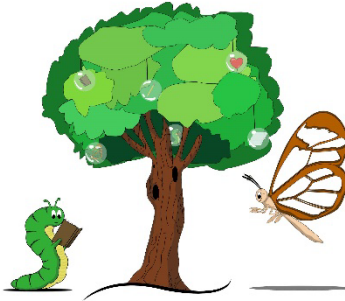


**The Children's Place Child Development Center**

*Where little minds grow!*



45-114 Smurr St. Indio, CA. 92201

(760) 619-3286

Licensed Facility # 334846127

**-Parent Handbook**

**Welcome to the TCP Family!**



## About Us

**The Children's Place Child Development Center** is a licensed preschool center committed to provide high quality, developmentally appropriate childcare for preschool children with focus on the individual child's age and ability to stimulate social, cognitive, physical, and emotional growth.

We provide a safe, nurturing, and recreational environment for children 2 years old to Kindergarten while their parents work or attend school.

We constantly provide opportunities for families to be involved with their children's education and have access to parenting support and education.

**Our Vision** is to serve preschool children and their families in the Coachella Valley. To provide safe, high-quality care and education, as well as healthy foods and positive values to every child on a daily basis. To provide teachers with enrichment and professional growth opportunities, as well as role models to help them become teachers who serve with excellence and love what they do.

**Our Mission** is to be a first-class child development center, providing quality care and teaching, as well as a genuine and inclusive curriculum, meeting the needs of the entire family, and inspiring others to serve the community and invest their time and talents in the next generations.

We teach and promote the following Judeo-Christian values among our students and personnel, and encourage families to join in and participate by reinforcing them and practicing with their children:

- Honesty
- Respect
- Integrity
- Patience
- Justice
- Self-Control
- Friendship
- Kindness
- Loyalty

We are a **Teaching Institution** that welcomes students who wish to venture into the Early Childhood Education field to become future educators. All our volunteers are screened, as well as our teachers and personnel. Parents will be notified ahead of time, whenever a student will start volunteering with us. Students will never be alone with the children. They will be supervised at all times by one of our mentor-teachers.

The Children's Place Child Development Center provides professional care for preschool children ages 2 to Kindergarten.

**Our Preschool Classrooms** are for children 2 through Kindergarten, caring for 2 groups of preschoolers at a 12:1 ratio at a minimum.

The Children's Place hours of operation are 6:30AM to 6PM Monday through Friday.

## Admission Policy

Our program is designed for children ages 2 through kindergarten. It fosters social, cognitive, emotional, and physical development. We focus on education through a well-planned play-based, child-centered curriculum. We emphasize creative open-ended activities and hands-on learning. We provide individual and group activities, active play, and a healthy, safe, and cheerful environment. Our program individualizes care for the basic needs of all children like eating, diapering, and sleeping, as well as, encouraging development such as walking, communicating, and performing basic self-care routines such as putting shoes on, and dressing up by themselves.

1. Hours of Operation: The Children's Place is open year-round, **Monday-Friday, from 6:30AM to 6:00PM**. Our center is closed for major holidays. *The Children's Place will reserve the right to open with the first scheduled child and close with the last scheduled child's departure. A posting will accompany opening times that differ from 6:30AM or 6:00PM.*
2. Any child two through five years of age, potty trained or not, may enroll at The Children's Place Child Development Center.
3. The Children's Place has a licensed capacity of 25 children.
4. All children are welcome into our program regardless of race, sex, color, national origin, or age. The Children's Place does not exclude children with disabilities from their programs unless their presence would pose a direct threat to the health or safety of others or require a fundamental alteration of the program (Title III).
5. All children must be emotionally capable of participating in an all-day program. Children with special physical or emotional needs will be accepted if the program is determined to be in the child's best interest, and/or if the child does not require an inordinate amount of staff time that would detract from other child care, in accordance with Title III of the ADA (Americans with Disabilities Act).
6. The Children's Place Child Development Center is a Licensed Childcare facility in the state of California, and as such, we must comply with state law and requirements. Parents will need to provide a current Immunization Record for each child they wish to enroll. California law requires the following immunizations for children to attend childcare (it may vary depending on age when enrolling):
  - Polio
  - Diphtheria, Tetanus, and Pertussis (DTaP)
  - Haemophilus influenzae type b
  - Measles, Mumps, and Rubella (MMR)
  - Hepatitis B
  - Varicella (Chickenpox)

California Health and Safety Code, Sections 120325-120375: Under these statutes, children in California are required to receive certain immunizations in order to attend

public and private elementary and secondary schools, child care centers, family day care homes, nursery schools, day nurseries, and developmental centers (pre-kindergarten facilities). Starting January 1, 2021, Medical exemptions can only be issued through the California Immunization Registry – Medical Exemption website ([CAIR-ME](#)) by physicians licensed in California. Schools and childcare facilities may only accept from parents' new medical exemptions that are issued using CAIR-ME.

All children will be enrolled on a **30-day probationary basis** to assure a happy adjustment for all concerned. If The Children's Place staff and administration determine at any time that placement is inappropriate, the child will be dismissed. A child may be discharged from the center for reasons such as, but not limited to:

- **Failure to pay fees on time** (grounds for immediate termination, without advance notice).
- **Failure to daily and accurately sign the SI/SO forms (Sign-in/Sign-out) and for subsidized families, failure to sign the end-of-the-month by the 1<sup>st</sup> of the following month.** (grounds for immediate termination, without advance notice).
- **Lack of parental cooperation.**
- **Inability of childcare program to meet the needs of the child.** Staff will consult with the parent concerning how any problems might be solved before ending the care arrangement. The parent will be referred to other community resources.
- **Repeated failure to pick up the child at the scheduled time.**
- **Failure to complete and return required forms and surveys.**
- **Failure to comply with the terms** of the childcare contract.

### **Attendance and Excessive Absenteeism**

In order for children to learn from our program, they need to be here on a regular basis. Since our program provides the meals at no extra cost, we calculate the servings based on the number of children enrolled, and if a child is constantly absent, that would mean a considerable waste of food which could force us to charge for their meals in the future.

- We will need notification if you know that your child will be out of school ahead of time. If you are not able to notify us prior to your child's absence, please call as soon as you can.
- In order to follow our schedule and best meet the educational needs of your child, we recommend that children arrive **at 8:00 a.m.**
- If a child does not attend school for 10 consecutive days and no successful contact has been made with parents or guardians, the child will **be immediately dropped from our program.** Please notify the director as soon as possible if there are circumstances in which your family may move or you may need to drop your child from our program.

A failure to comply with our policy could potentially lead to dismissal from the program. Extenuating circumstances, such as a death in the family or long-term illness will not be counted as an absence (illnesses will need to be documented in order to be excused).

### IMPORTANT TIMES DURING THE DAY

- **8:00am – 8:30am** Breakfast
- **11:45am – 12:15am** Lunch
- **12:45pm - 2:45pm** Naptime
- **3:00 – 3:30** Snack

*\*Please note that between 12:00PM and 2:45PM children are preparing for naptime and resting. **Dropping your child off during this time is strongly discouraged.** This not only disrupts other children trying to rest, but it may also upset your child if they have to lie down for a nap as soon as they arrive.*

**Holiday Closures:** At TCP we work year-round and try to accommodate the need of our families as much as we can; at the same time, we like to be considerate with our employees and give them a well-deserved time off to be with their families and recharge to keep serving yours.

#### **These are the dates our school will be closed throughout 2024:**

1. **Martin Luther King Jr.** – Monday January 15
2. **President’s Day** – Monday February 19
3. **Good Friday** – Friday March 29
4. **Memorial Day** – Monday May 27
5. **Independence Day** – Thursday July 4 & Friday 5
6. **Labor Day** - Monday September 2
7. **Veteran’s Day** – Monday November 11
8. **Thanksgiving break** – Wednesday November 27 is minimum day we will close at 3PM.  
We will be closed November 28 & 29
9. **Christmas break** – December 24 is Minimum Day we will close at 3PM.  
We will be closed December 25 through December 27
10. **New Year’s** – December 31 is minimum day we will close at 3PM  
We will be closed on January 1<sup>st</sup>.

**\*When a Holiday falls on a Weekend, the previous Friday or the following Monday will be observed instead.**

**In the event of an unplanned closure due to an emergency of some sort (broken furnace, etc.), the following month’s tuition may be adjusted accordingly.**

## Routine and Other Policies

**Naptime:** “Sleep is an important part of healthy growth and development. When children sleep their brains develop, they heal, and they grow. Regular naps provide predictable routines and help children cope with stimulating activities in childcare settings. In California, licensing regulations require that “all children shall be given the opportunity to nap or rest without distraction or disturbance from other activities at the center.” (CCHP Childcare Connections Vol. 20 No. 5, 2007). At The Children’s Place, each child is given the opportunity to nap but will not be forced to do so.

Upon finishing their lunch, washing their hands, and brushing their teeth, all children enrolled at The Children’s Place CDC will be provided with a daily opportunity to rest between 12:30 and 2:45 p.m. on a cot/mat provided by the center. Our cots/mats are thoroughly cleaned and disinfected every Friday after nap time, unless a child accidentally urinates on one of them, in which case they are immediately washed and disinfected.

**Parents must provide the following for each of their enrolled children:** One (1) fitted crib size sheet, one small blanket or rolling nap mat, and a change of clothes. All items shall be labeled and packed in a backpack or bag. These are to be brought to school every Monday and taken home every Friday to be washed. In the event a child urinates on his/mat while asleep, sheets and blankets will be sent home to wash, even if is not Friday yet. Failure to provide the fitted crib size sheet, and the blanket/rolling nap mat, will result in a request for immediate pick up of the child.

At nap time, teachers will support children to fix their own cots/mats, while encouraging them to do it by themselves. Once cots/mats are set up, children will lie down as teachers begin playing soothing/relaxing music. Teachers will make sure children are comfortable and room temperature ideal for the children’s rest. Teachers will go around the room checking on the children, softly patting or scratching their backs to help them fall asleep, at child’s request. There will always be a maintained ratio of teachers present during nap time (1:24). Children will never be left alone while napping.

\*Children who do not choose to nap will be facilitated some quiet time activities. Nap time is at noon, right after lunch time.

**Mealtime:** Lunch time is an opportunity to promote language and communication, as well as to introduce children and encourage them to try those new foods while they all sit together at the same table. The Children’s Place practices family style serving.

The Children’s Place CDC know that a good nutrition is key to a child’s growth and development. Being that some children spend most of the day in childcare, The Children’s Place CDC is committed to providing, at no extra cost, two hot meals and one nutritious snack throughout the day, early morning (8:00AM), before nap time (11:45PM), and after nap time

(3:00PM). The approximate monthly cost per child is \$150; even though this is a service provided at no extra cost, we only ask that in exchange, the parents make an effort to attend our parenting classes/workshops, which are also provided at zero cost, and childcare is always available for those classes.

The Children's Place DOES NOT have a full kitchen and we **DO NOT** prepare any meals in our site, but food is delivered through a licensed catering company and placed in insulated food pan carriers and maintained at the temperature required by the CA Department of Environmental Health. A Monthly Menu will be sent home at the beginning of the month and posted in each classroom. No outside food will be allowed unless the child requires a special diet, in which case the parent will be fully responsible for providing it. Failure to abide by these guidelines will result in a request for immediate pickup. Our daily meals follow USDA-approved guidelines.

**Discipline Policy:** We believe that discipline is a measure of showing children that we care about them and their welfare. Our policy is based on the principles of love; respect the concern for the rights of all individuals. The manner in which a teacher handles a discipline situation will depend on the child and the individual occurrence. Our positive discipline technique could involve any of the following:

1. Provide ample activities to keep the child involved.
2. Discussion with child and give gentle explanations and reminders.
3. Positive reinforcement and encouragement.
4. The child will be redirected to another activity.
5. Provide a quiet time. (This is a short time where the child is given time in the classroom to collect him/herself until they are ready to be a part of the group activities again (examples of quiet time area could be: reading area, sensory table, or writing area.)

\*The child's teacher may send a child to the Director's Office when all of the above positive discipline techniques have been exhausted. After 3 visits to the Director's office the Teacher and Director will then call to schedule the **"Initial Consultation"** with the parents. Any time your child is sent to the Director's office the Teacher or Director will notify the parent in writing, email, text or by phone call.

**Discipline NEVER includes any of the following:**

- Physical Punishment
- Taking away or threatening to take away snacks, play, recess, a resource class.
- Making a child feel that they are "bad."

***CHRONIC DISRUPTIVE BEHAVIOR:***

The following are considered Disruptive Behaviors: Tantrums, and Physical Aggression. We will make every effort to work with the parents of children having difficulties. At TCP, we are here to serve and protect **ALL** of our children, though. Children displaying chronic disruptive behavior which has been determined to be upsetting to the physical or emotional well-being of another child/class may require the following action:

### 1. **Meeting to Design a Behavior Intervention Plan:**

The parents will be asked to meet for a conference with the Child's Teacher and TCP Director. The problem will be identified and a course of action established to resolve the situation.

### 2. **Follow-Up Meeting:**

- After 2 weeks if no improvement and the initial plan for helping the child fails, the parent(s) will again be required to meet with the Director and the child's Teacher. Another attempt will be made to identify the problem, outline new approaches to the problem, and discuss the consequences if progress is not apparent.

- If, after 4 weeks and 2 Parent/Teacher/Director conferences, the child is unable to participate in group experiences, the discipline problems continue, the child poses a threat to self, staff, or other children in the program and it is determined that all possibilities have been exhausted and that the child is incompatible with our program, the child will be dismissed from The Children's Place Child Development Center, and the parents will need to seek other program/child care arrangements. Dismissal decisions are made by the TCP Director and are final.

- In order for a Behavior Intervention Plan to be successful, communication and collaboration between school and home are key. A parent has a right to refuse developing a Behavior Intervention Plan, in which case, the child will be dismissed from The Children's Place Child Development Center, and the parents will need to seek other program/child care arrangements.

## **Sick Child Policy**

The Children's Place CDC is a childcare center licensed for well children. We are not allowed to care for sick children and therefore, we must comply with the following California State policy when a child at The Children's Place CDC becomes sick. If the child becomes ill at our center, the school's staff will isolate the sick child immediately. The parents or legal guardian will be contacted as soon as the child has been stabilized and sufficiently comforted. **The parents or legal guardians of the sick child are responsible for the immediate pick-up and removal of this child.** Parent/guardian is required to provide us with a pick-up plan of action for the sick child.

Your child will be sent home if The Children's Place CDC staff suspects they are carrying a communicable disease (this includes parasite, head lice, conjunctivitis also known as pink eye, etc.,). If your child has one or more of the following symptoms, you can expect to be called by the office personnel to pick-up: **Complaints of pain, fever, runny nose with colored discharge, discharge from the ears or eyes, nausea/vomiting, diarrhea, consistent coughing, uncontrollable shivering, fainting.**

You can also expect to receive a call if your child is not eating, not playing, or/not being his/her usual self. If your child is sent home with one or more of these symptoms, **they must be kept home for 24 hours following the termination of the symptoms.** This means under the most ideal conditions your child will miss part of the day he/she was sent home, and the entire following day of school before we are allowed to re admit him/her. You are encouraged to seek



medical advice from a licensed physician. If **TCP** suspects that your child is still sick at the time of re-admittance, you will be asked to provide a note from a licensed physician stating that the child is suitable to return to school.

If your child has been prescribed antibiotics, he/she **will be eligible for re-admittance once he/she has been on antibiotics for 24 hours, and once he/she has been fever-free (without Tylenol/Ibuprofen) for 24 hours** as well. The Children's Place CDC personnel can only administer medications labeled with the child's name and instructions for proper dosage amounts and times. Parent will be asked to fill out an authorization form when dropping off the child's medication along with the doctor's note.

If your child becomes infected with a communicable disease from an outside source, you are required to report such contact to The Children's Place CDC. All medical information you provide to TCP, will be strictly confidential. If due to licensing requirements we need to communicate the other parents that their child was exposed to a communicable disease (including lice, parasites, COVID, etc.), the name of the affected child will **NEVER** be released to the other families under any circumstance.

**Diapering & Toileting:** While many preschool children have just mastered the skill of using the toilet, it is common to have 2 years old in the process of being potty trained. For diaper change, our teachers strictly follow CDC's *Diaper Changing Steps for Childcare Centers* (<https://www.cdc.gov/healthywater/hygiene/diapering/childcare.html>), which are posted on the diapering areas.

At TCP we strive to support our families and children as much as we can. Part of our support to our hard-working parents is assistance with potty training for our TCP friends 3 years and older. With that being said, please remember that potty training starts at home, and we're here only as support. Once we see that your child is ready for potty training, we will notify you so you can start training him/her right away, and we will do the same at school so there is consistency in the process.

**Some of the signs of potty-training readiness we look for are:**

- They show a preference for clean diapers and when soiled ask to be changed.
- They stay dry at least 2 hours at a time during the day or are dry after naps.
- Their bowel movements become regular and predictable.
- Facial expressions, posture, or words reveal that your child is about to urinate or have a bowel movement.
- They can walk to and from the bathroom and help undress.
- They ask to use the toilet or potty chair or they ask to wear underwear.

Once a parent notifies our staff, they have begun the potty-training process at home, or once the parent is notified by our staff their child is ready for it, we will ask that the parent provide the following:

- **Huggies brand Pull-ups** (We ask for that specific brand, because they can easily be opened and closed from the side)
- Underwear
- 2 daily pairs of extra clothes

Children usually adapt quickly once potty training has begun; therefore, it is important that training continues over the weekend and is practiced at home with the same consistency or else we lose the progress that is made during school. We will notify you of your child's potty-training routine so that you are able to follow-up at home in the same manner. (Usually it is either a 15- or 20-minute timer.)

A child is considered fully potty trained if 2 weeks have passed without incidents. We do understand that even toilet trained children will occasionally have accidents. By definition, "accidents" are unusual incidents and should happen infrequently. In these instances, the teachers will help children to change their clothes, encouraging independence as much as possible.

If 2 weeks after the child is considered fully potty-trained. If he/she continues to have accidents, the following policies will be in place:

- If the child is already 3, and one or two accidents occur in one week, the parents will be notified with the understanding that the issue needs to be addressed and corrected over the weekend.
- If the child is already 3, and three or more accidents occur in one week, the parents will be notified with the understanding that if the issue is not corrected by the end of the second week the child will either have to stay home until he/she is completely toilet trained, or the parents will start paying a weekly \$50 fee due in cash every Friday at pick up time until child is fully potty trained. (*\*A child wearing pull-ups is NOT considered fully potty-trained*).
- If the child is already 3, and multiple accidents occur in one day, the parent will be notified on that day; and if not corrected by day three, the child will have to stay home at least one week or longer until he/she is completely toilet trained. Parents will be required to start paying a weekly \$50 fee due in cash every Friday at pick up time until child is fully potty trained. (*\*A child wearing pull-ups is NOT considered fully potty-trained*).

Please note that this policy is not in place to shame or punish a child or inconvenience primary caregivers. Rather, cleaning accidents in the preschool setting is time-consuming and can be better spent interacting with children and facilitating the curriculum in a safe manner. This policy is intended to ensure the safety and happiness of children and staff at The Children's Place CDC.

## Field Trips

TCP promotes the love of literacy through fun, interactive readings, and music. Our favorite way of doing it is by having neighborhood field trips every Wednesday morning. We like to take short walks around the neighborhood and visit places some of the local businesses. Every month, you will receive a permission slip to fill out, and if you do not wish your child to participate in this activity, he/she can remain in the center, along with one of our highly qualified teachers and any other child who might also opt-out of this activity.

## Supervision

The Children's Place Child Development Center staff assume responsibility for enrolled children when they enter the classroom. Teaching staff always supervise children by sight and sound. All classrooms monitor attendance by updating their attendance records throughout the day and counting and matching the numbers of children present with names on attendance records. "Name to Face" headcounts occur every hour throughout the day, particularly when moving about the center at every threshold.

## Injuries/Accidents

Your child's safety is of our utmost concern, but we recognize that minor bumps and scrapes are an everyday part of your child exploring and learning through experience. Known minor injuries sustained at school are reported to parents on an **Ouchie Report** form, of which you will receive a copy. If your child is injured in our care, our first step is to administer first aid. A first aid kit is available in the office, and each class always has a small first aid kit with them. The most common treatment is ice on bumps, soap and water cleansing, and a bandage on a minor wound. All permanent staff members are trained in Pediatric First Aid and Infant/Child CPR within the first 90 days of their employment, and they must maintain their current certification every two years.

Our program is designated for a specific age group and based on the knowledge of how children learn, with attention to the needs and differences of the individual child. Lesson plans are based on motor skills, cognitive, social emotional and language developments, art, science, sensory, and math exploration. Children are taken outdoors every day, except inclement weather such as excess heat (90° or higher) or cold (50°). Other weather factors may be considered, however please send appropriate clothing each day.

We have many sand toys, trucks, and a small climbing equipment. There is a flexible balance of indoor/outdoor, active/quiet, and group/individual participation. Suggested Dress / Attire Children should dress comfortably, simply, and suitably for the weather. We do engage in a number of "messy" activities that, despite smocks, clothes can get dirty. We do not inhibit the children unnecessarily, so we ask you to send them in comfortable clothes that they can play in without hesitation. Remember also that children will be playing outdoors, so be sure their clothing is sturdy and durable. Dress in layers on cold days! An extra set of clothing (well labeled) including underwear, socks, pants, and shirt should be available at the center in case of accidents. An extra sweater or jacket at school is also recommended since the temperature often changes noticeably.

Proper shoes are comprised of closed-toe, clean, well-fitted, and in good repair that are appropriate for walking and running.

We do not allow baby bottles or sippy cups filled with milk or juice, in our preschool classroom. Sippy cups with plain water are allowed only for 2 years old children. Although drinking water is available and accessible to children at any time, and teachers encourage them to drink plenty throughout the day, properly labeled non-spill water bottles are ok as long as they only contain plain water. Any item brought from home shall be labeled with the child's name.

**\*\*\*LABEL ALL CLOTHING PROMINENTLY WITH YOUR CHILD'S NAME\*\*\***

**I/We have read, understand, and agree to accept the Admission Policies, including Naptime, Mealtime, Discipline and Chronic Disruptive Behavior, Sick Child policies, as well as Diapering & Toileting, Holiday Closures, Fieldtrips, Child Supervision, and Treatment of Injuries.**

\_\_\_\_\_  
Parent/guardian signature

Dated: \_\_\_\_\_

\_\_\_\_\_  
Parent/guardian signature

Dated: \_\_\_\_\_

\_\_\_\_\_  
Director/Staff

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

## ENROLLMENT PROCESS

Enrollment **WILL NOT** be accepted over the telephone. Prior to the child's first day, the parents are required to meet the Administrator/Program Director to visit the Center, obtain required forms, and discuss the philosophy and policies of the Center. Fee schedules and programming is explained to the parents at this meeting. We ask that parents bring their child in prior to his/her first day, for a visit and to get acquainted with the Center. Parents are encouraged to visit any time.

### **Enrollment Forms:**

This Enrollment packet and Parent Handbook, (which include consent for photo use, emergency medical care, fieldtrips, services and safe practice, and acknowledgement of parent handbook) a Health History & Emergency Care Plan must be completed prior to attending The Children's Place. Other forms as required by the state licensing program are included in this packet too.

An intake form will be provided, and it will be reviewed by the Administrator or Director prior to signing it. This is required for ALL children prior to starting date at The Children's Place.

Any change of address, telephone number (work or home), or other pertinent information must be shared with the Administrator as soon as the change occurs.

### **Parent Communications**

Invoices, bills, and any other confidential information will be placed in the child's folder so parents/guardians can get it at the time of drop off or pick up.

The Children's Place encourages parents and teachers to have an open line of communication to support the child's success and the program effectiveness.

Parents shall feel free to approach the Director with any concerns or complaints they might have. Parents might request an in-person meeting, a phone conference, or send an email to the Center Director at: [TheChildrensPlaceCDC@gmail.com](mailto:TheChildrensPlaceCDC@gmail.com) If a parent feels the need to file a formal complaint, they can exercise their right to do so by contacting the Community Care Licensing at: 1-844-LET-US-NO (1-844-538-8766);Email: [letusno@dss.ca.gov](mailto:letusno@dss.ca.gov)



**The Children's Place Child Development Center Rate Sheet**  
**License Number – 334846127 | 45-114 Smurr St. Indio, CA. 92201**  
**(760) 619-3286 | www.TCPCDC.com**

**Childcare Service Rate Sheet for Preschool (2 through Kinder)**

**MONTHLY RATES**

• **FULL TIME SERVICES**

- **Daily services Monday through Friday= \$850.00 monthly**

• **PART TIME SERVICES**

- **2-Days a week childcare = \$450.00 monthly**
- **3-Days a week childcare = \$625.00 monthly**

*The scheduled hours for the above rates are for a **maximum of 9 hours** between 6:30 AM and 6:00 PM. We do **NOT** have an hourly rate. There is a **late pick-up charge of \$1.00 per minute.***

- **FINANCIAL RATE PER DAY** is \$54.00 (The scheduled hours for the above rates are between 6:30 AM and 6:00 PM, a maximum of 9 hours daily).
- **FINANCIAL RATE PER WEEK** is **\$255.00** (The scheduled hours for the above rates are between 6:30 AM and 6:00 PM a maximum of 9 hours).

**\*Before and After School Rates are based on Full Time and Part Time rates:**

3 days a week: \$625 a month; 2 days a week \$450; 5 days a week \$850.

- **TUITION IS DUE MONTHLY:** Monthly Payments, Family Fees, and Co Payments **MUST** be paid in full by 6PM on the 1st day of every month.
- **LATE FEES:** A **\$35 late fee** will be applied to those families who have not paid their monthly fees, co-pays, or family fees. Subsidized families who fail to sign the previous month's end-of-the-month attendance form by the 1<sup>st</sup> of the new month, will also be assessed a **\$35 late fee**.
- **YEARLY REGISTRATION FEE:** A **\$100** yearly registration fee that covers from September to August, is due at the time of enrollment, and every year on **August 1<sup>st</sup>**.
- **CO-PAYMENTS AND FAMILY FEES:** *These are due in cash on the 1<sup>st</sup> of each month, before child attends childcare.*
- **Am in-writing 2-week notice is required to end services.**

***No credit or refund on missed attendance days: If your child is absent due to illness, vacation, weather related issues, or any other reasons, parents/guardians/sponsors, are still responsible for tuition. Please call the center at 760-619-3286, to inform us that your child will be out that day and when can we expect him/her to return. We cannot reserve a child's placement in the classroom unless tuition is current and paid on time every period.***

A signed Copy of this Rate Sheet **MUST** be attached to the Financial Agreement for the childcare service. When client signs the financial agreement, the above fees are non-refundable.

Date: \_\_\_\_\_

I/We, the parents/guardians of \_\_\_\_\_, have reviewed and understood the Tuition and Fees described in the Rate Sheet, and by signing this page, we accept to pay the **\$100 registration fee** at the time of enrollment, and the **tuition fees** as marked below (Choose **one** option):

**Full Time Tuition:**

- \$850.00 per month

The scheduled hours for the above rates are for a **maximum of 9 hours** between 6:30 AM and 6:00 PM. **We do NOT have an hourly rate.** There is a late pick-up charge of **\$1.00 per minute.**

**Part Time Tuition:**

- 2 days a week \$450 per month  
 3 days a week \$625 per month

The scheduled hours for the above rates are for a **maximum of 9 hours** between 6:30 AM and 6:00 PM. **We do NOT have an hourly rate.** There is a late pick-up charge of **\$1.00 per minute.**

Child's name: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**Staff member who reviewed it with parents/guardians:**

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*Attach a copy of parent/guardian's Driver License or Identification\*\***

### PHOTOGRAPHY RELEASE

As you are aware, there are potential dangers associated with the posting of personally identifiable information on a website and social media, since global access to the internet does not allow us to control who may access such information. These dangers have always existed; however, we at The Children's Place CDC do want to celebrate your child, his/her work, and achievements.

At **TCP**, we will **NOT** release any personally identifiable information without prior written consent from you as a parent or guardian. Personally identifiable information includes student names, photo or image, residential addresses, email, phone numbers and locations and times of any field trips. If you, as the parent or guardian, wish to rescind this Agreement, you may do so at any time in writing and such rescission will take effect upon receipt by the school.

Please check **ONLY ONE** of the following choices:

I/We **GRANT** permission to **The Children's Place CDC** to use photos/images that includes my child \_\_\_\_\_, **without using any other personal identifiers** to be published on the school and/or website, Facebook page and/or publicity materials such as brochures or the Monthly Newsletter.

I/We **DO NOT GRANT** permission to **The Children's Place CDC** to use photos/images that includes my child \_\_\_\_\_, **without using any other personal identifiers** to be published on the school and/or website, Facebook page and/or publicity materials such as brochures or the Monthly Newsletter.

Child's name: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_



## LICENSING REQUIREMENTS TO REPORT COMMUNICABLE DISEASES

Your child will be sent home if The Children’s Place CDC staff suspects they are carrying a communicable disease (this includes **parasite, head lice, conjunctivitis also known as pink eye, etc.**). If your child has one or more of the following symptoms, you can expect to be called by the office personnel to pick-up: **Complaints of pain, fever, runny nose with colored discharge, discharge from the ears or eyes, nausea/vomiting, diarrhea, consistent coughing, uncontrollable shivering, fainting.**

If your child becomes infected with a communicable disease from an outside source, or if your child was exposed to a communicable disease, regardless of how he/she is feeling, you are required to report such contact to The Children’s Place CDC. All medical information you provide to TCP, will be strictly confidential. If due to licensing requirements we need to communicate the other parents that their child was exposed to a communicable disease (including lice, parasites, COVID, etc.), the name of the affected child will **NEVER** be released to the other families under any circumstance.

I, \_\_\_\_\_ parent/guardian of  
\_\_\_\_\_, understand the importance of this, and agree to notify The Children’s Place Child Development Center office personnel, of the child’s possible exposure to any communicable disease, so the center can take the necessary precautions to protect other children in the center.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## LEGAL RESPONSIBILITIES TO REPORT CHILD ABUSE AND NEGLECT

Child's name: \_\_\_\_\_ DOB: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

- All of our staff have received *Mandating Reporter Training* in accordance to the State of California's requirements. The Director and any other staff member are legally required to report to Child Protective Services, City Police, or the Sheriff Department (or other specified agency as provided by California State laws) as required by the California State Penal Code Section 11165.7, of any suspicion of child abuse, neglect or endangerment of which they may become aware at any time during the child's enrollment in the program.

California Penal Code (PC 11165) defines child abuse as any of the following:

- A child is physically injured by other than accidental means
- A child is subjected to willful cruelty or unjustifiable punishment
- A child is abused or exploited sexually
- A child is neglected by a parent or caretaker who fails to provide adequate food, clothing, shelter, medical care or supervision.

**\*\*Homelessness is NOT child abuse. If you are in a situation where you are having difficulty obtaining housing, food, clothing, or other basic needs, please contact The Children's Place Child Development Center Director, as we have resources for you and your family, and have received training that can be helpful for you in such difficult time. You are not alone.**

## **AUTHORIZATION FOR VIDEO/AUDIO RECORDING OF CHILD IN ATTENDANCE / WAIVER of PRIVACY RIGHTS**

The Children’s Place Child Development Center LLC is a childcare facility that exists for the purpose of caring for and educating young children. To ensure the safety and security of all children, staff, parents, and visitors, as well as the security of our child care facility, The Children’s Place CDC is equipped with a digital video surveillance system and security cameras are installed in all classrooms, outdoor play area, and parking lot and may conduct video surveillance of any portion of its premises at any time, the only exception being private areas of restrooms, changing pads (are blocked out), and Teachers’ Lounge, and that video/security cameras will be positioned in appropriate places within and around our child care facility and used in order to help promote the safety and security of people and property.

Please read, initial, and sign at the conclusion of the preadmission interview or annually thereafter.

I understand and give consent for the observation of my child, to those granted access as authorized users. I waive the rights to privacy afforded my child under federal or state law to the extent of the webcam access while my child is enrolled at The Children’s Place Child Development Center LLC.

I understand the policy and it has been reviewed with me by The Children’s Place Child Development Center LLC staff.

Note: Video recording for any other purposes may constitute a crime and is subject to prosecution (18 U.S. Code § 2511 - Interception and disclosure of wire, oral, or electronic communications prohibited)

Child’s Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Guardian Name: \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_

## Safe Sleep Practices:

Recent research shows that unsafe bedding, such as soft or loose blankets in baby’s sleep area, remains a leading cause of infant death. As a continued effort to reduce these deaths, the Department of Social Services, Child Care Licensing Program has strengthened their licensed care provider regulations around safe sleep environments. In addition to new requirements, they have created a resource page to share best practices that everyone may use to help prevent SUID and SIDS. (<https://www.cdss.ca.gov/inforesources/child-care-licensing/public-information-and-resources/safe-sleep>)

The following information has been extracted from the Department of Social Services, Child Care Licensing Program’s website:

**Sudden Unexpected Infant Death (SUID)**, is the death of an infant younger than 1 year of age that occurs suddenly and unexpectedly. After a full investigation, these deaths may be diagnosed as suffocation, entrapment, infection, metabolic disease, cardiac arrhythmia, trauma or SIDS.

**Sudden Infant Death Syndrome (SIDS)** is the sudden death of an infant younger than 1 year of age that remains unexplained after a thorough investigation.

### Can anything be done to help reduce the risk of SIDS, suffocation and strangulation?

While SIDS cannot be prevented or predicted, there are a number of ways that parents and child care providers can help to reduce the risk of sleep-related infant deaths.

### Anatomy of a Baby: Sleeping on Back Vs. Stomach

According to the Eunice Kennedy Shriver National Institute of Child Health and Human Development Safe to Sleep Public Education Campaign:

"Back sleeping does not increase the risk of choking. In fact, babies may be better able to clear fluids when they are on their backs, possibly because of anatomy. When a baby is in the back sleeping position, the trachea lies on top of the esophagus. Anything regurgitated or refluxed from the esophagus must work against gravity to be aspirated into the trachea. When a baby is in the stomach sleeping position, anything regurgitated or refluxed will pool at the opening of the trachea, making it easier for the baby to aspirate or choke."

According to the AAP, many infant deaths occur when babies who are used to sleeping on their backs are placed to sleep on their tummies by a different caregiver. Babies who experience this “unaccustomed tummy sleeping” are 18 times more likely to die from SIDS.

Other resources: The Eunice Kennedy Shriver National Institute of Child Health and Human Development has developed a 12-page brochure named **“SAFE SLEEP FOR YOUR BABY Reduce the Risk of Sudden Infant Death Syndrome (SIDS) and Other Sleep-Related Causes of Infant Death.”** We may print this brochure at-your-request, or for more information you reach out to the Safe to Sleep Campaign at: 1-800-505-CRIB (2742) Email: [SafetoSleep@mail.nih.gov](mailto:SafetoSleep@mail.nih.gov) Web: <http://safetosleep.nichd.nih.gov>

## ACKNOWLEDGMENT OF RECEIPT OF SAFE SLEEP PRACTICES INFORMATION

I/We have read and acknowledge receipt of the following information:

\_\_\_\_\_ (initial) Naptime Procedures                      \_\_\_\_\_ (initial) SIDS and SUID Information  
 \_\_\_\_\_ (initial) Safe Sleep Practices

Child’s name: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

# IMPORTANT CHANGES

## Car Safety Seat Law

### CALIFORNIA'S CHILD PASSENGER SAFETY LAW

#### BIRTH - 2 YEARS

##### REAR-FACING

INFANT | CONVERTIBLE | 3-IN-1

All children under age 2 must be properly secured in a rear-facing car seat.

Rear-facing is the safest way for small children to travel.

They should remain rear-facing until they reach 2 years of age or until they exceed the height or weight limit of the car seat.

#### 2 - 4 YEARS

##### FORWARD-FACING

CONVERTIBLE | 3-IN-1 | COMBINATION

All children under age 4 must be properly secured in a car seat with an internal harness.

A 5-point harness is the safest restraint system and should be used as long as possible (until the child exceeds the harness' weight limit).

#### 4 - 8 YEARS

##### BOOSTER

3-IN-1 | COMBINATION | BOOSTER

All children at least 4 years old (but younger than age 8) must ride in a child passenger restraint system or booster seat, unless they are taller than 4'9"

A booster seat should be used until the child can properly fit into a seat belt.

#### 8 YEARS +

##### SEAT BELT

BACK SEAT FOR SAFEST TRAVEL

All children taller than 4'9" (or age 8 and up) should be restrained in a seat belt.

Front seat airbags may hurt small children.

Riding in the back seat of the vehicle is the safest way for children to travel.



For answers to your child safety seat questions, contact your local health department or visit [cdph.ca.gov/vosp](http://cdph.ca.gov/vosp)

