The children's names will remain confidential.

When a child has bitten several times in a short period of time, an intervention plan will be developed by the teacher(s), the director, and the child's family. **(Section E: Family Support 1-5)**

If a child continues to bite with little or no sign of improvement, the Center reserves the right to temporarily exclude that child from the Center. The child will be excluded if it is determined that the safety of other children could be compromised, or the child is unable to handle the stress of being in large group care and needs a smaller group environment.

## **E. Family Support**

### **When a child requires additional support.**

The Center seeks to provide programs designed to support children's growth and to challenge them to learn as individuals with unique learning styles. Given the diversity of each family, we recognize and appreciate the unique characteristics each child brings to our program; however, when a child's behavior is of concern to the SWC staff and families, a plan will be developed to address and resolve the issue.

The child's family will be \*required to meet the following to remain enrolled in the program.

1. Attend family/staff meetings to share documentation & progress.
2. Maintain open communication with staff.
3. Seek resources to address concerns.
4. Change in child's schedule; decrease days or hours. Tuition credit is not applied if pick up time is after 12:00 noon.
5. When behavior has escalated, child's family will be contacted for early pick up that same day.

**\*Failure to comply with the listed family requirements may result in termination of enrollment. Termination of enrollment may occur at any time if the child becomes a risk/threat to themselves or to others in the program, including staff.**

The Director will inform the department Dean of the child's situation and progress. If necessary, the following College administrators may be contacted:

- Chief of Police or Sargent in charge
- Vice President of Academic Affairs
- Director of Procurement, Central Services & Risk Management
- Chief Public Information & Government Relations Officer
- Superintendent/ President

## **F. Alternative Childcare**

A family may be withdrawn from the program in certain circumstances, including, but not limited to:

1. Family member/guardian fails to abide by the Center policies, or those requirements enforced by the appropriate state licensing agency.
2. Family member/guardian demands special services which are not provided to other children, and which cannot reasonably be accommodated by the program (including demands that do not comply with the philosophy of the program).
3. Family member/guardian is physically and/or verbally abusive to Center staff, children, or anyone else at the Center.
4. Child's behavior becomes a safety concern or has not been successfully addressed with handbook policy section E: Family Support 1-5.

**It is at the discretion of the director to make the decision to withdraw a family due to the above or other unfortunate circumstances.**

## **XII. EMERGENCY PROCEDURES**

SWC Child Development Center staff members are trained in emergency procedures.

Practice evacuations are held on a regular basis so children can become familiar with procedures. Should an emergency occur, all families will be notified by Center staff as soon as possible, using the contact numbers provided on the Emergency Information Form. Emergency procedures are posted in each classroom the front office and listed below. The Southwestern Community College District Emergency Response and Procedures Manual is also available on the SWC website at: [Emergency Preparedness \(swccd.edu\)](http://www.swccd.edu/emergency-preparedness)

### **Emergency Contacts**

- Campus Police Department **Emergency:** (619) 216-6691 from a non-campus phone or 6691 from a campus phone.
  - Police will contact 911 emergency.
  - Police will contact SWC campus nurse.
- Direct **non-emergency:** (619) 482-6380
- SWC Nurse (619) 421-6700 ext.5350
- Chula Vista Police Department: (619) 691-5151
- Chula Vista Fire Department: (619) 691-5055
- Community Care Licensing: (619) 767-2200
- CA Poison Control: 1-800-222-1222

### **Injured Child**

- Assess injury.
- Evaluate the need to begin CPR, use of AED or apply First Aid.
- Do not move the child.
- IMMEDIATELY report injury to office staff to call campus police at **6691** and child's emergency contacts.
- Proceed with caution, make sure the child is comfortable while waiting for their family or emergency transport. Use gloves if blood is involved.
- If you are unable to locate the child's emergency contact, call emergency numbers from the child's file.
- Calmly inform emergency contact of the incident and (if necessary) hospital request.
- Prepare accident report for family and/or emergency transport.
- Prepare a copy of the child's file for emergency transport-please note any allergies or special circumstances.
- Staff may be asked to ride with the child in emergency transport if ratios permit.
- Contact College administration

### **After Injury**

- File unusual incident /injury death report.
  - Must be filed with the Department of Social Services/Licensing within **7 calendar days** of the incident.

- The Department of Social Services/Licensing must also be notified by phone within **24 hours** of the time of the incident to our licensing analyst (below) or duty officer (619) 767-2200.

### **Classroom Evacuation**

- Staff member direct children to walk calmly to the closest and safest exit.
- Other staff members secure emergency backpack, which contains emergency cards, first aid box and flashlight.
- Staff take attendance/head count. Other staff quickly inspect all areas of the classroom.
- Staff and children exit classroom and proceed to grass area (North) or safest designated location.
- Once evacuated the Center staff take second attendance/head count.
- Staff wait for clearance from director/office staff or if necessary, SWC Crisis Response Team will contact Center Director/Staff.

### **Office Evacuation**

- Director/office staff takes sign in sheet (with emergency contacts) & emergency backpack.
- Office staff check offices, classrooms & lab rooms.
- All staff proceed to grass area (North) or designated area.
- Staff wait for clearance from director or if necessary, SWC Crisis Response Team will contact Center Director/Staff.

### **Outside Evacuation**

- Staff direct children to the designated area, depending on emergency.
- Administration quickly inspects all classrooms and office areas; obtain sign-in/sign-out notebook.
- Staff wait for clearance from director/office staff /SWC crisis response team.

### **Emergency Preparedness Child Development Center**

- See page 23



# Emergency Preparedness Child Development Center



Southwestern Community College District is committed to a safe educational and work environment for all students and staff, as well as community members. Emergencies can occur and it is the District's policy to provide timely notification of risks and dangers to students, faculty, and staff members.

## Child Development Center Emergency Terminology

### Secure Campus

Initiated when a potential threatening or hazardous situation exists. Circumstances may be unclear. Persons should seek shelter in the closest building. Staff members should secure all exterior doors.

### Shelter-in-Place

Initiated when an external hazardous situation exists, such as unhealthful air from a nearby fire. Persons should seek shelter in the closest building. Staff members should shut off all air conditioning and close vents. All exterior doors should be secured.

### Lockdown

When an imminent threat of violence exists. Persons should seek shelter in the closest building. Staff members should secure all exterior doors. After securing the exterior doors, staff members should secure interior doors, shut off light, silence cell phones, and barricade entrances.

### Evacuation

Potentially dangerous situation exists on campus or in impacted buildings. Staff members and students should leave structures through exits in a calm and orderly manner to a safe place. An evacuation will not be ordered if a threat exists.

## CLASSROOM EMERGENCY PROCEDURES

### Fire Alarm Sounding

- Calmly exit the classroom, lecture hall, or laboratory.
- Go to nearest building exit. Know locations of alternate exits.
- Always exit by stairs, never the elevator.
- Go to building's emergency assembly point (usually a large open area).

### Earthquake

- Seek safety under desk or table.
- Drop, cover, and hold on under desk or table.
- Stay clear from windows and doorways.
- Do not leave shelter of desk or table until shaking stops
- Evacuate

### Active Shooter

- Secure exterior doors and windows.
- Lockdown in the room you are in.
- Lock door, turn off all lighting, pull blinds and stay away from windows.
- Stay in place until law enforcement comes to your location.
- Barricade door with desks, chairs, cabinets, etc.
- Silence cell phones
- Fight to survive as a final resort if confronted by an armed person. Throw objects, use makeshift weapons, and attempt to disarm the person.

## EMERGENCY COMMUNICATIONS

### Announcements

District will deliver an emergency announcement with as much detail available and give **clear action** (e.g. lock doors, shelter-in-place) to the campus community.

### Real-time updates

District will provide ongoing updates, including time frames of when to expect next update.

District will give all-clear.

### Summary/wrap-up

District will provide a summary of the emergency situation and provide any lasting action, if applicable (e.g. classes are canceled, library to remain closed).

## PLATFORMS



### Text message

Announcements  
Real-time updates  
Wrap-up



### Email

Announcements  
Real-time updates  
Wrap-up



### Twitter\*

Announcements  
Real-time updates  
Wrap-up



### Phone call

Summary/Wrap-up



### Facebook\*

Summary/Wrap-up



### Website

Only if there is lasting action



### Emergency Blue Light Poles

Campus should shelter in a building if Emergency Blue Light Poles alarm is sounding.

\*All Southwestern College social media emergency alerts and updates are official