



# Enrollment Packet

Campus Downtown Childcare  
123 North Sutter Street,  
Stockton, CA 95202  
Ph: (209) 594-1879

Preschool Program: Ages 2 through 6 years (Kindergarten)  
Toddler Program: Ages 18-36 months

Email: [info@thecampusdowntown.com](mailto:info@thecampusdowntown.com)

Website: [www.thecampusdowntown.com](http://www.thecampusdowntown.com)

"A Preschool Like No Other"



## **Program Philosophy and Methodology**

At Campus Downtown Childcare, LLC., we believe that parents want the best for their children and the reason we exist, is to ensure 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 a child's well-being in its entirety, with the assurance of our parent's peace of mind.

Welcome to Campus Downtown Childcare. Our staff is overly 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.

## **Goals of Campus Downtown Childcare**

- 1) To provide an environment in which good health, safety and the welfare of the children are promoted at all times.
- 2) To offer experiences that foster the development of healthy attitudes and feelings which in turn encourage your child to become an individual member of the group and to achieve satisfying personal relationships.
- 3) To provide an environment where children and adults can interact with honesty, compassion, interest and affection.
- 4) To be aware of a child's social, emotional, physical, language and intellectual development and to provide situation that will be interesting, educational and challenging.
- 5) To help children acknowledge and accept feelings, both comfortable and uncomfortable.
- 6) To provide the environment that will promote development of positive self-esteem.
- 7) To help each child achieve their full potential and to have fun participating in activities that are of their interests, abilities and preferences.

## **Hours of Operation**

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

## **Admission Information**

### **Ages Served**

Campus Downtown Childcare serves children ages 18 months - 6 years old.

### **Toddler Option Statement**

Campus Downtown Childcare 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 18-30 months. Children can remain as part of the Toddler classroom until they reach 30 months. Exceptions may be granted on an individual basis depending on the child's development and readiness.

## Inclusion Policy

Our 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.

## Ratios

By California state law and for the safety of all enrolled children at Campus Downtown Childcare our staff will maintain adult/child ratios throughout the day. These ratios are 6:1 for toddler (18 months to 30 months), 12:1 Introduction to Preschool, Preschool and Pre-K / Kindergarten (2.5 to 5 years old).

## Enrollment Procedures and Requirements

As an equal opportunity preschool and childcare center, Campus Downtown Childcare 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.

A non-refundable and one-time only **registration fee** of **\$75.00** will be required at the time of registration of your child, for Campus Downtown Childcare to reserve a seat at your desired start date, as long we see a seat available for that time.

Parents must complete the following required documents during the enrollment and orientation processes for each child that will be attending Campus Downtown Childcare:

All Forms must be signed and on file before enrollment starts:

- Admission Agreement
- Parent/Personal Right
- Authorization for Emergency Medical Care
- Identification and Emergency Information
- Exclusion and Attendance Policies
- Health History
- Company Consent Forms
- A Physician's Health Statement and a current Immunization Record is required for all children not attending public school.
- Complete a pre-enrollment orientation. This visit gives you and your child a chance to meet teachers, future friends, and to see the new surroundings.

## The First Day

The first day at Campus Downtown Childcare 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 ensure 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, Campus Downtown Childcare's primary goal is to work with you to provide a safe, nurturing fun environment for your child in which to learn and develop.

## Items that need to be brought to School Weekly

- At least two changes of clothing (to remain in child's school cubby in case of an accident). Make sure clothing is appropriate for the season.
- For non-potty-trained children: A regular supply of diapers, wipes, diaper rash cream. (a fee will be charged if these items are not provided)
- Nap/Quiet time Bedding: Crib Sheet and Blanket (these items should be removed at the end of the week and returned clean the following week)

## Daily Attendance

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.

We advise parents to bring their child latest by 10 AM. That way, they will still miss breakfast but be able to avail most of our daily curriculum.

## Reporting Absences

If your child is not going to attend the center on a day, he/she was scheduled to attend, you must contact the center by 9:00 AM to report your child's absence and the reason for the absence.

## Fees and Tuition

### Tuition Options - ALL TUITION IS DUE PRIOR TO SERVICE

Apart from \$75.00 registration fee paid during registration, your child's tuition will be due based on your payment plan as below:

**Weekly:** Parent paid tuition is due on the 1st day of attendance each week.

- If tuition is not paid by the end of that week, the child will be denied admittance to the center until both the delinquent and current tuition is paid in full. Accounts in arrears may result in disenrollment and the outstanding account balance referred to a collection agency.

**Semi-Monthly:** Parent paid tuition is due on the 1<sup>st</sup> and the 15<sup>th</sup> of the month.

- If tuition is not paid by the end of the 5<sup>th</sup> and the 20<sup>th</sup> of each month, the child will be denied admittance to the center until both the delinquent and current tuition is paid in full. Accounts in arrears may result in disenrollment and the outstanding account balance referred to a collection agency.

**Monthly:** Parent paid tuition is due on the 1<sup>st</sup> of the month.

- If tuition is not paid by the 5<sup>th</sup> of each month, the child will be denied admittance to the center until both the delinquent and current tuition is paid in full. Accounts in arrears may result in disenrollment and the outstanding account balance referred to a collection agency.

Payments can be made by cash, money order, and check.

Please make all payments payable to **Campus Downtown Childcare, LLC**

## Electronic Payments Options

Zelle is offered to the parents free of cost. Zelle partners with banks and credit unions to provide a fast, safe, and easy way to send money.

Campus Downtown Childcare accepts payments via **Zelle:** [info@thecampusdowntown.com](mailto:info@thecampusdowntown.com), **Venmo:** @Ashesh-Singh-1, **Check** payable to: [Campus Downtown Childcare, LLC](#) or **Cash**.

If you are interested in paying electronically, please contact the director for details.

- Special payment arrangements can be made by emailing [info@thecampusdowntown.com](mailto:info@thecampusdowntown.com)
- Full tuition is required regardless of any absences (sick, vacation, or otherwise).
- Full tuition is required for all holidays when the center is closed.
- Tuition rates are subject to change at any time with a minimum 30-day written notice.

## Tuition Late Fees

Any tuition payment made after the 5 (five) day grace period, will result in a **late payment fee of \$25.00**.

Childcare services shall be terminated two (2) weeks from the due date unless all delinquent fees are paid. Upon termination of services for nonpayment of delinquent fees, the family shall be ineligible for childcare and development services until all delinquent fees are paid. The program shall accept a reasonable plan from the parent(s) for payment of delinquent fees. Childcare service shall continue to be provided to the child, provided the parent(s) pays current fees when due and complies with the provisions of the repayment plan.

Parents will be charged a flat rate for each week based on the number of sessions/days the child is enrolled. If your child attends any additional sessions, this amount will be added to your bill.

Tuition is individualized to each child. Campus Downtown Childcare has the right to discuss specialized tuition packages with each parent and customize a payment that works for each individual family.

Chronic late payment will lead to dismissal. Tuition and programs are subject to change with 30 days advance written notice.

## Returned Checks

Tuition checks returned by the bank are subject to a **\$25.00 return check charge**. If two checks are returned within a twelve-month period, payment by cash or money order will be required.

## Late Pick-up Policy

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. If you are unable to reach the Center by closing or your contacted pick-up time, please plan for someone to pick up your child.

For the purpose of this policy:

- It is the parent's responsibility to notify their child's center if they are unable to pick up their child at the specified scheduled time on their admission's agreement.
- It is a parent's responsibility to provide the school with LOCAL names and telephone numbers of those persons who are authorized to pick up their child. Children will be released only to those persons over the age of 18 and listed on the Identification and Emergency Card. These cards must be verified monthly and updated in writing by the primary parent/guardian when changes occur.
- If a child has not been picked up by the closing time of the center or the scheduled pick-up time and no one on the Identification and Emergency Card can be reached to pick up the child, the following procedure will be implemented: The teaching staff and administrative staff will determine the best plan of action which may include calling the Police Department. Campus Downtown Childcare staff must never transport children from the center. The child will only be released to persons over the age of 18 and listed on the child's Identification and Emergency Card.
  - If your child is picked up late, there is a late fee if your child is not picked up at closing time or your scheduled pick-up time. **\$5.00 for the first 5 minutes and \$1.00 per minute thereafter.**
  - After three (3) late pickups within the fiscal year, the parent will be required to meet with the director within ten days to develop a plan of correction.
  - During the Late Pick-Up meeting with the director, the parent will be informed that their child's services are at risk of termination if late pick-ups continue.
  - If after the Late Pick-Up meeting another late pick-up occurs, the director will be conducting a review of the case. The director may explore other placement options that would better meet the child's needs. The child may be terminated, and a Notice of Action for termination of services may be issued immediately for children and given to the parent.

## Participation Guidelines

### Checking in and Out Procedures on the Touch Screen Tablet

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

Checking In: Every time you arrive at the center, your child must be checked in on the Touch Screen Tablet in the front lobby.

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.

All Parents/Guardians and authorized personnel will use a computerized system to sign in and out. Each person will have their own PIN number and PASSWORD. They should NEVER share their PIN number and PASSWORD with anyone else- this is for the security of your child. Parents, grandparents, uncles, aunts, etc. will have an individual Pin and Password.

Parents/Guardians/Authorized Personnel will be given a registration code to gain access to the computerized system. If you or authorized personnel are having trouble signing in and signing out, please speak to the director for help. If the electronic system is not working, parents/guardians/authorized personnel must sign in and sign out on the sheet of paper provided at the front desk with their full legal signature and appropriate times.

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. 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. Campus Downtown Childcare may contact the parent(s) after the initial call to ensure that the request is legitimate.

## Family Resource and Referral Sign In/Sign Out Procedures

Sign In/Sign out: Every time parent/guardian or an authorized personal pickup or drop off, you must check in/out on the tablet and also input the time of arrival/departure on the FRRC timesheet.

You are required to input your time of drop off and pick up on a daily basis.

At the end of each month, a parent/guardian is required to sign with (full signature) and date.

## Family Resource and Referral Clients

Parents who qualify for Subsidy care must have full approval in place prior to attendance. Any fees not covered by Subsidy are the parents'/guardians' responsibility and are payable on the first of each month in advance. Proof of qualification must be presented to Campus Downtown Childcare prior to registration. All timesheets and certificates are required to be completed and signed in time each month. Parents/guardians will be required to pay an enrollment fee of \$75.00.

## Daily Health Check

Before you depart the center, staff will complete a Daily Health Check to ensure your child is well enough to participate that day. Should your child exhibit symptoms requiring temporary exclusion, he/she will not be admitted into the program and sent home until symptoms improve.

## Hand Washing

To reduce the risk of illness, please have your child wash his/her hands after you sign them in.

## Picking your child up from school

Your child must be picked up promptly according to your admission hours. Children will only be released to someone (13 and older) listed on the child's emergency card.

## Sign Out

Children will not be released to anyone in an intoxicated condition. If a parent, guardian, or designated adult arrives to sign the child(ren) out while under the influence of alcohol or drugs, the police will be called immediately and will handle the situation, as necessary. No person under the age of 13 will be allowed to sign a child in or out, regardless of whether they are a sibling or relative. Therefore, children will not be released to siblings, relatives, or friends under the age of 13.

## 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 recognizes 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.

## Cars

Never leave your car running while dropping off or picking up your child.

Never leave children under 12 years old in car alone.

## Identification & Emergency Information Card Updates

To make changes to your phone number, address, or emergency contacts, please contact the director immediately. Only enrolling parents /guardians can make changes to the emergency card. All changes must be made in writing. Enrolling parents/guardians is required to update/verify and sign off on the Identification & Emergency Information Card Annually. It is crucially important that all emergency numbers and medical information be kept current at all times. If you need to make a change to the information listed on the enrollment form, please visit [Myprocare.com](http://Myprocare.com).

## Personal items/Toys from Home

All educational materials and equipment are furnished by Campus Downtown Childcare and there is no need for your child to bring toys from home (other than transitional and nap items). Sometimes teachers do ask children to bring items in for sharing at circle time. Please no war toys or violence related materials, i.e., guns, knives, tanks, Ninja Turtles, transformers, etc. Campus Downtown Childcare cannot be responsible for lost or damaged items brought to the center, including books, games, or toys.



## Clothing

Dress your child comfortably for active messy play, in clothes you and your child are not worried about getting a little dirty. Children will be digging in dirt and sand, painting, working with clay, water, glue, and sliding, climbing and more! Remember, learning to do things for themselves is important to children, and clothing that buttons and zips easily facilitates the teaching and learning process. To help with dressing your child appropriately for the weather conditions we suggest layering clothing that can be taken off or put on to keep your child as comfortable as possible. Please send your child in appropriate closed toed play shoes. For the protection of your child, shoes must tie or have Velcro. (Sandals, flip flops, boots or dress shoes limit your child's safety and should not be worn to the center.) *Please bring a set of extra clothes to be left at school. Please mark all clothing with your child's name with permanent ink.*

## Lost and Found Items

Lost and Found items will be displayed every week. Anything left unclaimed for over 6 weeks will be donated to a local church or social services agency.

## Diapering and Toilet Training

Campus Downtown Childcare 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 Campus Downtown Childcare's next educational milestone, in 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.

We provide this service for children who are not fully potty trained as part of our infant and toddler programs, at no additional fee. Parents or legal guardians are asked to continue everyday training at home in order for a successful transition. It is the parents' or legal guardians' responsibility to provide and maintain weekly supplies for their child (ren), such as diapers, wipes, creams, powder, etc. During potty training have your children wear elastic pant. No onesies, overalls, belts or jeans with buttons or snaps

Diaper Fees: Failure to bring in diapers for your child will result in a **\$1.00 fee per diaper**. (Fee is waived if the number of used diapers is reimbursed by the following day).

## Cell Phone Policy

Drop off and pick up time is all about communication with your child and the teaching staff and we want to give you our full attention at these times. We prefer you finish all cell phone conversations before you enter your child's classroom. Cell phone conversations inside the classroom detract from the importance of your child and his or her day. Please refrain from using your cell phone during this time.

## No Smoking

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

## Parent Code of Conduct

Campus Downtown Childcare, LLC 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.

## Custody Issues

Campus Downtown Childcare will not be involved in any parental custody issues. If a custody and court order exist restricting a parent from visiting or picking up their child, a copy of the court order must be provided to Campus Downtown Childcare, which will be placed into the child's confidential file. It is the guardian's responsibility for providing up to date and accurate information concerning the legal guardianship of the child. We will not prevent any parent from removing his or her child from the center even when a court order is on file. In the event a parent chooses to go against the court order and picks up a child, we will immediately notify the enrolled parent.

## Unauthorized Pick-Up Procedures

The Staff at Campus Downtown Childcare cannot allow a child to leave the facility with a person they do not know. If any unauthorized person arrives to pick up a child, the staff will follow the following procedure:

- 1) The unauthorized person will be informed that they do not have permission to pick up the child.
- 2) The staff will notify and check with the Program Director for any changes in the pick-up authorization.
- 3) The Program Director will contact the custodial parent/s and inform them of the situation.
- 4) If the unauthorized person is asked to leave and they refuse to, the police will be called.
- 5) If the unauthorized person takes the child, the staff at Campus Downtown Childcare will attempt to gather identifying information, if possible, license plate and clothes that were worn to assist the legal guardian if the police is called.

## Intoxicated Parent/Pick Up Person

If a parent/guardian or authorized person for pick up has been drinking or appears to be intoxicated when they arrive to pick up a child, staff must request that the person take a cab if driving or call a family member or friend to come get them and the child. If the person does not observe this request, the police will be called to aid the staff.

## Schedule Information

\*If a child is absent on their scheduled days, you will still be charged.

## Vacation

When you and your family go on vacation, you are required to pay your regular fees for the time period to keep your child's spot.

## Illness

There is no credit, refund, or make-ups given in the event of an illness. If there is a severe illness (of two weeks or more), arrangements may be made at the discretion of the program. The same options are available as stated in vacation policy.

*If your child is ill, he/she needs to stay home. If your child has a contagious disease, example, Chicken Pox, Measles, Pink Eye, etc., inform the center of the illness as soon as possible. (Refer to exclusion policy)*

## Changes in Your Child's Set Schedule

Any changes that are made by the parents during the actual month will become effective on the first of the following month. If you wish for your child's schedule to change for the next month, make sure you notify us prior to the beginning of that month.

*If you have a varied schedule, you will be asked to provide your schedule changes in advance as soon as you have it available. In the event we are unaware or not notified of your scheduling needs, it is possible that you could be refused care. Please communicate all schedule changed in advance with the director.*

## Emergency Closings

It is Campus Downtown Childcare intention to be open and provide childcare service every weekday of the year excluding holidays, but inclement weather, natural disaster or a major building issue may disrupt service from time to time. Please contact Campus Downtown Childcare to ensure that it is open during inclement weather/natural disaster. You are required to be responsible for tuition payments for up to three business days.

## Holidays

The center is open year-round with the exception of the following holidays:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Juneteenth
- Fourth of July
- Labor Day
- Thanksgiving Day & Day after
- Christmas Eve and Christmas Day.

Specific Holiday dates subject to change. (Notices will be posted in advance unless it is an emergency.)

The Center observes four early closure days at 4:00pm on the first Friday in April, June, October, December.

## Health Requirements

California Community Care Licensing (101220) (a) requires your child to have a current physical exam (within the last 12 months) or a verifiable scheduled doctor's appointment for an exam within 30 days of enrollment. Your child must have

up to date immunizations and a current documented TB test/risk assessment before they may begin school. Please indicate any health concerns your child may have on the Identification & Emergency Information card and health history form. Children with an identified health condition, such as asthma, seizures, or other medical concern that may require medication, are required to have an “Action Plan” completed by their medical provider. This plan informs the staff of the child’s medical concern and if there are any limitations to the child’s participation in our program. Medical “Action Plans” are renewed each fiscal year by your child’s medical provider or throughout the year, if necessary. Please update any changes in your child’s health with the director.

## Exclusion Guidelines

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.

Exclusion will be based on the following criteria:

- The child’s illness poses risk to others.
- The illness prevents the child from participating comfortably in routine activities. If you feel your child is not well enough to go outside, he or she should be kept at home.
- The illness requires more care than the childcare staffs are able to provide without compromising the health and safety of the other children.
- The child has any of the following:
  1. Vomiting associated with illness occurring more than once in the preceding 24-hour period.
  2. Diarrhea (loose, watery) not associated with changes in diet or medication. Three occurrences within the course of two hours. Child must be diarrhea free 24 hours before returning to childcare. Any bloody stools.
  3. 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.
  4. A fever, temperature of 100 degrees; along with behavior changes or other signs of illness such as sore throat, rash, vomiting, diarrhea, earache, etc. Child must be fever free for 24 hours before returning or until medical clearance or symptoms are gone.
  5. Conjunctivitis or Pink Eyes: A child with redness of the sclera (white of the eye), thick mucus or pus draining from eye. Children may return to Campus Downtown Childcare 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.
  6. Unexplained body rash: children may return to the center after any sores are crusted over and dried or a doctor’s release is presented. Program Director will determine if the child needs to be examined by health care provider before returning.
  7. Sore throat with fever and swollen glands or white patches in back of the throat.
  8. Strep throat, or other streptococcal infection, until 24 hours after initiation of antibiotic treatment and no fever (see definition of fever).
  9. Severe coughing – harsh barking cough causing child to get red or blue in the face, or making a high-pitched whooping sound after coughing. Severe coughing that prevents the child from participating in normal activities.
  10. Jaundice – yellowing of the skin or the entire white area of the eyes.
  11. Impetigo, until 24 hours after treatment has been initiated.

12. Lice/Hair Infestation: Children may return to the Center after receiving a specified shampoo treatment and all nits are removed.
13. Scabies, until after treatment is completed
14. Mouth sores with drooling or blisters
15. Pertussis (Whooping Cough), until 5 days of antibiotic treatment.
16. Chicken Pox (Varicella), until all sores are crusted over.
17. Tuberculosis, until a health care provider states that the child can attend childcare.
18. Hepatitis A, mumps, measles, rubella or shingles until cleared by health care provider.
19. Symptoms and signs of possible severe illness which may need further medical evaluation may include unusual tiredness, uncontrolled coughing, wheezing, continuous crying, irritability, or difficulty breathing.
20. Other symptoms: Any symptoms the Program Director or Board of Directors determine to be inappropriate for the child to attend Campus Downtown Childcare, LLC will be upheld.

Please be advised that a doctor's release stating 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.

## 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 FIRST AID BOXES.** Please do not take any medication into the classroom.

*At this time, we do not plan to help kids requiring Incidental Medical Services (IMS), like inhaled medications, epi-Pen, monitoring of blood glucose, etc. If in the future, we need to enroll kids requiring these services, we will seek approval from California Department of Social Services by submitting our IMS Plan to them and by updating this manual.*

## Nutrition

### Meals and Snacks

Campus Downtown Childcare, LLC provides a minimum of three healthy nutritious meals and/or AM/PM 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 Campus Downtown Childcare.

**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.

Campus Downtown Childcare meal serving times are as follows:

8:00 - 8:30 a.m. - Breakfast

11:30 a.m. and 12:00 p.m. - Lunch

3:00 - 3:30 p.m. – Snack

***Please be sure that your child has had breakfast if you arrive after 8:30 am.***

Some examples of AM/PM snacks and Meal we serve, with portions for kids of various ages / programs, are as below:

**AM / PM Snacks (Example Menu):**

Snacks	Portion
Wheat Chex's, Mixed Fruit, Milk	1yr to 2yr Wheat Chex's ¼ cup, Mixed Fruit ¼ cup, Milk 4 fluid ounces  3yr to 5yr Wheat Chex's ¼ cup, Mixed Fruit ½ cup, Milk 6 fluid ounces
Toast, Peaches, Milk	1yr to 2yr Toast ½ slice, Peaches ¼ cup, Milk 4 fluid ounces  3yr to 5yr Toast ½ slice, Peaches ½ cup, Milk 6 fluid ounces
Life Apple sauce, Milk	1yr to 2yr Life ¼ cup, Apple Sauce ¼ cup, Milk 4 fluid ounces  3yr to 5yr Life ¼ cup, Apple Sauce ½ cup, Milk 6 fluid ounces
English Muffin, Pineapple, Milk	1yr to 2yr English Muffin ½ serving, Pineapple ¼ cup, Milk 4 fluid ounces  3yr to 5yr English Muffin ½ serving, Mixed fruit ½ cup, Milk 6 fluid ounces
Bagel, Pears, Milk	1yr to 2yr Bagel ½ serving, Mixed fruit ¼ cup, Milk 4 fluid ounces  3yr to 5yr Bagel ½ serving, Mixed fruit ½ cup, Milk 6 fluid ounces
Strawberry Mini Wheats, Oranges, Milk	1yr to 2yr Strawberry Mini wheats ¼ cup, Mixed fruit ¼ cup, Milk 4 fluid ounces  3yr to 5yr Strawberry Mini Wheats ¼ cup, Mixed fruit ½ cup, Milk 6 fluid ounces

Oatmeal, Watermelon/Mixed Fruit, Milk	1yr to 2yr Oatmeal ¼ cup Mixed Fruit ¼ cup, Milk 4 fluid ounces
	3yr to 5yr Wheat Chex's ¼ cup, Mixed fruit ½ cup, Milk 6 fluid ounces

**Meal (Lunch) (Example Menu):**

Lunch	Portion
Bean & Cheese Burritos Corn, Pineapple, Milk	1yr to 2yr Beans 1 ounce, Cheese 1 ounce, Tortilla ½ serving, Corn 1/8 serving, Pineapple 1/8 serving, 4 fluid ounces
	3yr to 5yr Beans 1 ½ ounce, Cheese 1 ½ ounces, Corn ¼ serving, Pineapple ¼ serving, 6 fluid ounces
Ham&Cheese, Sandwiches, Green Beans, Pineapple, Milk	1yr to 2yr Ham 1 ounce, Cheese 1 ounce, Bread ½ slice, Green Beans 1/8 serving, Pineapple 1/8 serving, 4 fluid ounces
	3yr to 5yr Ham 1 ½ ounces, Cheese 1 ½ ounce, Bread ½ slice, Green Beans ¼ serving, Pineapple ¼ serving, 6 fluid ounces
English muffin pizzas, Salad, Oranges, Milk	1yr to 2yr English Muffin ½ serving, Cheese 1 ounce, Salad 1/8 serving, Oranges 1/8 serving, 4 fluid ounces
	3yr to 5yr English Muffin ½ serving, Cheese 1 ½ ounces, Salad ¼ serving, Oranges ¼ serving, 6 fluid ounces
Quesadillas, Carrots Watermelon, Milk	1yr to 2yr Tortilla ½ serving, Cheese 1 ounce, Carrots 1/8 serving, Watermelon 1/8 serving, 4 fluid ounces
	3yr to 5yr Tortilla ½ serving, Cheese 1 ½ ounces, Carrots ¼ serving, Watermelon ¼ serving, 6 fluid ounces
Chicken nuggets, Wheat thins, Broccoli Peaches, Milk	1yr to 2yr Chicken Nuggets 1 ounce, Wheat thins ¼ cup, Broccoli 1/8 serving, Peaches 1/8 serving, 4 fluid ounces
	3yr to 5yr Chicken Nuggets 1 ½ Ounces, Wheat Thins ¼ cup, Broccoli ¼ serving, Peaches ¼ serving, 6 fluid ounces
Ground beef tacos, Carrots, apples, Milk	1yr to 2yr Ground Beef 1 ounce, corn tortilla ½ serving, Carrots 1/8 serving, Apple 1/8 serving, 4 fluid ounces
	3yr to 5yr

	Ground beef 1 ½ ounces, Corn tortilla ½ serving, Carrot ¼ serving, Carrot ¼ serving, 6 fluid ounces
Spaghetti & meat balls, Salad, Pears, Milk	1yr to 2yr Pasta ¼ cup, Meatball 1 ounce, Salad 1/8 serving, Pears 1/8 serving, 4 fluid ounces  3yr to 5yr Pasta ¼ cup, Meatball 1 ½ Ounce, Salad ¼ serving, Pears ¼ serving, 6 fluid ounces

## 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.

## Child and Adult Care Food Program (CACFP)

We participate in the Child and Adult Care Food Program (CACFP), Monthly menus, reflecting food served each day, are always posted and available to parents/guardians. Parental requests for milk substitutions and any philosophical or religious dietary needs will be accommodated with proper forms in place. No exceptions to the menu or changes to the food provided will be made unless a medical statement to requested is prescribed, in writing, by your child's health care professional. Milk substitutes must meet the nutrition regulations determined by USDA.

## Seasonal Allergies

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

## Bulletin Boards/Parent Notices

### Campus Downtown Childcare:

- 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 school menu and calendar.
- Each Site in 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.

## Open Door Policy/Parents Rights

All Campus classrooms maintain an open-door policy, welcoming parents to visit at all times. We do request that the parents be mindful of activities in progress, as interruptions can be very disruptive during some activities. The enrolling parent/guardian has the right to enter and inspect the facility without advance notice during the normal hours of operation (CCL1596.857). During enrollment and included in this handbook, parents receive copies of the Parents' Rights/Personal Rights as well as information about the rights of the Licensing agency (Admissions Agreement). All parents volunteering in the classroom must have a current negative TB test and signed statement of good physical health (CCL 101216 3 A, B) As well as be in compliance with CA SB792 which requires that providers/volunteers have



proof of vaccination for measles, pertussis and flu vaccine on record. Parents/guardians are welcome to volunteer/visit for up to but no more than one hour per day and no more than five hours per week.

## 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 the Director and/or Teachers do not know he/she.

## Classroom Environments

### Curriculum

In each of the programs at Campus Downtown Childcare Toddler/Preschoolers, they 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. The Daily schedule for our Programs are as below:

#### Daily Schedule for Toddlers / Intro to Preschool Children (Age 18 through 36 months):

6:00 AM – 8:00 AM: Morning Drop-offs / Welcome our little ones  
8:00 AM - 8:30 AM: Breakfast  
8:30 AM - 9:00 AM: Diaper Changes  
9:00 AM - 9:30 AM: Circle Time  
9:30 AM - 10:00 AM: Art Activities in Small Groups  
10:00 AM - 10:30 AM: Diaper Changes  
10:30 AM - 11:00 AM: Supervised Outdoor Play (weather permitting) / Indoor Play (Upstairs)  
11:00 AM - 11:30 AM: Large Group Activities  
11:30 AM - 12:00 PM: Lunch Time  
12:00 AM - 2:30 PM: Nap Time  
2:30 PM - 3:00 PM: Diaper Changes  
3:00 PM - 3:30 PM: Snack Time  
3:30 PM – 4:15 PM: Supervised Outdoor Play (weather permitting) / Indoor Play (Upstairs)  
4:15 PM - 5:30 PM: Small Group Activities  
5:30 PM - 6:00 PM: Supervised Indoor Play (Upstairs) / Getting ready to be picked up

#### Daily Schedule for Preschool Children:

6:00 AM – 8:00 AM: Morning Drop-offs / Welcome our little ones  
8:00 AM – 8:30 AM: Breakfast  
8:30 AM – 8:35 AM: Breakfast cleanup (children help wipe and clean the table)  
8:35 AM – 8:50 AM: Bathroom  
8:50 AM – 9:25 AM: Supervised Outdoor Play (weather permitting)  
9:25 AM – 9:30 AM: Transition Downstairs  
9:35 AM – 9:50 AM: Bathroom  
9:50 AM – 10:00 AM: Morning Circle Time

10:00 AM – 11:00 AM: Activities in Small Groups  
11:00 AM – 11:15 AM: Cleanups  
11:15 AM – 11:30 AM: Bathroom  
11:30 AM – 11:45 AM: Music and Movement  
11:45 AM – 12:00 PM: Calm Down / Story Time  
12:00 PM – 12:30 PM: Lunch / Cleanup – Children help wipe and clean the tables  
12:30 PM – 12:45 PM: Bathroom  
12:45 PM – 2:45 PM: Nap Time  
2:45 PM – 3:00 PM: Bathroom  
3:00 PM – 3:30 PM: Snack / Cleanup – Children help wipe and clean the tables  
3:30 PM – 4:25 PM: Table Manipulatives / Blocks / Play House  
4:25 PM – 4:30 PM: Cleanups  
4:30 PM – 4:40 PM: Bathroom  
4:40 PM – 4:45 PM: Transition upstairs  
4:15 PM – 5:30 PM: Supervised Outdoor Play (weather permitting) / Indoor Play (upstairs)  
5:30 PM to 6:00 PM: Getting Ready to for Pick-up

## Child Assessments

Campus Downtown Childcare utilizes the Ages and Stages Questionnaire (ASQ). The (ASQ) is a parent completed screening tool that is completed within the first 90 days of a child's enrollment. The ASQ questionnaire is used to assess a child's general development. The results help determine if a child's development is on track in the areas of communication, gross motor, fine motor, problem solving and personal-social skills. If needed referrals to outside agencies will be made to help children in areas of need. Most areas of concern are improved by regular attendance and individualized curriculum to support the child's individual needs.

## Outdoor Play Experience

Outdoor play is an important part of your child's day at Campus Downtown Childcare. 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.

## Nap/Quiet Time

We allow for a two-hour rest period each day. This is an opportunity for children to sleep or simply relax and recharge for the afternoon activities. Each site has a regular scheduled naptime, at Campus Downtown Childcare those times are between 12:45 and 2:45 PM. Each child is provided with his/her own cot or mat. Please bring a small blanket (or large towel) that is familiar to your child and a sheet. It is important that the sheet and blanket be small cot size, as Campus Downtown Childcare does not have storage for larger items. At resting time soft music is played, backs are rubbed, and everything possible is done to make this a relaxed and comfortable time for the children. For children who do not sleep they will relax on a rest mat for some time and then are given books, puzzles, or other quiet activities to do until the other children wake up.

## Volunteering at Campus Downtown Childcare

Everyone has some skill or knowledge that can be useful to a childcare 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 Campus Downtown Childcare. 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 board of directors for details.

## Neighborhood Excursions

It is the policy of Campus Downtown Childcare to not participate in excursions that are off of the company premises. Our program believes strongly that children should have an opportunity within the classroom to a variety of experiences to brighten their horizons.

## Children with Special Needs

Campus Downtown Childcare will not discriminate against children with special needs. We will make every attempt to accommodate children with special needs (physical, behavioral, cognitive, etc.). In such cases, close communication with the Parents is essential in providing quality care. We will admit any special needs child on a trial basis (1 month). If the child has been evaluated by his/her school system, Campus Downtown Childcare Staff will work with that system to implement the child's current Individualized Education Program (IEP) it developed. We will schedule a conference and an assessment regarding whether we are able to adequately care for the child. If we are unable to meet the child's special needs, the Parent will be given ample time and assistance needed to find appropriate care.

## Behavior Management

All teachers at Campus Downtown Childcare manage behavior in their classrooms in a non-punitive, age-appropriate manner. We use positive discipline, which instructs children as to what they should do rather than telling them what not to do. For example, "We walk inside the building" rather than "No running".

Children are encouraged to learn problem-solving skills and become self-correcting. They are given the opportunity to choose alternatives that will enable them to participate in a socially acceptable manner without reinforcing their negative behavior. For example, if a child is having difficulty sitting quietly during a story, he/she will be asked to do a puzzle or draw a picture until they feel they are ready to rejoin the group. Teachers assist in pointing out logical consequences to both positive and negative behavior.

Staff uses positive reinforcement while supervising children, encouraging them to cooperate and continue using appropriate behaviors. Children are redirected to an alternate activity if their behavior is inappropriate. An example is when a child is doing something that could hurt others, themselves, or destroying property and choosing not to use problem-solving techniques. Teachers will continue to be an active listener and support the child with conflict resolution. Parents will be notified of the behavior management strategies used and receive an incident report. If a child's behavior is unmanageable within a group setting, parents are required to be involved in developing and implementing an individual behavior plan for the child. Parent cooperation and participation and support of the

behavior management plan is crucial to the success of the plan. It is important that the messages the child is receiving at home and school are consistent.

**\*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 regard to discipline while your child attends Campus Downtown Childcare, there will be no violations to Child's Rights and no use of corporal punishment.

## 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.

## Hiring Staff to Babysit

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

## Family Disenrollment

*A notice is required to allow The Center adequate time to fill the vacancy. We ask that you give a **2 weeks notice**. These last 2 weeks will need to be paid-in-full whether your child is in attendance or absent.*

## Accident/Incidents

At Campus Downtown Childcare, 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 visit Myprocare.com. If your child has an accident or minor injury while at our Center, we will administer basic first aid and you will be notified at pick up. 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.

## Emergencies

Emergency procedures and evacuation plans are posted in each classroom. Should the children need to leave the building in the event of an emergency. 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.

## COVID – 19

We are continually updating our processes and protocols in accordance with the most recent Centers for Disease Control and Prevention (CDC) guidance. We are encouraging our staff to maintain small group sizes and practice social distancing to the best of our ability, given the ever-changing circumstances and variation in guidance across states and localities

Upon entering the facility, you will be screened by a staff member for signs of illness and asked to wash their hands. Should you or any household member have any of the following symptoms, you will not be able to use care.

- Fever of 100.4 F or higher, now or in the preceding 72 hours
- Cough
- Sore Throat
- Muscle Aches
- Difficulty Breathing

The health and well-being of our families and staff are our highest priorities. In the interest of limiting the opportunity for transmission to our vulnerable community, we are taking the following precautionary measures: Your household must remain out of the center if any member of your household has (or has been in close contact with anyone who has):

- (a) A suspected or confirmed case of COVID-19 (for example – close contact at school, work, religious service, social gathering); **or**
- (b) Traveled: internationally, or domestically, from any area which is the subject of travel restrictions under applicable state and local guidance.

The household will be required to remain out of the center for 7 days unless medical clearance is provided by a physician indicating that the presenting symptoms are associated with a known non-COVID-19 illness. The physician's note must not be from a family member.

7 days after the last potential exposure, your household may return **provided these three things have happened:**

- (a) Symptoms have improved for any household member that experienced symptoms (for example, cough or shortness of breath has improved); **and**
  - (b) The household has been fever-free for at least 72 hours without the use of fever-reducing medicines.
- Please note, depending on the circumstances we may require you to obtain medical clearance before return to the center will be allowed.

**HOUSEHOLD MEMBERS:** include individuals who may not live in the household but may be staying there or are otherwise present in the household on a regular basis (e.g., nannies, caregivers, home health workers, contractors, etc.) and includes anyone with pick up or drop off privileges at the center.

**CLOSE CONTACT:** is defined by the CDC as (1) being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time and can occur while caring for, living with, visiting, or sharing a health care waiting area or room with a COVID-19 case, or (2) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on). Considerations when assessing close contact include the duration of exposure and the clinical symptoms of the person with COVID-19.

## Cloth Face Covering

We recommend that all caregivers and families be familiar with the CDC's recommendations around cloth face coverings available. The CDC generally recommends individuals wearing cloth face coverings to protect people around the wearer of the cloth face mask, in the event the wearer is infected but not symptomatic, to reduce the spread of COVID-19.

**Note:** This guidance does not apply to children 2 or under, or to those who are advised not to wear a face covering for other health reasons. Cloth face coverings are NOT a substitute for social distancing, hand washing or other everyday preventive actions.

## Our 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 Campus Downtown Childcare closings for training so you can make other arrangements for childcare on these dates.

## Accountability of Staff at Campus Downtown Childcare

As you walk through Campus Downtown Childcare, LLC, 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.

## Staff Rights

All staff have the right:

1. To be treated and talked to respectfully by other staff, parents, and children.
2. To work with healthy children and to be free from exposure to disease.
3. To be free to develop a curriculum based upon developmentally appropriate practices.
4. To feel safe and to work in a non-threatening environment.
5. To be listened to with respect and heard by staff and parents.
6. To be able to leave work at their scheduled hour (this means that children will be picked up at the scheduled time).
7. To be appreciated for the hard work of providing the best for your child.

## Our Responsibility in Reporting Suspected Child Abuse and Neglect

All employees at Campus Downtown Childcare 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.

## Sexual Harassment Policy

It is the policy of Campus Downtown Childcare to provide a professional environment for all employees, program participants or visitors that are free of unlawful discrimination and harassment. A professional workplace provides a safe and discrimination-free environment which promotes courteous treatment of both employees and the public served. Sexual harassment is a form of illegal discrimination and will not be tolerated by the organization. Sexual harassment includes unwelcome conduct of a sexual nature, or expressed sexual overtures, including verbal, physical, visual, or written, by any employee or program participant. Specific examples include unwelcome sexual advances, requests for sexual favors or any other conduct of a sexual nature that, explicitly or implicitly, affects an individual's employment or the work environment; especially if the conduct has the purpose, or effect, of interfering with work performance or creates an intimidating, hostile, or offensive work environment. To support Campus's position the person who believes that they've been sexually harassed should document time, date and location as well as what was said or done.

Additional examples include:

- Off-color jokes or teasing
- Comments about sex life or body parts
- Sexual suggestive pictures, posters, cartoons, calendars

- Leering, stares, or gestures
- Unwelcome touching, pats, hugs, shoulder massage, pinches, brushes, blocking
- Making or threatening to make, reprisals after a negative response to sexual advances

Campus Downtown Childcare takes allegations of harassment seriously and expects allegations to be made in good faith. The organization will respond promptly to complaints of sexual harassment and where determined that inappropriate conduct has occurred, impose prompt and appropriate corrective action. This may include disciplinary action or an evaluation to determine whether to continue services.

All complaints and concerns should be addressed to the Program Director or Ervin Smith 209-471-5678

## 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:

Licensing Office Name: Community Care Licensing

Licensing Office Address: 9835 Goethe Road, Suite 100, Sacramento, CA. 95827

Licensing Office Telephone #:916-263-5744

## Child Care Center – Notification of Parent’s Rights

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

1. Enter and inspect the childcare 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 childcare 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 childcare 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 childcare 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: Community Care Licensing

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 childcare 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.**

## Rights of the Licensing Agency

The Department of California, Division of Community Care Licensing Agency shall have the authority to:

- The Department has the authority to interview children or staff without prior consent.
- The Department has the authority to inspect, audit and copy childcare center records upon demand during normal business hours. Records may be removed, if necessary, for copying. Removal of records shall be subject to the requirements in Sections 101217(c) and 101221(d).
- The Department has the authority to observe the physical condition of the children, including conditions that could indicate abuse, neglect, or inappropriate placement.
- The Department form ““Notification of Parents’ Rights” are provided to each parent upon enrollment.

## Health and 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.

## Disenrollment Policy

Campus Downtown Childcare 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 Campus Downtown Childcare.
- 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 staff 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.
- Excessive absenteeism
- Fraud (providing false information or false documentation)
- Failure to recertify (Family Resource and Referral, State preschool)
- Failure to meet California State/licensing requirements including physical exam, TB and immunization requirements
- Fees for services are not kept current



- Failure of parent/guardian to honor the obligations contained in the admissions agreement or rules and regulations provided by the program
- The program determines that it is unable to meet the needs of the child and/or it is not in the best interest of the child and other enrolled children to have the child in attendance in the center
- Verbal or physical abuse of any child, staff, school property or other parent by the enrolled family or its designee
- Violation of Campus Downtown Childcare Late Pick Up Policy

## **Non-Discrimination Policy**

Campus Downtown Childcare, LLC does not discriminate in race, color, sexual orientation, gender, disability, age, national origin, parental status, political status, or gender identity.

## **Supplementary Services**

Campus Downtown Childcare, LLC does not provide any other supplementary services apart from the ones detailed in this document.

## **Transportation Services**

Campus Downtown Childcare, LLC does not provide transportation services to / from our facility. Parents are expected to make their own arrangements.

## **Privacy Statement**

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

Campus Downtown Childcare 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 Campus Downtown Childcare!



Campus Downtown Childcare, LLC.  
123 North Sutter Street  
Stockton, CA 95202  
(209) 594-1879  
Email: [Info@thecampusdowntown.com](mailto:Info@thecampusdowntown.com)  
Website: [www.thecampusdowntown.com](http://www.thecampusdowntown.com)

# Admissions Agreement

My child \_\_\_\_\_ will attend the center from \_\_\_\_ a.m./p.m. to \_\_\_\_ a.m./p.m.

Monday-Friday    T/Th    MWF    Varied    Start Date: \_\_\_\_\_

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

Tuition will be paid by: Subsidized Program/ Parents

Weekly     Semi-Monthly     Monthly    Tuition Rate: \_\_\_\_\_

One-time Registration Fee: \_\_\_\_\_

Has your child ever attended a preschool or daycare before?     YES     NO

If yes, where \_\_\_\_\_

How did you hear about The Campus Downtown?

Google     Walked by     Family Resource & Referral     Other: \_\_\_\_\_

Flyer Posted@ \_\_\_\_\_     Referred By: \_\_\_\_\_

## Emails and Text Messaging

The Campus will be using a parent engagement app. We would like to send you updates about your child/children and tuition information thru email and/or SMS text messaging.

Email Address: \_\_\_\_\_

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: \_\_\_\_\_

NO     YES    Initials \_\_\_\_\_    Mobile Number & Carrier: \_\_\_\_\_

## Employment Information:

Parent/ Guardian 1

Parent/ Guardian 2

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Employer: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Child's Name:** \_\_\_\_\_

**DOB:** \_\_\_\_\_

The following questions are for informational purposes only and hold no influence on your family's enrollment.

What is/are the Primary Language/s Spoken in the home?

- English   
  Spanish   
  Hmong   
  Cambodian   
  Vietnamese   
  Tagalog   
  Cantonese  
 Korean   
 Hindi   
 Other: \_\_\_\_\_

What is the child's racial/ethnic identity?

- Alaskan Native/American Indian   
 Asian   
 Black/African American   
 Native Hawaiian/Pacific Islander  
 White   
 Other: \_\_\_\_\_   
 Hispanic or Latino   
 Not Hispanic or Latino

**Child and Adult Care Food Program (CACFP):**

The Campus participates in the state funded food program. For us to be reimbursed for the meals that we provide to your child the following information will need to be filled out.

If you receive any of the following benefits for your child, list the case number.

CalFresh	
CalWORKS	
Indian Reservations (FDPRIP)	

**Income:**

Complete this section if your child does not receive any of the above benefits. List total household gross income and how often it is received. (weekly, every two weeks, twice a month, monthly, or annually)

Names of all Household members, including child listed above.	Earning from work before deductions	Child Support / Alimony	Payments from pensions, retirement, social security	Earnings from any other income

Check to decline reporting your household income.

To view the Parent Handbook, please visit the link below: <https://www.dropbox.com/scl/fi/e6m8881sg1rbz1wtmvzvi/Parent-Handbook-Campus-Downtown-Childcare.pdf?rlkey=1fs3mrrzxgufat7i4akv9tw0a&st=d65frv1g&dl=0>

Child's Name: \_\_\_\_\_

DOB: \_\_\_\_\_

For the following statements please initial next to the agreed upon statement.

**Toddler Option:** I was informed that Campus Downtown Childcare, LLC provides for Toddler Option (Age group: 18 to 36 months) and I will be charged based on my child's age group under Toddler Program, if applicable, based on the attached Tuition Rate Sheet. Once my child reaches Preschool age (3 – 6 years), I will be charged Preschool Rates based on the attached Tuition Rate Sheet. **Initial** \_\_\_\_\_

**Registration Fee:** I understand that at the time of enrollment, I will be charged a **non-refundable** and one-time only Registration Fee of **\$75.00**. **Initial** \_\_\_\_\_

**Payment Options:** As detailed in Parent's Handbook (**link above**), I will be able to pay using Zelle ([info@thecampusdowntown.com](mailto:info@thecampusdowntown.com)), check (payable to: [Campus Downtown Childcare, LLC](#)), Venmo ([@Ashesh-Singh-1](#)) or Cash options. **Initial** \_\_\_\_\_

**Payment Due Dates:** I understand from Parent's Handbook (**link above**), that my child's tuition will be due by 1<sup>st</sup> of the Month (if paying monthly), 1<sup>st</sup> and 15<sup>th</sup> of the Month (if paying semi-monthly) or 1<sup>st</sup> Day of Attendance of each week (if paying weekly). **Initial** \_\_\_\_\_

**Admittance Denial and Late Fees:** I understand from the Parent's Handbook (**link above**) that if I do not pay the tuition on time (which is by 5<sup>th</sup> of the month, if paying monthly; by 5<sup>th</sup> or 20<sup>th</sup> of the month, if paying semi-monthly; by last working day of the week, if paying weekly), I can be denied admittance of my child and a late payment fee of **\$25.00** will be charged to me before admittance can resume for my child in Campus Downtown Childcare, LLC. **Initial** \_\_\_\_\_

**Late Pickups:** I understand that if my child is picked up late from his/her scheduled pickup time, a late fee of **\$5.00** for the first 5 minutes and **\$1.00** per minute will be charged to me thereafter. I understand that if three occurrences of late picks happen in a fiscal year, I will be required to meet with the Program Director to discuss the situation as my child might be at the risk of termination from the center. **Initial** \_\_\_\_\_

**Two-week's Notice Requirement:** I understand that 2 weeks' notice will be required to allow Campus Downtown Childcare adequate time to fill the vacancy. These last 2 weeks will need to be paid-in-full whether my child is in attendance or absent. **Initial** \_\_\_\_\_

**Refund Policy:** I understand that any Tuition Fee paid is **non-refundable**, unless 2 weeks of notice to disenroll my child is given and the last tuition fee I paid covers for days beyond the end of my notice period. If I am paying Semi-monthly or Weekly, I will be charged additional amount if my last paid tuition cannot cover for the payment, I owe to the center, for the required 2 weeks of notice period. **Initial** \_\_\_\_\_

**Returned Checks:** I understand that tuition checks returned by the bank are subject to a **\$25.00** return check charge. If two checks are returned within a twelve-month period, payment by cash or money order will be required. **Initial** \_\_\_\_\_

**Notice of absence:** I understand that I will be required to bring my child to the center on or before **10 AM** or inform the Program Director prior to that if I will need late start for my child on a day. Parents or Agencies will need to pay us for days a child is absent unless child is on written notice to discontinue with us and 2 weeks of Tuition from the day notice is given to us, is fully paid off. **Initial** \_\_\_\_\_

**Breakfast time:** I understand that breakfast is served between 8 AM to 8:30 AM and if I am bringing my child to the center after **8:30 AM**, I will make sure my child has had the breakfast before entering the center. **Initial** \_\_\_\_\_

**Changes in Program or Tuition Rates:** I understand that Tuition Rates and Programs at this Center are subject to change with 30 Days advance written notice. **Initial** \_\_\_\_\_

**Disenrollment Policy:** I understand that Campus Downtown Childcare 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 Campus Downtown Childcare.*
- *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 staff 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.*
- *Excessive absenteeism.*
- *Fraud (providing false information or false documentation).*
- *Failure to recertify (Family Resource and Referral, State preschool).*
- *Failure to meet California State/licensing requirements including physical exam, TB and immunization requirements.*
- *Fees for services are not kept current.*
- *Failure of parent/guardian to honor the obligations contained in the admissions agreement or rules and regulations provided by the program.*
- *The program determines that it is unable to meet the needs of the child and/or it is not in the best interest of the child and other enrolled children to have the child in attendance in the center.*
- *Verbal or physical abuse of any child, staff, school property or other parent by the enrolled family or its designee.*
- *Violation of Campus Downtown Childcare Late Pick Up Policy.*

**Initial** \_\_\_\_\_

**Supplementary Services:** I was informed that apart from the services mentioned in the Parent's Handbook ([link above](#)), no other supplementary services will be provided. The exclusion includes any transportation to/from our facility as well.

**Initial** \_\_\_\_\_

**Emergency Calls:**

\_\_\_\_ 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.

**Transportation Consent:**

\_\_\_\_ 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.

**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 give us permission to take pictures of your child for in class purposes only.

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

**Social media ran by teacher/classroom:**

\_\_\_\_\_you give your child’s teacher/classroom permission to create content using video or photographs that will be uploaded to a social media account not managed by The Campus, Inc.

\_\_\_\_\_you do not give permission to create content using video or photographs that will be uploaded to a social media account not managed by The Campus, Inc.

**Food Allergy and/or Restrictions**

Food Allergies/Restrictions?  No  Yes What Food: \_\_\_\_\_

Substitution needed?  No  Yes What Food: \_\_\_\_\_

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

**Rights of the Licensing Agency:**

The Department of California, Division of Community Care Licensing Agency shall have the authority to:

- The Department has the authority to interview children or staff without prior consent.
- The Department has the authority to inspect, audit and copy childcare center records upon demand during normal business hours. Records may be removed, if necessary, for copying. Removal of records shall be subject to the requirements in Sections 101217(c) and 101221 (d).
- The Department has the authority to observe the physical condition of the children, including conditions that could indicate abuse, neglect, or inappropriate placement.

I have read and understand the Admission Agreement and received a digital copy of the Parent Handbook of The Campus Downtown. I hereby agree to comply with the rules and regulations regarding fees, attendance, health, clothing, personal rights of the children, rights of the parent 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 family’s admission with The Campus can and 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)

## 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
PARENT / AUTHORIZED REPRESENTATIVE NAME	LAST	MIDDLE	FIRST			BUSINESS TELEPHONE ( )
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP	HOME TELEPHONE ( )
PARENT / AUTHORIZED REPRESENTATIVE NAME	LAST	MIDDLE	FIRST			BUSINESS TELEPHONE ( )
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP	HOME TELEPHONE ( )
PERSON RESPONSIBLE FOR CHILD	LAST	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 PICKED UP

SIGNATURE OF PARENT/GUARDIAN OR AUTHORIZED REPRESENTATIVE	DATE

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

DATE OF ADMISSION	LAST DATE OF ENROLLMENT



# 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)

\_\_\_\_\_. This Child Care Center/School provides a program which extends from \_\_\_\_\_ : \_\_\_\_\_  
(NAME OF CHILD CARE CENTER/SCHOOL)

a.m./p.m. to \_\_\_\_\_ a.m./p.m. , \_\_\_\_\_ 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/DaP/ DT/Td (DIPHTHERIA, TETANUS AND [ACELLULAR] PERTUSSIS OR TETANUS AND DIPHTHERIA ONLY)	/ /	/ /	/ /	/ /	/ /
MMR (MEASLES, MUMPS, AND RUBELLA)	/ /	/ /	/ /	/ /	/ /
HIB MENINGITIS (REQUIRED FOR CHILD CARE ONLY) (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

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**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.

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

## CHILD’S PREADMISSION HEALTH HISTORY - PARENT/AUTHORIZED REPRESENTATIVE REPORT

CHILD’S NAME	SEX	BIRTHDATE
PARENT / AUTHORIZED REPRESENTATIVE NAME		DOES PARENT / AUTHORIZED REPRESENTATIVE LIVE IN HOME WITH CHILD?
PARENT / AUTHORIZED REPRESENTATIVE NAME		DOES PARENT / AUTHORIZED REPRESENTATIVE 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		
	LUNCH		
	DINNER		
WHAT ARE USUAL EATING HOURS?	BREAKFAST		
	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 / AUTHORIZED REPRESENTATIVE EVALUATION OF CHILD'S HEALTH

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

PARENT/ AUTHORIZED REPRESENTATIVE EVALUATION OF CHILD'S PERSONALITY

HOW DOES CHILD GET ALONG WITH PARENT / AUTHORIZED REPRESENTATIVE, BROTHERS, SISTERS AND OTHER CHILDREN?

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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/AUTHORIZED REPRESENTATIVE SIGNATURE

DATE

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# 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

ADDRESS

CITY

ZIP CODE

AREA CODE/TELEPHONE NUMBER

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)

(PRINT THE NAME OF THE CHILD)

(SIGNATURE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(TITLE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(DATE)

# CONSENT FOR EMERGENCY MEDICAL TREATMENT- Child Care Centers Or Family Child Care Homes

AS THE PARENT OR AUTHORIZED REPRESENTATIVE, I HEREBY GIVE CONSENT TO

\_\_\_\_\_ TO OBTAIN ALL EMERGENCY MEDICAL OR DENTAL CARE  
FACILITY NAME

PRESCRIBED BY A DULY LICENSED PHYSICIAN (M.D.) OSTEOPATH (D.O.) OR DENTIST (D.D.S.) FOR

\_\_\_\_\_. THIS CARE MAY BE GIVEN UNDER  
NAME

WHATEVER CONDITIONS ARE NECESSARY TO PRESERVE THE LIFE, LIMB OR WELL BEING OF THE CHILD

NAMED ABOVE.

CHILD HAS THE FOLLOWING MEDICATION ALLERGIES:

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT OR AUTHORIZED REPRESENTATIVE SIGNATURE

\_\_\_\_\_  
HOME ADDRESS

\_\_\_\_\_  
HOME PHONE  
( )

\_\_\_\_\_  
WORK PHONE  
( )

## CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS

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### 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: \_\_\_\_\_

Licensing Office Address: \_\_\_\_\_

Licensing Office Telephone #: \_\_\_\_\_

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](http://www.meganslaw.ca.gov)*

LIC 995 (9/08)

(Detach Here - Give Upper Portion to Parents)

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### 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.

\_\_\_\_\_  
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](http://www.meganslaw.ca.gov)*



# 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://cclid.ca.gov/contact.htm>.