



Students

Child Care and Development

Program Components

The district's child care and development program shall include: (Education Code 8240)

1. Age and developmentally appropriate activities for children
2. Supervision
3. Parenting education and parent/guardian involvement

(cf. 6020 - Parent Involvement)

4. Social services that include, but are not limited to, identification of child and family needs and referral to appropriate agencies
5. Health services

(cf. 5141.6 - School-Based Health and Social Services)

6. Nutrition

(cf. 3550 - Food Service/Child Nutrition Program)

7. Training and career ladder opportunities

A developmental profile shall be maintained for each child served by the program. Each child's profile shall appropriately identify the child's emotional, social, physical and cognitive growth. The profile shall be maintained from the time the child enters the program until he/she leaves. (Education Code 8203.5)

Admissions

Admissions policies shall include criteria designating those children whose needs can be met by the center's program and services, the ages of children who will be accepted, program activities, any supplementary services provided, any field trip provisions, any transportation arrangements, food service provisions and a medical assessment requirement. (22 CCR 101319)



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Eligible children with disabilities shall be given equal access to child care and development services. (Education Code 8250)

(cf. 6159 - Individualized Education Program)

(cf. 6164.4 - Identification of Individuals for Special Education)

The Superintendent or designee shall verify each child's eligibility for the district's child care and development program, including but not limited to verifications of the child's age and district residency based on written documentation provided by the parents/guardians.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 5111 - Admission)

(cf. 5111.1 - District Residency)

(cf. 5145.3 - Nondiscrimination/Harassment)

A physical examination and evaluation, including age-appropriate immunization, shall be required prior to or within six weeks of enrollment, unless the parent/guardian submits a letter stating that such examination is contrary to his/her religious beliefs. (Education Code 8263)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

The district shall maintain a current waiting list in accordance with admission priorities. (5 CCR 18106)

The district's admission policies and procedures shall be made available to the public. (5 CCR 18105)

Fees

Fees may be charged to families using the district's child care and development services according to the fee schedule established by the Superintendent of Public Instruction. (Education Code 8263)

Fees shall be collected prior to providing services and shall be considered delinquent after seven calendar days. In the event that fees are delinquent, parents/guardians shall be notified. If a reasonable plan for payment of delinquent fees has not been provided by the parents/guardians,



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services shall be terminated if all delinquent fees are not paid within two weeks of such notification. Parents/guardians shall receive a copy of the district's regulations regarding fee collection at the time of initial enrollment into the program. (5 CCR 18114, 18115)

No fees shall be assessed for families whose income level is less than the first entry in the fee schedule or whose children are enrolled because of a need for child protective services. Fees also shall not be assessed for children enrolled in a Cal-SAFE program, state preschool program, federally based migrant program or program for severely disabled children. (Education Code 8250, 8263, 54745; 5 CCR 18110)

The Superintendent or designee shall establish a process which includes parents/guardians in determining whether and how much to charge parents/guardians for field trip expenses. This process also shall be used to determine whether to require parents/guardians to provide diapers.

Subsidized Services

To be eligible for subsidized child care and development services, a family shall be at least one of the following: (Education Code 8263)

1. A current aid recipient
2. Income eligible
3. Homeless
4. One whose children are recipients of protective services, or whose children have been identified as being, or are at risk of being, abused, neglected or exploited

In addition, an eligible family shall be determined to need the child care service because the child is identified by a legal, medical, social service agency or emergency shelter as one of the following: (Education Code 8263)

1. A recipient of protective services
2. Being, or at risk of being, neglected, abused or exploited



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3. Having a medical or psychiatric special need which cannot be met without the provision of child day care, or having parents who are:
 - a. Engaged in vocational training leading directly to a recognized trade, paraprofession or profession
 - b. Employed or seeking employment
 - c. Seeking permanent housing for family stability
 - d. Incapacitated, including a medical or psychiatric special need which cannot be met without provision of child day care

First priority shall be given to neglected or abused children who are recipients of child protective services, or recipients who are at risk of being neglected or abused, upon written referral from a legal, medical or social service agency. Second priority shall be equally given to families who are income eligible, based on gross monthly income in relation to family size as determined by a schedule adopted by the State Superintendent of Public Instruction. (Education Code 8263)

Attendance

Sign in/sign out sheets shall be used daily for all children for attendance accounting purposes. (5 CCR 18065)

Attendance records shall include verification of excused absences, including the child's name, date(s) of absence, specific reason for absence and signature of parent/guardian or district representative. (5 CCR 18066)

Absences shall be excused for the following reasons: (Education Code 8208)

1. Illness or quarantine of the child or of the parent/guardian
2. Family emergency
3. Time spent with a parent/guardian or other relative as required by a court of law or which is clearly in the best interest of the child



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A family emergency shall be considered to exist when unforeseen circumstances cause the need for immediate action, such as may occur in the event of a natural disaster or when a member of the child's immediate family dies, has an accident or is required to appear in court.

An absence shall be considered to be in the best interest of the child when the time is spent with the child's parent/guardian or other relative for reasons deemed justifiable by the program coordinator or site supervisor.

Except for children who are recipients of protective services or at risk of abuse or neglect, excused absences in the best interest of the child shall be limited to 10 days during the contract period. (5 CCR 18066)

Any absence due to a reason other than the above, or without the required verification, shall be considered an unexcused absence. After three unexcused absences during the year, the program coordinator or site supervisor shall notify the parents/guardians. Children who continue to have excessive unexcused absences may be removed from the program at the discretion of the program coordinator in order to accommodate other families on the waiting list for admission.

Parents/guardians shall be notified of the policies and procedures related to excused and unexcused absences for child care. (5 CCR 18066)

Each student admitted into the district's program shall be expected to participate the full day that the program is in operation, except when the student's parents/guardians request, in writing, reasonable early daily release of their child and the Superintendent or designee approves the request or when the Superintendent or designee deems it necessary to so release the student.

Parent/Guardian Access

The Superintendent or designee shall inform parents/guardians of their right to enter and inspect child care facilities during normal operating hours or any time their child is receiving services in the facilities. (Health and Safety Code 1596.857)