

Enrollment Packet

"A Preschool Like No Other"

123 N. Sutter St, Stockton, CA 95202-2412

Ph: (209) 594-1879 Email: info@thecampusdowntown.com website: www.thecampusdowntown.com

Welcome to The Campus Downtown, Inc. Our staff is very excited that your family has selected us and we look forward to building a trusting partnership with you as you and your child embark on this wonderful journey with us!

In order to better serve you, please read the parent handbook in full as it provides necessary information in regard to our programs for toddlers and preschool children.

Mission Statement and Philosophy

The Campus Downtown, Inc. believes that parents want the best for their children and the peace of mind that their preschool is doing just that. We believe that all children are unique individuals and deserve unique attention to ensure they realize their greatest potential for success. We strive to provide an exceptional enriched, safe, secure, and loving environment. Our programs are geared towards building character, self-confidence, self-esteem, and school readiness while giving your child a strong foundation to experience life challenges. Our Mission Is to provide the highest quality childcare and education that promotes and enhances the whole child with the assurance of our parents peace of mind.

SECURITY

Checking In And Out

We believe strongly in the importance of security for you, your child and our staff. The Campus Downtown, Inc. has procedures in place for proper pick-up and drop-off of the children in our care.

How Does This Work?

Checking In

Every time you arrive at the center, your child must be checked in on the Touch Screen Tablet in the front lobby and on the FR&R timesheet, if applicable. The Director will register a personal identification (access code) to the parents and others who are authorized to drop-off or pick-up your child.

Checking Out

Every time you pick up your child from the center, you must check him/her out on the tablet in the front lobby and on the FR&R timesheet. If an authorized person is picking up your child, he/she must show proper identification, such as a valid driver's license, before we will release your child. That person must then check your child out on the tablet in the front lobby and on the FR&R timesheet. In special circumstances, it is important that you indicate on your enrollment form who the custodial parent is and who may pick up your child. If there should be a situation where someone who has not been indicated on the authorized person list is required to pick up the child, a parent must contact the center prior to the child being picked up. The Campus may contact the parent(s) after the initial call to ensure that the request is legitimate.

Visitors

All visitors must state the purpose of visit by signing the visitor log. To ensure the security of the children, teachers and the Director require picture identification from all unfamiliar visitors. If a visitor is listed as an authorized person to pick up a child, the visitor must still show picture identification if he/she is not known by the Director and/or Teachers.

Emergencies

Emergency procedures are posted in the Center. If an emergency occurs, it is crucial that children respond in a safe and orderly fashion. Therefore, your child will participate in regular drills and practices so he/she will know what to do in the case of an actual emergency. Should an emergency affect the Center, we will notify you as soon as possible. As a safety measure, the Director keeps an updated file of names, addresses and phone numbers of the people you have authorized to pick up your child in case of an emergency. It is important for you to notify the Director in writing as soon as possible of any changes or additions to your contact information, i.e., the emergency contact's name and phone number, to ensure that we can communicate any emergency, illness or injury in a timely manner.

Open Door Policy

Parents are welcome to visit the Center at any time; however, we request that the parents be mindful of activities in progress, as interruptions can be very disruptive during some activities. During these times, you may observe the children from the video monitor located in the office.

Accountability of Staff

As you walk through The Campus Downtown, Inc, you will notice many cameras throughout the building. This video monitoring system, increases the accountability of our staff members, protecting both the children and our staff.

Hours of Operation

The Campus Downtown is open: Monday through Friday from 6:00 a.m. until 6:00 p.m.

If you are unable to reach the Center by closing, please make arrangements for someone to pick up your child.

Late Pick-ups

If you are going to be detained notify the center immediately so that we can reassure your child. If you have an emergency, please notify the Director. There is a late fee if your child is not picked up closing time. \$5.00 for the first 5 minutes and \$1.00 per minute thereafter.

Holidays and Staff Development Days

The center is open year round with the exception of the following holidays: New Year's Day, Martin Luther King Day, President's Day, Staff In-Service Day in the Spring, Memorial Day, Fourth of July, Staff In-Service Day in the Summer, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day & Day after, Christmas Eve and Christmas Day.

Specific Holiday dates subject to change. (Notices will be posted 30 days in advance unless it's an emergency.)

Emergency Closings

It is The Campus Downtown, Inc. intention to be open and provide child care service every week day of the year excluding holidays, but inclement weather, natural disaster or a major building issue may disrupt service from time to time. Please contact The Campus Downtown, Inc. to ensure that it is open during inclement weather/natural disaster.

Vacation

When the child goes on vacation, the parent is required to pay your regular fees for the time period to keep your child's spot.

*There will be no reduction of tuition fees for these vacations, closures or holidays.

ENROLLMENT

Orientation Tour

We require all families to tour The Campus Downtown at least once prior to enrollment. This visit gives you and your child a chance to meet teachers, future friends, and to see the new surroundings.

Admission Requirements

As an equal opportunity preschool and childcare center The Campus Downtown, Inc. considers applications for enrollment, regardless of race, religion, color, sex, national origin, disability or any other basis prohibited by law. Enrollment packets are provided to interested parents/guardians upon completion of an "Orientation Tour". All admission requirements must be met at least two business days prior to the child's first day of attendance.

Admission requirements are as follows:

- An Enrollment Form must be completed for each child that will attend The Campus Downtown, Inc.
- A Physician's Health Statement and a current Immunization Record is required for all children not attending public school.
- A signed copy of the Authorization for Emergency Medical Care form must be on file for each child.
- A signed copy of the Parent Agreement must be on file.

Each family is asked to meet with the Director or Owner before the first day of attendance to complete additional paperwork. Feel free to ask any questions or discuss any concerns you may have with the Director or Owner. We welcome your questions and input!

Please be sure to update all emergency information as needed, including address, home and work telephone numbers, and individuals authorized to pick up your child.

Child Placement

The primary considerations for classroom placement are chronological age and developmental level of the child. Movement to another class will be based on the appropriateness of the move for your child and the needs of the Center to accommodate enrollment shifts. You will be notified in advance of any permanent change in placement. In most cases, a transition period is given to allow the child time to adjust to the new setting and teachers.

Disenrollment

A notice is required to allow The Center adequate time to fill the vacancy. We ask that you give a two-week notice. These last two weeks will need to be paid-in-full whether your child is in attendance or absent.

Withdrawal

The Center reserves the right to terminate a child's enrollment with a written notice for the following reasons:

- Non-cooperation of a child or parent by being rude or abusive to any child or staff.

- Delinquency in payment of tuition or other fees.
- Recurring tardiness in picking up children.
- Inability of child or parent to adjust to The Campus Downtown.
- A Potential health or safety risk to the child, the other children, or staff are not being met.
- If the best interests of the child, the other children or the staffs of the Center are not being served. Typically, the Center will provide a 1-week verbal notice of enrollment termination; however, the Center reserves the right to immediately terminate enrollment if circumstances warrant such a termination.

Grievances

A parent with a grievance concerning a staff member should first try to deal directly with the individual staff member then if unresolved, the parent should take the grievance to the Center director. If the grievance concerns a Center policy, the parent should approach the Center Director all together.

ATTENDANCE AT THE CENTER

Arrival and Departure

It is important that your child's day begins on a positive note. When you arrive at the Center, please accompany your child to his/her classroom. Make sure to let the teacher know your child has arrived and sign in. Many children enjoy it when their parents spend a few moments in the classroom at the beginning of the day, and we encourage parents to do this when they are able to do so. In some instances, long goodbyes can make the child upset. If you see this is the case, we recommend the parent/guardian leave promptly after saying goodbye.

At the time of pick-up, please feel free to come into the classroom and talk with our teachers about your child's day. Upon leaving, notify the teacher and sign out. Parents are responsible for their own children once the child has been taken from the classroom.

The First Day

The first day at The Campus Downtown can be an emotional one for everyone involved; however, there are some positive steps you can take to help make the day a great experience for your child.

Talk with your child about what is to come – new friends, fun activities and a nice teacher. Make sure your child brings a special security item (Blanket, soft stuff animal etc., for those who need one) to the Center. While this item will need to be stored in your child's cubby during the day, your child's teacher will be happy to show your child where the item will be kept for safekeeping.

Note: Please label your child's item. In order to insure the safety of all children during arrivals and departures, children must be taken to, and picked up from their classroom.

The first day can be a time of high anxiety for families too. Feel free to call the Center throughout the day to see how your child is doing.

New situations affect every child differently. Sometimes a child does wonderfully on the first day because everything is new and exciting, but gets anxious on the second day when he or she recognizes this is going to be a set routine.

Most children need two or three weeks to fully adjust to a new environment. The best way to support your child is to show enthusiasm, encouragement and patience. If you need reassurance or suggestions for helping your child feel more at ease, speak with your child's teacher or the Director. Remember, The

Campus's primary goal is to work with you to provide a safe, nurturing fun environment for your child in which to learn and develop.

Combining Age Levels

As the day narrows towards close, we will let teachers combine classes in order to clean their classrooms, get ready for the upcoming activities, etc. Age groups of close proximity will be combined and safe activities for all ages will be used.

Release Policy

Your child will not be released to anyone that is not authorized on the child's enrollment form. Anyone not recognized will be asked to show proper ID, such as a driver's license, and will be confirmed as an authorized person. (ID may be required several times after the individual's first time picking up the child.) There will be some "getting used-to" at the beginning, but as the teacher recognize an individual, ID's may not be required unless we have a substitute teacher.

****Note:** Parents/guardians will be given a code for each person authorized on the enrollment form to pick up a child. If, for some reason the parent is unable to pick up the child or wishes to send someone not listed on the enrollment form, notice must be on file in the office before the child will be released.

Courtesy Calls

Please call us and leave a message if your child will not be attending on a certain day. This helps us to plan our day.

Dress Code

Dress your child for fun! The Campus Downtown's day is filled with all kinds of hands-on learning. Children should wear simple, washable clothing and comfortable shoes. Since our classrooms extend to the outdoors, please dress your child appropriately for the weather. (No flip flops please!)

Days at The Center can sometimes be messy so bring a change of clothes for your child, including pants, shirt, socks and underwear.

Mark all clothing with permanent ink or name labels. Please do not send heirlooms or meaningful blankets, pillows, clothes, etc. Although we encourage children to take care of their clothing, The Center cannot be responsible for lost, torn, damaged, stained or soiled clothing or other personal items.

Personal Belongings

Because toys and belongings brought from home often cause tension and jealousy, we ask that you not allow your child to bring items from home unless specifically requested by the teacher for a special activity. However, we do allow each child to bring one small, soft toy or special blanket to be kept in his/her cubby for nap time. Please make sure that any such item is labeled with your child's name and that the teacher is aware you have brought it. The Campus Downtown, Inc is not responsible for items brought from home.

Jewelry

Because jewelry may be easily damaged and sometimes may be hazardous during active play, we encourage parents to have their children leave all jewelry at home. The Campus Downtown, Inc is not responsible for jewelry that your child is wearing or brings from home.

HEALTH AND SAFETY

Illness

Your child's health is of the utmost importance. Please do not bring your child to the Center if he or she is sick. We understand that this may cause you some difficulty, but if everyone cooperates, your child will be sick less often.

If your child becomes sick during the day, we will notify you immediately to come and pick up your child if he or she shows signs of illness. We suggest that each family find backup care for sick days.

Children may not remain at the Center when any of the following symptoms are present:

- Vomiting.
- Diarrhea: Three occurrences within the course of two hours.
- Runny nose with green or yellow discharge or associated with fever, or cough with mucus. Any discharge other than clear may be a sign of infection.
- A fever, temperature of 100 degrees: Children may return to the Center after being fever free for 24 hours without the use of medication.
- Conjunctivitis or Pink Eyes: Children with red, itchy, draining or crusty eyes may have conjunctivitis. Children may return to The Campus Downtown, Inc after 24 hours of successful antibiotic therapy, a doctor's release, or with written notice from the doctor stating that the child is not contagious.
- Any unusual rashes must be examined by a doctor. Children may return to the center after any sores are crusted over and dried or a doctor's release is presented.
- Lice/Hair Infestation: Children may return to the Center after receiving a specified shampoo treatment and all signs of eggs or nits are gone.
- Other symptoms: Any symptoms the Director or Owners determine to be inappropriate for the child to attend The Campus Downtown, Inc will be upheld.

Please be advised that a doctor's release stating the type of illness and that your child is no longer contagious may be required upon returning to the Center. This policy will be left to the Director's discretion.

Also, a child should not be in the care of the Center if he or she cannot participate comfortably in Center activities, including outdoor play. If you feel your child is not well enough to go outside, he or she should be kept at home.

Medications

We know that many children need to continue medication even after they are well enough to return to school; however, in order for us to give children medicine at the Center, the following guidelines must be followed:

- Prescribed medicine must be in the original container labeled by a pharmacist with the child's name, name of medication, expiration date, dosage, instructions for administration, and date of prescription.
- Non-prescription medicine will not be given to any child.
- Parents must complete and sign a medical form and leave the medicine.

All unclaimed medication will be disposed of after 5 consecutive days of non-use.

****ALL MEDICATION SHOULD BE STORED IN THE KITCHEN.** Please do not take any medication into the classroom.

Allergies

If your child has allergy issues, please speak to your child's teacher and the Director so we can take the right precautions.

Immunizations

A completed immunization record must be on file at the Center prior to the first day of attendance for any child not attending a public school.

Accident/Incidents

At The Campus Downtown, Inc, we make every effort to create a safe environment for children. However, accidents do occasionally happen with small children. If a child is injured while in our care and the injury requires medical attention, you will be contacted to pick up your child. If, for some reason we cannot reach you, The Center will seek the appropriate medical attention.

It is crucially important that all emergency numbers and medical information be kept current at all times. If you need to make changes to the information listed on the enrollment form, please contact the Director. If your child has an accident or minor injury while at our Center, we will administer basic first aid and you will be notified. If your child needs non-emergency medical care, we will call you promptly so you can arrange for him or her to be seen by a doctor. In the event of an emergency, we will call 911 and notify you.

Incident Reports

If an incident or minor injury occurs, first aid is administered and a report is filled out and signed by the parent or guardian and kept in the child's file. In some situations, the parents will be notified via telephone, per our discretion, unless otherwise specified by the parents. **Note: A copy of the report is given to the parent only upon request.**

Inclement Weather

The Outdoor Play Experience is an important part of your child's day at The Campus Downtown, Inc. It is our policy for all children to participate in outdoor activities on a daily basis, weather permitting. With this in mind, we ask that you dress your children accordingly. In the event of inclement weather or extreme temperatures, outdoor play experiences will be limited or cancelled based on state regulations. The teachers will apply sunscreen on your child, which you provide and as you direct. Your written authorization and instructions for applying the sunscreen are required. Remember to label your child's sunscreen with his/her first and last name.

HEALTH AND NUTRITION

Hand Washing

Frequent and proper hand washing prevents the spread of many germs. Both staff and children are instructed in proper hand washing procedures. Parents, teachers and children must always wash their hands before and after eating, after using the toilet or diapering and after coming in contact with bodily fluids such as mucus, blood or vomit.

Nutrition

The Campus Downtown, Inc provides a minimum of three healthy nutritious meals and/or snacks each day. Menus include foods children love, which meet their daily nutrition needs as well as our licensing requirements. All food is purchased and then prepared fresh at The Campus.

NOTE: Some items that we purchase may be manufactured in factories where eggs, nuts or other allergens are present. Please fill out the allergy/restriction form located at the back of this packet if your child has any food allergies or restrictions.

It is a priority to ensure that we provide a healthy and safe environment for the children in our care. Therefore, our policy does not allow food of any kind to be brought into the Center.

Food Allergies, Religious or Special Dietary Needs: All arrangements for food allergies, religious or special dietary needs must be discussed with the Director prior to enrollment to determine if your child's needs can be accommodated. In some cases, a physician's note may be required.

Birthday Treats: Special treats brought in to share with your child's class and/or other children must be commercially prepared and packaged. Please check with your child's teacher to see if there are any children with food allergies that may need to be accommodated. In such instances, the teacher in your child's classroom is responsible for inspecting the food. They will look at the expiration date, serving directions, etc., to ensure that the food we serve your child is healthy and safe. If food is brought in for any of the reasons above, it must be clearly labeled with your child's first and last name and the current date.

The Campus Downtown, Inc participates in the USDA Child and Adult Care Program. In accordance with Federal law and U.S. Department of Agriculture policy, the Center is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

We provide nutritionally balanced snacks and meals. A menu is posted and given to each parent at the time of enrollment. Mealtimes are relaxed fun times, rich with conversation. Our classes, Toddlers through school age, use the family-style-dining method of serving for snacks and lunch.

SAFETY

For the safety of the children and staff, inspections are made of the facility and equipment. Broken or damaged equipment is promptly repaired or removed.

Fire drills are routinely conducted and annual inspections help to maintain a safe environment.

EMERGENCY EVACUATION AND RELOCATION: Evacuation plans are posted in each room of the building. Should the children need to leave the building in the event of an emergency. Parents will be contacted and advised regarding emergency pick-up procedure.

Licensing Agency

The Department of Social Services (DSS) has the legal right to interview staff or children as they may deem necessary and to inspect and audit the facility and records without prior permission. DSS also has the right to observe and examine the physical condition of the children with a licensed medical professional. The DSS Forms "Notification of Parents' Rights" are provided to each parent upon enrollment.

Our Responsibility in Reporting Suspected Child Abuse and Neglect

All employees at The Campus Downtown, Inc. are mandated by the State to report any suspected child abuse or neglect. If for any reason we suspect a child has been abused or neglected, the appropriate authorities will be contacted immediately. If for any reason an employee at the center suspects a parent or other authorized person picking up a child to be under the influence of alcohol, drugs or illegal substances, they will not be permitted to leave with the child and the appropriate authorities will be contacted immediately.

PROGRAM INFORMATION FOR CHILDREN

The Campus Downtown, Inc. serves children ages 18 months - 12 years old

Diapering and Toilet Training

The Campus Downtown, Inc. requires you to supply diapers and wipes for your child. The staff will notify you when your supplies are running low. Children's diapers are changed as needed and are checked routinely.

The Center will work in conjunction with you and your child on toilet training. Children are never punished or forced when toilet training. Diapering procedure guidelines are used when cleaning up a toileting accident. You are asked to supply extra changes of clothing while your child is in the toilet training process. We look forward to working together when the time is right, so that your child can master this important phase in his/her development.

As your child moves to The Campus Downtown's next educational milestone, the Preschool Program, it is our belief that he/she should enter this new and exciting learning experience already toilet trained. This is important so that both your child and the teacher can focus their energies on developing important cognitive skills through uninterrupted interaction with the curriculum and learning environment.

Drop-Ins

Drop-Ins will be on a space available basis only. All parents will need to call before coming in. Please do not just show up to see if there is space available for your particular day

Toddler Option Statement

The Campus Downtown, Inc. has been issued a Toddler Option component to their preschool license. This is a separate component from preschool with different ratios and requirements. The ages of children in a Toddler Option classroom are 18-36 months. Children will remain as part of the Toddler classroom until they reach 36 months. Exceptions may be granted on an individual basis depending on the child's development and readiness. The Child: Adult ratio in the Toddler Option classroom is 6:1.

Curriculum

In each of the programs at The Campus Downtown, Inc: Toddler, Introduction to Preschool, Preschool and School age Programs provide activities that meet each child's emotional, social, cognitive and physical

needs. Developmentally appropriate and play-based learning experiences include a substantial amount of time outside. Activities conducted outdoors offer children exposure to new experiences and opportunities of exploration. Additionally, it promotes a healthy, active lifestyle. Note: Curriculum calendars are posted in each classroom. This calendar lists curriculum activities as well as special days such as holidays or events.

Discipline

The Campus Downtown, Inc. staff is dedicated to providing the best care for every child who attends our facility. We understand that behaviors of young children often change due to their age and emotional development. We will do our very best in approaching every situation with care and make it a valuable learning experience. Our approach to negative behaviors is simple. We will use positive guidance techniques as well as redirection. This will allow the teacher and the child to discuss what is going on in a positive way and help the child learn how to express himself or herself appropriately without feeling reprimanded. To redirect inappropriate behavior, the teacher will follow the following guidelines. One to One talk between the child and the teacher. If the behavior continues the teacher shall remove the child from the situation/ activity and engage the child in another direction. If a child continues to engage in negative behaviors after the initial interaction with the teacher, we will contact the parent and arrange for a meeting to discuss the best possible course of action and work together to try to solve it in a consistent and positive manner. Grounds for dismissal: If a child continues to display negative behaviors such as to cause harm to other children and/or staff continuously and no progress or solution has been made, said child will no longer be permitted to attend the center. Safety is our number one priority at the center. In regards to discipline while your child is in attendance at The Campus Downtown, there will be no violations to Child's Rights and no use of corporal punishment.

GENERAL INFORMATION

The following items should be labeled with your child's name and placed in his/her cubby by the first day of attendance:

TODDLERS AND INTRO CLASS:

Two complete changes of clothes clearly marked with your child's name

Sweater or jacket with head covering, depending on the season

At least one week's supply of disposable diapers and diaper wipes

A fitted crib sheet and a small blanket, for naptime (these will be sent home on Friday's to be washed and returned on the following Monday)

Pacifiers as needed clearly marked with your child's name.

PRESCHOOL & PRE-K (3-5 YRS OLD):

A complete change of clothes clearly marked with your child's name

Sweater or jacket with head covering, depending on the season

At least one week's supply of disposable diapers and diaper wipes

A fitted crib sheet and a small blanket, for naptime (these will be sent home on Friday's to be washed and returned on the following Monday)

You are required to provide all diapers, wipes, creams, powders, and medicines for your child if these items are needed.

Privacy

The Campus Downtown, Inc. respects the privacy and concerns of every family we provide care for and assure our families we serve that the employees of The Campus Downtown, Inc. keep all personal family matters involving parents, children, teachers and staff confidential. The information you supply to The Campus Downtown will be kept confidential. Before any of the information is released to outside persons, the parents will sign a release form.

Staff All teachers in our program have to have at least 12 early childhood education units and experience working with children as well as the knowledge and practices of Early Childhood Education. Each staff member participates in a thorough background check which includes a drug testing and fingerprinting in addition to a thorough health screening process. At least two staff members on site are CPR and basic first aid trained. Our staff takes great pride in what they do and are eager to continue learning new strategies in Child Development bi-annual training programs for teacher/staff training. A letter will be sent in advance of these training opportunities to inform parents of The Campus Downtown, Inc. closings for training so you can make other arrangements for child care on these dates.

By state law and for the safety of all enrolled children at The Campus Downtown, Inc. our staff will maintain adult/child ratios throughout the day. These ratios are 6:1 for toddler (18 months to 36 months), 12:1 Introduction to Preschool, Preschool and Pre-K (3 to 5 years old)

COMMUNICATION

Parent Code of Conduct

The Campus Downtown, Inc has developed the Parent Code-of-Conduct to ensure that you, your child, our staff and all that enter our Center enjoy a safe, welcoming and respectful environment. Actions that demonstrate respect for others are expected in our Center. Behavior that is inappropriate, illegal, threatening or disrespectful in nature or language that is abusive or instigative is not acceptable. We

reserve the right to refuse service without warning to anyone who violates the Parent Code-of-Conduct, including refusing access to the Center.

Bulletin Boards/Parent Notices

- There is a Main Parent Information Board located at the bottom of the stairs upon entering the classroom floor, this board has licensing information, parent resources, the menu, newsletter and schedule.
- Every class has a parent board which has lesson plans, class notes, classroom schedule and ratio requirements. Please ask the teacher to show you the parent board and look at it frequently.

Volunteering at The Campus Downtown, Inc.

Everyone has some skill or knowledge that can be useful to a child care program, and any program for children can be enriched by a team approach where everyone contributes what they can. Maybe you can help us with an event, share your culture, or read a story. Maybe you can repair toys or tell the children about your job. Would you like to put pictures in a photo album or work on a scrapbook? Can you sew? Do

you play a musical instrument? How about carpentry skills? There are many ways you can help at The Campus Downtown, Inc. We hope you will find some time to be involved. You will meet other parents, have a good time, and help us provide the best possible care for your child. Certain procedures (including background checks) must be followed for individuals volunteering on a regular basis. See the Director or Owners for details.

Daily Reports

Each Toddler and Intro child has a daily report that is placed in their take home folders at the end of the day. Reports for older children may be completed if requested.

Birthdays

Birthdays are special days for children. If you wish to celebrate your child's birthday at The Campus Downtown, Inc., please make early arrangements with your child's teacher. Please bring items that are store-bought and pre-packaged.

Americans with Disabilities Act

The Campus Downtown, Inc.'s programs are available to people of all abilities. Please let us know if there is any reasonable accommodation that would make our program more easily accessible to your family.

Hiring Staff to Babysit

At times parents ask our teachers to babysit children away from the Center. Please understand that The Campus Downtown, Inc. does not take responsibility for any services rendered by staff beyond the daily operation of the Center.

No Smoking

The Campus Downtown, Inc. is a non-smoking facility. According to Minimum Standards, smoking may NOT be permitted on the premises when children are in care.

The Campus Downtown, Inc. is dedicated to the success and happiness of the children and families to which we provide care. We work together with you and your child in an open, nurturing, and learning-based environment where we respect the dignity of every child and family.

We are glad you are here at The Campus Downtown, Inc!

We can be reached online at info@thecampusdowntown.com for information.

Admission Policies

The following forms must be completed and turned in to The Campus, Inc. before your child may be admitted into the program: Copy of Admission Agreement, Notification of Parents' Rights, Personal Right, Identification and Emergency Information, Consent for Emergency Medical Treatment, Child's Preadmission Health History (Parents Report), Physician's Report, and Immunization Requirements. The Campus Downtown, Inc. will not formally enroll a child in our program until all required paperwork is complete.

- Annual Non-Refundable Registration Fee \$100.00 per child
- Tuition must be paid in advance.
- If paying by the month, tuition is due on the first of the month. It is considered late after the fifth of the month.
- If paying twice a month, tuition is due on the 1st and the 15th of the month. The first payment is considered late after the 5th of the month and the second payment is considered late after the 20th of the month.
- A \$10.00 late charge fee will be assessed.
- An account over 30 days delinquent may cause dismissal of the student from our school and may result in the account being sent to collections. If sent to collections you will be responsible for any additional court fees required to collect the balance. Re-entering the program will be based on "space available" opening after the account is paid in full.
- There is no refund or credit for observed holidays, absences, or withdrawal of a child without a written two-week notice .
- All returned checks are subject to a \$25.00 fee.
- A 30-day notice will be given to parents/guardians prior to any rate changes.
- Payments are accepted in the form of cash, checks, money orders or online bill pay thru Zelle. Checks or money orders are made out to: The Campus Downtown INC.

Holidays and Staff Development Days

The center is open year round with the exception of the following holidays: New Year's Day, Martin Luther King Day, President's Day, Staff In-Service Day in the Spring, Memorial Day, Fourth of July, Staff In-Service the 1st Friday of August, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day & Day after, Christmas Eve and Christmas Day.

Specific Holiday dates subject to change. (Notices will be posted 30 days in advance unless it's an emergency.)

Late Pick-ups

If you are going to be detained notify the center immediately so that we can reassure your child. If you have an emergency, please notify the Director. There is a late fee if your child is not picked up closing time. \$5.00 for the first 5 minutes and \$1.00 per minute thereafter.

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Medical/Immunization Requirements

Up-to-date immunization and medical assessment records must be presented at the time of enrollment. After yearly physical exams provide The Campus Downtown, Inc. with any additional shots that my child has received.

Subsidized Child Care Program

For those families that have alternative child care programs helping them with their preschool/daycare tuition. Approval of these programs is between you and those programs, not The Campus Downtown. Tuition is the parent's responsibility. You are responsible to Sign-In / Sign-Out each day on their Subsidized timesheet. At the end of the month you will also need to sign the bottom of the page and date. All timesheets need to be completely fill out by the last day of the month. The Subsidized Child Care Program will pay a part of your child care cost. This is called a subsidy payment. You may pay a part of the cost. This is called the family co-pay (not to be confused with a parent fee which is paid to Subsidy Program). The subsidy payment and the family copay go directly to The Campus Downtown.

NOTE: Not all families will have a copay but if your child care subsidy does not pay your child's full tuition, you will be responsible to pay the difference between the subsidy payment and your child's tuition.

Food Program

The Campus Downtown, Inc. participates in the Child and Adult Care Food Program and will provide nutritionally well-balanced breakfast, lunch as well as afternoon snack in accordance with state nutritional guidelines. We can not accept any outside foods unless a written doctor's authorization is on file.

Rights of Licensing Agency

The Department of Social Services licensing department has the authority to inspect as specified in the Health and Safety Code Sections 1596.852, 1596.853. They have the right to interview children attending The Campus Downtown, Inc without prior consent. This authority includes the right to inspect, audit, and copy the child's records upon demand during normal business hours.

Additional Notes:

- Notify The Campus of any unplanned absences or tardies the day of the absence, we will assume your child is not coming if they are not present an hour after their scheduled time.
- Planned absences or schedules changes need to arranged with the Director 2 weeks prior to the dates.
- Notify The Campus if any emergency contact information changes.
- If your child/ren are not potty trained and you forget diapers, The Campus will provide diapers for the day and you will be charged \$1.00 per diaper or you may replace the borrowed diapers.
- Parents or guardians authorized to bring or pick up your child must check in their children on the tablet or sign their full first and last name on the Sign-in/out sheet. This is a Licensing Regulation and could result in up \$1000. 00 fine if a child is not checked. This fine may be passed on to the parent.
- Transportation is the responsibility of the parents/guardians we do not provide transportation to or from our facility.

Zelle is a new way to send in your tuition payments

First: Access Zelle:



Find *Zelle* in the mobile banking app of our partners. If you already have your banking app on your phone, there's no download necessary. If your bank or credit union doesn't offer *Zelle* yet, just download the *Zelle* app to get started.

Second: Pick a person to pay.



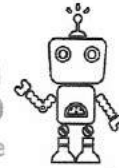
Once you enroll, all you need to send money with *Zelle* is the preferred email address or mobile number of the trusted recipient.

Third: Choose the amount to send.



Enter the amount you want to send. If your recipient is already enrolled with *Zelle*, the money will go directly into their bank account, typically in minutes. If they aren't enrolled yet, they will get a notification explaining how to receive the money simply and quickly.

the
campus
preschool childcare



"A Preschool Like No Other"

123 N. Sutter St, Stockton, CA 95202-2412

Ph: (209) 594-1879 Hours of Operation: Monday - Friday from 6:00am - 6:00 pm

Email: info@thecampusdowntown.com website: www.thecampusdowntown.com

Admissions Agreement

My child _____ will attend the center from ____ a.m./p.m. to ____ a.m./p.m.

Circle days your child will attend: Monday Tuesday Wednesday Thursday Friday

Potty-Trained: YES/NO (Parents provide diapers and wipes)

First Day of school: _____ Classroom: _____ Tuition: _____

My child _____ will attend the center from ____ a.m./p.m. to ____ a.m./p.m.

Circle days your child will attend: Monday Tuesday Wednesday Thursday Friday

Potty-Trained: YES/NO (Parents provide diapers and wipes)

First Day of school: _____ Classroom: _____ Tuition: _____

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Circle days your child will attend: Monday Tuesday Wednesday Thursday Friday

Potty-Trained: YES/NO (Parents provide diapers and wipes)

First Day of school: _____ Classroom: _____ Tuition: _____

How did you hear about The Campus Downtown?

Goggle Walked by Family Resource & Referral Other: _____

Flyer Posted@ _____ Referred By: _____

Child's Name: _____

DOB: _____

Emails and Text Messaging

Occasionally we would like to send you updates about your child/children and tuition information thru email and/or SMS text messaging.

Email Address: _____

Message and Data Rates may apply. If you would like to opt into this service please provide your mobile service carrier and check the box below.

NO YES Initials _____ Mobile Number & Carrier: _____

Employment Information:

Parent/ Guardian 1

Parent/ Guardian 2

Employer: _____

Employer: _____

Address: _____

Address: _____

Phone Number: _____

Phone Number: _____

I have read and understand the Admission Agreement Policies of The Campus Downtown and hereby agree to comply with the rules and regulations regarding fees, attendance, health, clothing and other items specified in the Parent's Handbook issued by the center. I am aware of the scheduled holidays. I understand that no refund or credit of tuition/fees will be given for absences due to vacation, sickness, missed days or for any other reason.

I am aware that if I do not comply with the terms of this agreement and the guidelines of the parent handbook my families admission with The Campus can & will be terminated.

(Print first and last name of parent or guardian)

(Signature of parent or guardian)

(Date)

(Print first and last name of parent or guardian)

(Signature of parent or guardian)

(Date)

(Print first and last name of Director)

(Director's Signature)

(Date)

Office Use Only

Registration Fee	
Daily Weekly Bi-Monthly Monthly Subsidized Tuition	
Discount	
Total	



"A Preschool Like No Other"

123 N. Sutter St, Stockton, CA 95202-2412

Ph: (209) 594-1879 Hours of Operation: Monday - Friday from 6:00am - 6:00 pm

Email: info@thecampusdowntown.com website: www.thecampusdowntown.com

Child's Name: _____

DOB: _____

Acknowledgement and Receipt of Parent Handbook

I acknowledge that I have received a copy of The Campus Downtown, Inc. Parent Handbook. I understand that it contains important information about the daycare center general policies. I understand that this parent handbook is not intended to cover every situation that may arise, but simply is a general guide to the center's policies.

I understand that it is my responsibility to familiarize myself with the materials and that I agree with the provisions and any other policies or rules of the center.

I further understand and acknowledge that the center may change, add to or delete any policies or provisions in the Parent handbook from time to time, in its sole discretion, with or without prior notice. I also understand that the center may make exceptions to interpret, depart from and apply the provisions in this parent handbook as it sees fit in its sole judgment and discretion.

I further understand that this Parent handbook supersedes and replaces any and all prior handbooks or materials previously distributed.

Parent Signature

Date

Child's Name: _____

DOB: _____

Emergency Calls and Transportation Consent:

____ you give us permission to make calls to your child's physician and the local emergency if deemed necessary.

____ you do not give us permission to make calls to your child's physician or the local emergency.

Parent Signature

Date

____ you give us permission to make whatever emergency measure judged necessary for the care and protection of your child while under the supervision of The Campus Downtown, Inc. In case of emergency your child will be transported by the local emergency unit to the nearest hospital or to the hospital of the choice you provided with the school, for treatment if the local emergency resources deem it necessary at your expense.

____ you do not give us permission to make emergency transportation decisions.

Parent Signature

Date

Pictures, Video and Internet Consent:

____ you give us permission to take pictures of your child. We take many pictures throughout the year of our Children; these pictures may be posted at the Center, marketing, promotional materials or used during our special programs and posted on our web page.

____ you do not give us permission to take pictures of your child.

Parent Signature

Date

Food Allergy Form

Child's Name: _____ Date of Birth: _____ Date: _____

Do you think your child's food allergy may be life-threatening? No Yes

Did your student's health care provider tell you the food allergy may be life-threatening? No Yes

History and Current Status

Check the foods that have caused an allergic reaction:

Peanuts Fish/shellfish Eggs Peanut or nut butter Soy products Milk Peanut or nut oils
 Tree nuts (walnuts, almonds, pecans, etc.)

Please list any others: _____

How many times has your child had a reaction? Never Once More than once

What has to happen for your student to react to the problem food(s)? (Check all that apply)

Eating foods Touching foods Smelling foods

What are the signs and symptoms of your student's allergic reaction? _____

_____ How quickly do the signs and symptoms appear after exposure to the food(s)?

_____ Seconds _____ Minutes _____ Hours _____ Days

Does your student understand how to avoid foods that cause allergic reactions? Yes No

What treatment or medication has your health care provider recommended for use in an allergic reaction?

_____ If medication is to be available at school, have you filled out a medication form for school?

Yes. No, I need to get the form and return it to school.

If medication is needed at school, have you brought the medication/treatment supplies to school?

Yes. No, I need to get the medication/treatment and bring it to school.

I give consent to share, with the classroom, that my child has a life-threatening food allergy. Yes. No.

Parent/Guardian Signature: _____ Date: _____

Food Restrictions

Office Use Only

Reviewed By: _____ Date: _____

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

To Be Completed by Parent or Authorized Representative

CHILD'S NAME	LAST	MIDDLE	FIRST	SEX	TELEPHONE ()
ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
					BIRTHDATE
FATHER'S/GUARDIAN'S/FATHER'S DOMESTIC PARTNER'S NAME	LAST	MIDDLE	FIRST	BUSINESS TELEPHONE ()	
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
					HOME TELEPHONE ()
MOTHER'S/GUARDIAN'S/MOTHER'S DOMESTIC PARTNER'S NAME	LAST	MIDDLE	FIRST	BUSINESS TELEPHONE ()	
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP
					HOME TELEPHONE ()
PERSON RESPONSIBLE FOR CHILD	LAST NAME	MIDDLE	FIRST	HOME TELEPHONE ()	BUSINESS TELEPHONE ()

ADDITIONAL PERSONS WHO MAY BE CALLED IN AN EMERGENCY

NAME	ADDRESS	TELEPHONE	RELATIONSHIP

PHYSICIAN OR DENTIST TO BE CALLED IN AN EMERGENCY

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

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

CALL EMERGENCY HOSPITAL OTHER EXPLAIN: _____

NAMES OF PERSONS AUTHORIZED TO TAKE CHILD FROM THE FACILITY

(CHILD WILL NOT BE ALLOWED TO LEAVE WITH ANY OTHER PERSON WITHOUT WRITTEN AUTHORIZATION FROM PARENT OR AUTHORIZED REPRESENTATIVE)

NAME	RELATIONSHIP

TIME CHILD WILL BE CALLED FOR _____

SIGNATURE OF PARENT/GUARDIAN OR AUTHORIZED REPRESENTATIVE	DATE
---	------

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

DATE OF ADMISSION	DATE LEFT
-------------------	-----------

CHILD'S PREADMISSION HEALTH HISTORY—PARENT'S REPORT

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

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

WALKED AT*	MONTHS	BEGAN TALKING AT*	MONTHS	TOILET TRAINING STARTED AT*	MONTHS
------------	--------	-------------------	--------	-----------------------------	--------

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

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

SPECIFY ANY OTHER SERIOUS OR SEVERE ILLNESSES OR ACCIDENTS

DOES CHILD HAVE FREQUENT COLDS? <input type="checkbox"/> YES <input type="checkbox"/> NO	HOW MANY IN LAST YEAR?	LIST ANY ALLERGIES STAFF SHOULD BE AWARE OF
--	------------------------	---

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

WHAT TIME DOES CHILD GET UP?*	WHAT TIME DOES CHILD GO TO BED?*	DOES CHILD SLEEP WELL?*
DOES CHILD SLEEP DURING THE DAY?*	WHEN?*	HOW LONG?*
DIET PATTERN: (What does child usually eat for these meals?)	BREAKFAST	WHAT ARE USUAL EATING HOURS?
	LUNCH	BREAKFAST _____
	DINNER	LUNCH _____
		DINNER _____

ANY FOOD DISLIKES?	ANY EATING PROBLEMS?
--------------------	----------------------

IS CHILD TOILET TRAINED?*	IF YES, AT WHAT STAGE?*	ARE BOWEL MOVEMENTS REGULAR?*	WHAT IS USUAL TIME?*
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	
WORD USED FOR "BOWEL MOVEMENT"*		WORD USED FOR URINATION*	

PARENT'S EVALUATION OF CHILD'S HEALTH

IS CHILD PRESENTLY UNDER A DOCTOR'S CARE?	IF YES, NAME OF DOCTOR:	DOES CHILD TAKE PRESCRIBED MEDICATION(S)?	IF YES, WHAT KIND AND ANY SIDE EFFECTS:
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES CHILD USE ANY SPECIAL DEVICE(S):	IF YES, WHAT KIND:	DOES CHILD USE ANY SPECIAL DEVICE(S) AT HOME?	IF YES, WHAT KIND:
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	

PARENT'S EVALUATION OF CHILD'S PERSONALITY

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

HAS THE CHILD HAD GROUP PLAY EXPERIENCES?

DOES THE CHILD HAVE ANY SPECIAL PROBLEMS/FEARS/NEEDS? (EXPLAIN.)

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

REASON FOR REQUESTING DAY CARE PLACEMENT

PARENT'S SIGNATURE

DATE

PERSONAL RIGHTS**Child Care Centers**

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

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

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

NAME		
Sacramento Regional Office		
ADDRESS		
2525 Natomas Park Drive, Suite 250		
CITY	ZIP CODE	AREA CODE/TELEPHONE NUMBER
Sacramento	95833	916-263-5744

DETACH HERE

TO: PARENT/GUARDIAN/CHILD OR AUTHORIZED REPRESENTATIVE:

PLACE IN CHILD'S FILE

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

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

(PRINT THE NAME OF THE FACILITY)	(PRINT THE ADDRESS OF THE FACILITY)
The Campus Downtown, INC	123 N. Sutter St. Stockton, Ca 95202
(PRINT THE NAME OF THE CHILD)	
(SIGNATURE OF THE REPRESENTATIVE/PARENT/GUARDIAN)	
(TITLE OF THE REPRESENTATIVE/PARENT/GUARDIAN)	(DATE)

CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS

PARENTS' RIGHTS

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

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

Licensing Office Name: Sacramento Regional Office

Licensing Office Address: 2525 Natomas Park Drive, Suite 250 Sacramento, CA 95833

Licensing Office Telephone #: 916-263-5744

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

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

For the Department of Justice "Registered Sex Offender" database, go to www.meganslaw.ca.gov

LIC 995 (9/08)

(Detach Here - Give Upper Portion to Parents)

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

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

The Campus Downtown, INC
Name of Child Care Center

Signature (Parent/Authorized Representative)

Date

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

For the Department of Justice "Registered Sex Offender" database go to www.meganslaw.ca.gov

LIC 995 (9/08)

IMPORTANT INFORMATION FOR PARENTS

CAREGIVER BACKGROUND CHECK PROCESS CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

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

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

How the Exemption Request is Reviewed

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

The person who needs the exemption must provide information about:

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

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

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

How to Obtain More Information

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

RISK FACTORS FOR TB IN CHILDREN:

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

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

PHYSICIAN'S REPORT—CHILD CARE CENTERS (CHILD'S PRE-ADMISSION HEALTH EVALUATION)

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

_____, born _____ is being studied for readiness to enter
(NAME OF CHILD) (BIRTH DATE)
The Campus Downtown, INC
(NAME OF CHILD CARE CENTER/SCHOOL) . This Child Care Center/School provides a program which extends from 6 : 00
a.m./p.m. to 6 a.m./p.m. , 5 days a week.

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

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

(TODAY'S DATE)

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

Problems of which you should be aware:

Hearing:

Allergies: medicine:

Vision:

Insect stings:

Developmental:

Food:

Language/Speech:

Asthma:

Dental:

Other (Include behavioral concerns):

Comments/Explanations:

MEDICATION PRESCRIBED/SPECIAL ROUTINES/RESTRICTIONS FOR THIS CHILD:

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

VACCINE	DATE EACH DOSE WAS GIVEN				
	1st	2nd	3rd	4th	5th
POLIO (OPV OR IPV)	/ /	/ /	/ /	/ /	/ /
DTP/DTaP/ DT/Td (DIPHTHERIA, TETANUS AND [ACELLULAR] PERTUSSIS OR TETANUS AND DIPHTHERIA ONLY)	/ /	/ /	/ /	/ /	/ /
MMR (MEASLES, MUMPS, AND RUBELLA) (REQUIRED FOR CHILD CARE ONLY)	/ /	/ /	/ /	/ /	/ /
HIB MENINGITIS (HAEMOPHILUS B)	/ /	/ /	/ /	/ /	/ /
HEPATITIS B	/ /	/ /	/ /	/ /	/ /
VARICELLA (CHICKENPOX)	/ /	/ /	/ /	/ /	/ /

SCREENING OF TB RISK FACTORS (listing on reverse side)

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

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

Physician: _____
Address: _____
Telephone: _____

Date of Physical Exam: _____
Date This Form Completed: _____
Signature _____

Physician Physician's Assistant Nurse Practitioner