



CAPE Inc.
Parent Handbook
2009-2010 Program Year



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VISION STATEMENT

CAPE's primary focus is providing the best quality early childhood development services that meet the needs of low-income children and their families.

CORE VALUES

ACHIEVE EXCELLENCE

PROMOTE DIVERSITY

RESPECT INDIVIDUALS

EMBRACE RELATIONSHIPS

DEVELOP PARTNERSHIPS

PROMOTE LEARNING

ACCOUNTABILITY

INCLUSION

BEING THE ROLE MODEL

MISSION STATEMENT

CAPE will provide the highest quality program for young children and their families in Eastern Alameda County.

CAPE's program will enhance the child and families development of social competencies and school readiness.

CAPE will incorporate best practices in education, health, nutrition, parent involvement, mental health, and disability services.

CAPE INC.
SCHOOL/OFFICE
PHONE LIST

CAPE Inc.
Administration/Enrollment Office
3095 Independence Drive, Building B; Suite A
Livermore, CA 94551
Phone: (925) 443-3434
Fax: (925) 443-0310
www.Capeheadstart.org

Bess Platt Preschool Center
1401 Almond Avenue
Livermore, CA 94550
Phone: (925) 447-8710
Fax: (925) 447-1213

Ormond Center
800 Marilyn Avenue
Livermore, CA 94551
Phone: (925) 606-1175
Fax: (925) 606-5449

Bess Platt C
1401 Almond Avenue
Livermore, CA 94550
Phone: (925) 447-8007

Ormond C
800 Marilyn Avenue
Livermore, CA 94551
Phone: (925) 606-4724 ext 7446

Jackson Center
560 Jackson Avenue
Livermore, CA. 94550
Phone: (925) 455-7270
Fax: (925) 455-7271

Hill n Dale Preschool
4150 Dorman Road
Pleasanton, CA 94588
Phone: (925) 426-8341
Fax: (925) 426-4714

Leahy Preschool Center
3203 Leahy Way
Livermore, CA 94550
Phone: (925) 443-9385
Fax:(925) 443-9386

Horizon High School
245 Abbie Avenue
Pleasanton, CA. 94566
Phone: (925) 426-4275
Fax: (925) 426-1711

Kinderkirk
2020 Fifth Street
Livermore, CA 94550
Phone: (925) 455-0793
Fax: (925)-455-0783

Frederiksen
7243 Tamarack Drive
Dublin, CA. 94568
Phone (925) 828-2761
Fax: (925) 828-4531

Admission Information

Welcome to Community Association for Preschool Education (CAPE) Inc. We look forward to getting to know you and your family and sharing in the care of your child.

CAPE Inc. is funded through the Federal Head Start Program and the California Department of Education and provides early childhood education services to children at 8 locations in Livermore, Pleasanton and Dublin. Children attend school for 3.5 hours, 4 days a week in the part day Head Start programs. Children enrolled in the extended day programs attend school for 6.5 hours for 4 days a week and 3 hours on Fridays. In the full day program, children attend school for 9 hours per day Monday through Thursday and 6.5 hours on Fridays. Children enrolled in State Funded only Preschool classes meet Monday through Friday for 3 hours per day.

Part-day and Full day State Funded Preschool programs are operated with combined funds through a subcontract of the Livermore Valley Joint Unified School District or from the California Department of Education, Child Development Division and Head Start. In addition to Federal Head Start requirements, in order to participate in these programs, families must meet California Code of Regulations, Title 5 and the California Education Code requirements. Head Start and State Funded Preschool Programs are held at Ormond Center, Leahy Square, Jackson Center, and Bess Platt and in partnership with Kidango in Livermore; Frederiksen in Dublin, and Hill n Dale in Pleasanton. Additionally, a Head Start Programs is offered in partnership with Kinderkirk in Livermore. Early Head Start Services for children 0-3 years of age are held at Jackson Center in Livermore and in partnership with Horizon High School in Pleasanton and Kidango in Livermore.

In order to participate in the Head Start/Early Head Start/State Funded Preschool programs, families must qualify based on their child's age, income, and residence in Livermore, Pleasanton, Dublin, Sunol or Mountain House. State Funded Preschool children must reside in Livermore, Pleasanton or Dublin. Families in the full day programs must be working, attending school or a combination for a total of at least 30 hours per week.

Education programs and activities are made available to all qualified persons without regard to their sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental/physical disability.

All programs are accessible to persons with disabilities. The agency welcomes the enrollment of children with disabilities and understands the requirements of the American with Disabilities Act (ADA) to make and implement reasonable accommodations for such children. CAPE Inc. is an inclusive program in which all children are nurtured and participate in play and learning activities together. The philosophy of an inclusive program is to acknowledge and support the individual needs of each child and to make sure every child feels welcome.

Appointments are scheduled with the eligibility worker to review documentation, to determine eligibility in the program, and to complete the enrollment process. An orientation and a visiting day is held in the classroom prior to the child beginning school.

Parents must complete the following documents during enrollment and orientation:

Admissions Agreement	Parent/Personal Rights
Emergency Information Card	Exclusion and Absence Policies
Health History	Physical Examination
Late Pick up Policy	Agency Consent Form
Immunization records/requirements	TB Test/risk factors if over the age of 12 months
Nutrition Screening	Behavior Policy

CAPE INC. Full, Part & Extended Day Preschool Participation Guidelines

Dropping your child off at school

An adult must accompany your child into the classroom where a member of the teaching staff will greet them each day and perform a “health check” on your child. The parent/guardian who drops off the child must sign the child in daily with complete (full legal) signature, time of arrival, and complete any other paperwork that may be necessary. Parent/guardian should inform the teachers of any changes in the daily routine at this time.

Picking your child up from school

Your child must be picked up promptly according to your admission hours. Children will only be released to adults (**18 and older**) listed on the child’s emergency card. Picture identification is required. Your complete (full legal) signature and time of departure is required to sign your child out each day.

Sign In-Sign Out

Children will not be released to an adult in an intoxicated condition. If a parent, guardian or designated adult arrives to sign child (ren) out while under the influence of alcohol or drugs, the police will be called immediately and will handle the situation as necessary.

It is unlawful for a person under the age of 18 (other than a parent), to sign 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 18.

Emergency Card Updates To make changes to your phone number, address, or emergency contact, please contact your child’s teacher **immediately**. Only enrolling parent /guardian can make changes to the emergency card. All changes must be made in writing. Enrolling parent/guardian is required to update and sign off on the emergency card monthly.

School Year

The program year for part & extended day classes is from September to early-June. The program year for full day classes is August through August. A school calendar will be provided to parents with a list of all scheduled holidays, early release days, and modified schedule (attendance) days. Parents/guardians will be notified of any changes that may become necessary with a Notice of Action form, 14 days in advance of the change.

Health Requirements

California Community Care Licensing (101220) (a) requires your child to have a current physical exam (within 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 issues your child may have on the emergency 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 program year by your child’s medical provider or throughout the year, if necessary.

Please update any changes in your child’s health with the teacher.
Head Start children are required to have a dental assessment within 90 days of enrollment

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.

Ill Child

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

Medications

If your child needs medications while attending school, you must contact the Site Supervisor before your child starts school to make all the necessary arrangements and to complete the required paperwork. Only prescribed medications can be administered.

Consent for Emergency Medical Treatment/Release Information

During the orientation process, you will complete an Emergency & Identification Information Data Card that will provide CAPE Inc. with the names of those persons (over the age of 18) who are authorized to pick up your child from school and may be called in case of emergency. Your child can only be released to those persons that are listed on the emergency card. NO verbal consents will be authorized.

Your child is required to have Consent for Emergency Medical Treatment Form on file with CAPE Inc. Procedures specified on the Emergency Identification and Information Card will be followed. Changes to the emergency card must be made in writing by the enrolling parent/guardian.

Meals

Breakfast or a mid-morning snack, lunch and a mid-afternoon snack will be provided. All meals will be served "family style" to all children and adults in attendance. Please inform the teaching staff of any food restrictions your child may have. A nutrition consultant is available to provide nutrition education. CAPE Inc. participates in the Federal Child and Adult Care Food Program (CACFP). **Food from home is not permitted in the program at any time.** A menu of snacks and meals will be provided monthly.

NO PEANUTS: To reduce the risk of severe allergic reactions, CAPE Inc, will not be serving peanuts or peanut products. Please do not bring any items into CAPE centers that contain nuts.

Clothes

Please dress your child in comfortable clothing so that she/he may participate in all activities. Our curriculum includes activities that can be messy. Children should be dressed according to the weather. Please remember to send sweaters, jackets, or raincoats when necessary. Rubber soled shoes such, as tennis shoes are the safest for running and climbing. Parents need to provide an extra set of weather appropriate clothes to be kept at school at all times. Please label all of your child's clothing.

Nap Time

California Community Care Licensing (101230) requires children attending the extended day or full day program be provided with an opportunity to nap/rest without distraction/disturbance from other activities at the center. Bedding is provided by CAPE Inc. to be used by your child during naptime.

Car Seat Safety Laws

CAPE Inc. employees are mandated to report non-compliance of car seat safety laws. State Law (SB 255) outlaws leaving children unattended in a vehicle. Vehicle Code Section 27315 requires children to be secured in an appropriate child passenger restraint (safety seat or booster seat) until they are at least 6 years old OR 60 pounds. As of January 1, 2005, the children's "Backseat Law" took effect. If your child is under 6 years old OR under 60 pounds, they must be properly restrained IN THE BACK SEAT (no matter what the age, the safest place to be). Violation fine is \$351.00 and a point on your record. There are some exceptions-see California Vehicle Code 27363 or contact Officer Traci Rebiejo at 925-371-4858.

Diapering Policy

In accordance with Head Start Performance Standard 1305.53 (b)(1), CAPE Inc. will provide diapers to those children enrolled in the Head Start/Early Head Start programs, **including CAPE Child Care Partner Programs**, during their hours of attendance. Children enrolled in the state funded preschool only program will provide their own diapers. If a family wishes to bring their own specific brand of diapers for their child, the staff will keep them separate from the agency diapers.

Birthdays

Birthdays are celebrated once a month in each classroom. CAPE Inc. provides a healthy snack to share during the birthday celebration. Please contact the Site Supervisor for a schedule of birthday celebrations in your child's classroom. Any parent who does not want their child's birthday to be recognized at school should notify the Site Supervisor. **NO** outside food may be brought into the classroom at any time.

Parent Conferences

Parent conferences will be held twice during the year. During the conference weeks, your child will have a modified school schedule (refer to the school calendar for details). Conferences may be requested at other times by either parents or teachers as the need arises. Parents are encouraged to speak with teachers daily.

Education Home Visits

Education Home Visits will be scheduled by teaching staff with all Head Start/Early Head Start and childcare partner families a minimum of two times per year.

Parent Meetings

Parent meetings will be held on a regular basis at your child's school to discuss classroom curriculum, agency updates, community resources, parent issues, and special topics.

Parent Information Board

Each classroom maintains a parent bulletin board containing information of resources for parents. Please check it regularly.

Open Door Policy/Parents Rights

All CAPE Inc. classrooms maintain an open door policy, welcoming parents to visit at all times. During enrollment and orientation, parents receive copies of the Parent's Rights form as well as information about the rights of the Licensing agency (see 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)

Bringing objects from home

CAPE Inc. provides a stimulating environment rich with age and educationally appropriate activities for children's development. Please do not let you child bring toys, money, etc. to school.

Child Abuse Reporting

In accordance with the California Department of Social Services, Office of Child Abuse Prevention, all CAPE Inc. employees are mandated to report suspicion or knowledge of child abuse or neglect.

Neighborhood Excursions

It is the policy of CAPE Inc. to limit field trips to within walking distance only. These trips will only take place when there is sufficient supervision for the children. There will be no public or private transportation involved.

Cell Phones

Please do not use your cell phone while inside the center. Staff and children need your full attention as you arrive at the center and when you pick up at the end of the day.

Discipline

In each CAPE Inc. classroom, our goal of discipline practice is: to teach children appropriate behavior, to help them internalize the important rules that make individual and group life more enjoyable, and to enable them to become responsible for their own behavior.

Guidance and discipline are part of an integrated program focusing on fostering positive self-esteem and building positive social skills, including interpersonal problem solving techniques. Curriculum, schedule, classroom arrangement and supervision will be utilized to minimize and prevent discipline problems. In addition, CAPE Inc. classrooms will implement the following procedures:

1. Clearly stating the classroom expectations to the children in positive language.
2. A reminder about the rule -a positive statement to the child about what behavior is expected.
3. Developing a plan -child and teacher will together explore alternatives to negative behavior and develop a plan so that the child can meet the expected behavior.
4. In instances when a child needs time to regain self-control before a plan can be implemented, a teacher will stay with the child.

It is the policy of CAPE Inc., that no adult (teacher, parent or volunteer) shall use corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse or other actions of a punitive nature to discipline a child. (CCL 101223)

Any form of discipline or punishment that violates a child's personal rights shall not be permitted regardless of authorized representative consent or authorization.

Preschool Behavior Policy **(Behavior Incidents Causing Injury)**

CAPE Inc. affirms the right of all children to be treated with dignity and respect and to play and learn in a safe environment. The social/emotional climate of the classroom is a priority for all teachers. The teaching staff utilizes positive guidance techniques and developmentally appropriate practices in managing children's behavior. Undesirable behavior (while considered to be a normal part of growing up) is discouraged and/or redirected. The following strategies are used for responding to inappropriate behavior:

- Anticipate/eliminate potential problems (preventative practices)
- Redirect child away from conflict or negative events to a more positive activity
- Offer choices to the child
- Assist child to learn logical/natural consequences to their actions
- Encourage respect for the feeling/rights of others – address the child's feelings

Staff discusses with children what has occurred and lets the children know what is expected, why, models and encourages expected behavior. **Punitive types of discipline are not used.**

To ensure that the program provides an environment that fosters the development of positive self-regulation and in accordance with Section #101223 of the CA Licensing Code, CAPE Inc. adheres to the following **Behavior Policy for incidents causing injury:**

Step 1:

A child has been bitten or intentionally hurt someone for the first time (requiring basic first aid-each step). The child's teacher will inform the parent at the time of pick-up or by telephone (in each step). The parent will receive an incident report (each step) and be asked to meet with the Site Supervisor and Family Advocate to discuss options including on-site Mental Health Consultation, behavioral & parenting resources, and methods for reducing the likelihood of another behavior incident. The meeting will take place within 48 hours of the incident. Based on the severity of the injury the child may not be able to attend the program until this meeting has taken place. *The Site Supervisor will evaluate the incident with the teaching staff and Family Advocate to implement Behavioral Concerns Observation Form and begin process of documenting child's behavior using Observation Summary Form.

Step 2:

The child has bitten or intentionally hurt someone for the second time and identified actions from the previous step completed/implemented (in each step). The parent will be asked to attend a team meeting including the teaching staff, Mental Health Specialist, and Education Specialist/Mentor, where an Individual Behavior Plan will be developed (the parent may also be asked to observe the classroom environment). The meeting will take place within 72 hours of the incident (timeframe for meetings also described in following steps). Based on the severity of the injury the child may not be able to attend the program until this meeting has taken place. Mental Health Consultation services will continue to be available and additional resources and needed support will be identified. *The Individual Behavior Plan will be implemented with the Education Specialist/Mentor supporting staff in implementation and progress will be reviewed and updated at least monthly.

Step 3:

The child has bitten or intentionally hurt someone for the third time. The parent will be asked to attend a team meeting to discuss and review Individual Behavior Plan for effectiveness, additional strategies and referral options including a Behavior Specialist (to provide service on-site) and/or referral to a Mental Health Agency/CAPE mental health intern or specialist. Based on the severity of the injury the child may not be able to attend the program until this meeting has taken place. *Every effort will be made by staff to work with the parent and implement all identified intervention strategies and Behavior Plan specifics.

Step 4:

The child has bitten or intentionally hurt someone for the fourth time. A Management Team meeting will be conducted to review the case. If it is determined that the child continues to exhibit behavior that is a direct threat to the safety of other children and/or adults, the team will explore other placement options that would better meet the child's needs.

****Basic First Aid is inclusive of (but not limited to) ice-pack usage, washing broken, bruised, red or swollen skin area; applying bandage; and/or providing comfort and emotional support for severe trauma.**

Staff Rights

All staff have the right:

1. To be treated 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 talked to respectfully by staff, parents and children.
6. To be listened to with respect and heard by staff and parents.
7. To be able to leave work at their scheduled hour (this means that children will be picked up at the scheduled time).
8. To be appreciated for the hard work of providing the best for your child.

Sexual Harassment Policy

It is the policy of CAPE Inc. to provide a professional environment for all employees, program participants or visitors, that is 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 CAPE'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 massages, pinches, brushes, blocking
- Making, or threatening to make, reprisals after a negative response to sexual advances

CAPE Inc. 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:

Rosemary Almand (Executive Director) 925-443-3434 ext. 104 OR

Michelle Schoof (Human Resources Specialist) 925-443-3434 ext. 111

PC approval: 11/19/08

BOD approval: 12/11/08

Admission Agreement for CAPE Inc.

CAPE Inc. provides an educational school experience for children at 6 centers in Livermore, Pleasanton and Dublin. CAPE Inc. receives funding from Head Start/Early Head Start and the California Department of Education and does not charge for services for income eligible families. Fees for full day services are based on a sliding fee schedule.

When your child is enrolled, you can expect to receive the following services:

FULL DAY PROGRAMS

_____ **Jackson Center Infant/Toddler/Preschool:** 7:30-4:30 Monday –Thursday
7:30-2:00 Friday

_____ **Ormond Center:** 8:00-5:00 Monday-Thursday
7:30-2:00 Friday

_____ **Horizon High School:** (School Age Mother's/Father's Program)
Monday-Friday 9:30 -2:30

EXTENDED DAY PROGRAMS

_____ **Bess Platt, Leahy, Frederiksen and Ormond Center:**
Monday-Thursday 8:30-3:00
Friday 8:30-11:30

_____ **Hill n Dale**
Monday-Thursday 8:00-2:30
Friday: 8:00-11:00

PART DAY PROGRAMS

_____ **Kinderkirk:** Monday-Thursday 12:00 -3:30

_____ **Bess Platt C State Preschool:** AM Session: Monday –Friday 8:00-11:00
PM: Session Monday-Friday 12:00-3:00

_____ **Ormond C State Preschool:** Monday –Thursday 12:30-3:30
Friday 8:30-11:30

_____ **Jackson Part Day Preschool:** Monday-Thursday 8:45-12:15

Nutrition: Children who attend full or extended day classes, receive breakfast or a mid-morning snack, lunch and an afternoon snack. Children attending Bess Platt C or Ormond C will receive a mid-morning or mid-afternoon snack.

Health: Children will receive basic health and dental screenings at the annual health fair and will be referred for any needed follow-up treatment. All children must complete California Community Care Licensing as well as Head Start/Early Head Start health requirements

Social Services: Families will be informed of available community resources. A resource binder is available in your child's classroom.

Parent Services: Families will be provided information for training, education, career development, and opportunities to become involved in every aspect of the program.

Exceptional Needs: All Head Start/Early Head Start children will be screened within 45 days of enrollment. Referrals for evaluation through the school district/Regional Center of the East Bay will be done as needed. If the child is eligible, follow-up services are provided. CAPE Inc. provides an inclusive classroom experience in which all children are nurtured and participate in play and learning activities together. The philosophy of an inclusive program is to acknowledge and support the individual needs of each child and to make sure every child feels welcome.

Absences/Attendance: Children are required to attend school on a daily basis. If your child is ill or unable to attend school, the center must be notified. If the center is not notified, your child's teacher will call to verify the absence. Absences of more than 3 consecutive days without contact from the parent/guardian will be followed up. Children who have chronic absences due to illness maybe asked to provide documentation from their medical professional for absences. Excessive unexcused absences can result in termination from the program. (Please see CAPE Inc. Absence Policy)

Withdrawal/Termination from the Program: If you are withdrawing your child for any reason, please notify the CAPE Inc. enrollment office at (925) 443-3434 Ext. 108 or 112. If you are moving to another city in our service area and would like to continue services, we will make every effort to transfer your child when an opening becomes available. Children may be terminated from the program for excessive absenteeism, chronic late pick up, fraud, failure to re-certify or inform the CAPE Inc. office of any changes in income or work hours within 5 days, failure to meet California State/licensing requirements, or the program is unable to meet your child's needs.

Requirement to Refrain from Religious Worship: CAPE Inc. refrains from the practice of religious instruction and/or worship as part of the children's classroom program or overall agency functions.

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 child care 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 © and 101221(d).

I have read and hereby agree to abide by CAPE Inc. Admission Agreement_____ (initial)

I agree that I have received a copy of the Parent Handbook._____ (initial)

(CAPE Inc. Representative)

(Date)

(Parent or Guardian)

(Date)

Parent Participation

At CAPE Inc. we believe that you are the primary educator of your child. Consequently, we believe that your involvement in the school experience is one of the best things you can do to help your child learn and grow. We believe that your child will learn more from you than anyone else in his/her life.

There are many ways that you can be involved in CAPE Inc. Parents participate in classrooms, on neighborhood excursions, in community events, in supporting program operations, in leadership groups, and in preparing materials at home. Speak to the teacher about what you would like to do for your child's classroom.

A TB skin test is required every two (2) years for parents who volunteer in the classroom. Volunteers with a positive skin test must provide a chest x-ray clearance before they can be admitted into the classroom. In addition to a TB test, all parents volunteering in the classroom must have a signed statement of good physical health (CCL 101216 3 A, B)

Your participation in the classroom can lead to employment opportunities. Many of our teaching staff began working with CAPE Inc. as a parent volunteer, then worked as a classroom substitute, furthered their education and became part of the permanent staff.

The way you choose to participate in your child's school is up to you. We want you to feel comfortable. We welcome you and your ideas and look forward to working with you!

Parent Guidelines for Quality Classroom Participation

- Keep cell phone use outside of the classroom
- Volunteering in the classroom is defined as anything longer than drop off and pick up
- For safety reasons, please be sure to monitor your own child at pick up and drop off.
- In order to volunteer in a child's classroom, the parents must provide a signed statement of good health as well as a TB clearance.
- Communicate with your child's teacher each morning that you plan to stay in your child's classroom to find out how you can be most useful.
- Although we value all children, our ratio mandates do not allow us to have siblings in the classroom except for drop off and pick up.
- We encourage you to meet and have conversations with other parents but please have those conversations outside of the classroom.
- Your child has the luxury of having you for their own while at home. While in the classroom, please share yourself with all of the children.
- When needed, please redirect a child. Do not discipline; instead discreetly summon a teacher.
- We are working on helping the children to learn to do things independently. Please join us in showing (role modeling for) the children how to do, rather than doing for them.

Partnering with parents is a valued part of CAPE Inc. We look forward to your joining us in creating quality classrooms for our children.

Parent/Guardian Roles and Responsibilities

CAPE, Inc. offers many opportunities for parents/guardians to have active roles within the program. These roles come with the responsibility of participating in many of our daily routines, trainings, and/or events. We welcome every parent/guardian to actively embrace any or all of these roles and responsibilities:

<u>Role</u>	<u>Responsibility</u>
Participant	As a participant you will attend planned activities such as: <ul style="list-style-type: none">• Classroom parent meetings• Classroom committee meetings• Family events• Literacy Days• Program Leadership
Learner	As a learner you will have educational opportunities such as: <ul style="list-style-type: none">• Parent education groups• Infectious Disease training• CPR training• First Aid training• Injury prevention training• Information on child development• Assistance with enrolling for GED classes (High School Equivalency)• Assistance with enrolling for college credit courses• Assistance with enrolling for workshops, seminars, conferences, and talks• Parent leadership training
Contributor	As a contributor you can give a part of yourself to the program such as: <ul style="list-style-type: none">• Volunteering in various aspects of the program• Explore ideas and thoughts on committees and classroom activities• Program Decision Making
Supporter	As a supporter you can bring families together with activities such as: <ul style="list-style-type: none">• Encouraging other parents/guardians to participate• Spreading the good word about CAPE, Inc.• Supporting all staff in their efforts• Advocating for your child
Planner	As a planner you can work with the staff to initiate ideas such as: <ul style="list-style-type: none">• Initiating and planning activities of interest to parents/guardians• Identify goals for the CAPE, Inc. program• Assisting in the planning process as a Policy Group Member
Decision Maker	As a decision maker you can attend meetings such as: <ul style="list-style-type: none">• Policy Committee group meetings• Country-wide, city-wide, and state-wide Policy Groups

- State, Regional, and National Head Start Association meetings

Paid Employee

As a parent/guardian you have access to career opportunities such as:

- Classroom postings for current job opening announcements
- Access to apply for openings to qualified candidates
- Access to learn about and obtain job qualifications

Primary Educator

As a prime educator you can model your behavior in actions such as:

- Working with your child to reinforce what he/she learns in school
- Remembering that you are your child's primary teacher
- Remembering that you are your child's first role model
- Teaching your child to value education and learning

Child Advocate

As a child advocate your personal knowledge is key in:

- Understanding your child's needs and meeting them
- Knowing and protecting your child's rights
- Becoming an advocate for your child and other children in the community

Leader

As a leader you can be supportive in areas such as:

- Involvement in community (schools, government, health and human services) activities
- Learning the political system and how it works
- Using your leadership skills to assume a community leadership role

Absence Policy

Families participating in our programs must establish good attendance habits in their children. Children need to be in class on a daily basis to allow them every opportunity to learn.

Children who have chronic (excessive) absences due to illness may be asked to provide documentation from their medical professional (doctor, dentist, or nurse).

If your child is going to be absent for any reason, please call your child's center as soon as possible. If the center is not notified, your child's teacher will call that day to verify the absence. If your child is absent three (3) consecutive days without contact, the Family Advocate will contact you to establish the reason for the absence and determine if a case consultation is needed.

The State of California allows ten (10) "Best Interest Days" per program year. These do not have to be consecutive days missed and do not include days absent due to illness, family emergencies, medical appointments, or court ordered visitations.

If your child's ten best interest days are exceeded, your child will be dropped from the program.

Parents/Guardians are required to complete and sign the "Documentation of Absence Form" each time their child is absent from the program. Please review the excused/non-excused absence definitions on the attached document.

Special events such as Family Literacy Days, Harvest Brunch, Winter Celebration, and Parent Conferences are considered attendance days. If your child does not attend the special events the parent/guardian is required to complete and sign the Documentation of Absence Form.

For questions regarding the School Attendance/Absence Policy, please contact the ERSEA Specialist at 925-443-3434 ext. 108.

I have received a copy and understand the CAPE Inc. Absence Policy.

Child's Name _____

Center Name _____

Parent/Guardian Signature _____

Staff Signature _____

Date _____

Revised 6/24/04
PC approval 6/30/04

Attendance--Excused and Non-Excused Absence Policy Definitions

Excused Absences

IC – Ill child

- Child is sick with a cold, flu, ear infection, and/or fever
- Child has a contagious skin disorder or other contagious illness
- Quarantine
- COMMENTS – Must state specific illness on Documentation of Absence form

IP – Ill Parent

- Parent is sick with a cold, flu, ear infection, and/or fever
- Parent has a contagious skin disorder or other contagious illness
- Quarantine
- COMMENTS – Must state specific illness on Documentation of Absence form

APT – Appointment

- Medical or dental appointment for child or parent
- Welfare, Cal Works, or WIC appointment
- COMMENTS – Must state specific appointment on Documentation of Absence form

SO – Outside service

- IEP/IFSP or other related services scheduled outside of site (IEP/IFSP must be in child's file and Documentation of Absence is not required)

BI – Best Interest Days (maximum 10 per program year)

- Vacation
- Visit with a relative that the child does not get to see often
- COMMENTS – Must state who the child was with and where they went on Documentation of Absence form

FE – Family Emergency

- Death in the family
- Serious illness or accident of a relative
- Family displaced from home
- CPS intervention
- COMMENTS – Must state the specific emergency on Documentation of Absence Form

CO – Court Order

- Court Mandate to be with a parent/relative/guardian (copy of court order required)
- COMMENTS – Must state on Documentation of Absence Form who the child was with.

Non Excused Absences-Absences that are not specified/documented by parents as meeting the criteria for excused absences will be counted as unexcused. As children cannot benefit from the program when they do not attend and CAPE Inc. does not receive state funding for unexcused absences. We encourage parents to have their children attend the program on a regular basis.

The following are considered reasons for unexcused absences:

- No reason or No signature on Documentation of Absence; Transportation Crises
- Parent did not feel like taking the child to school -Child was with a friend -Bad Weather
- Child did not want to go to school - Personal business

Policy Committee

What is the Policy Committee?

The Policy Committee (PC) is a decision and policy setting group made up of parents from our Program Centers and Community Representatives. Parents who are attending CAPE Inc. Programs, elect representatives from their centers annually.

PC representatives are elected at the parent meeting in October. Parents and community representatives must be approved by the standing PC before they can become members.

What does the PC do and why should I be involved?

CAPE Inc. cannot operate its programs without the PC. The representatives must approve or disapprove major program decisions. These include but are not limited to:

Approval of staff hires
Approval of changes in the budget
Approval of changes to program services

The Federal Head Start Agency establishes these guidelines. Parent Involvement is important to everyone participating in our program, especially your children. Research in Early Childhood Education clearly shows that children whose parent's are involved do better, not only in preschool, but in elementary school as well!

What will I do as a PC Representative?

Each PC representative attends monthly meetings. This is your opportunity to share ideas/concerns and to make suggestions from your center to the PC. The representative also reports back to the center Parent Committee about actions taken by the PC. The Executive Director and the Family Community Partnership Specialist attend the PC meetings to act as a resource and support to the committee. As a representative you will be instrumental in the decisions affecting the whole agency and the classroom that you are representing.

The PC meetings are run using Parliamentary Procedures that have been established for non-profit organizations. If this is your first time participating in a group like this, it is a great opportunity to learn new skills that can be used in many other situations. Employers often consider this type of work/leadership involvement when reviewing job applications and resumes.

This is important work!

What is a PC Reimbursement?

As a member of the PC, you are entitled to receive a childcare and/or transportation reimbursement payment.

**WE LOOK FORWARD TO WORKING WITH YOU
AS A REPRESENTATIVE OF THE
POLICY COMMITTEE!**

CAPE Inc. Smoke-Free Policy and Procedure

Program Instruction

As per the Program Instruction #ACYF-PI-HS-95-04 (“Establishing a Smoke-Free Environment in Head Start/Early Head Start Programs”), all Head Start/Early Head Start grantees and delegate agencies are required to create smoke-free environments and to eliminate exposure to tobacco smoke by children, parents and staff in the Head Start/Early Head Start programs.

Policy

Due to the acknowledged hazards, both to adult non-smokers and especially to young children, arising from exposure to environmental tobacco smoke, it shall be the policy of CAPE, Inc. to provide a smoke-free environment for staff, children, parents, and volunteers. This policy covers the smoking of any tobacco product and applies to both employees and non-employee participants of CAPE Inc.

CAPE Inc. will serve as an example to the other childcare and community agencies. CAPE, Inc. staff and volunteers will serve as role models by not smoking in the presence of children, parents and participants.

Definition

1. There will be no smoking in any CAPE Inc. facilities or vehicles at any time. The decision to provide or not provide designated smoking areas outside the building and surrounding out-door areas will be at the discretion of the Executive Director or local decision-making body.

The designated smoking area will be located out of the children’s sight, away from the main entrances to the building, at least 20 feet from the main entrance. All smoking trash, including cigarette butts and matches, will be extinguished and disposed of in appropriate containers. Program supervisors at each site will ensure periodic clean up of the designated smoking area. If the designated smoking area is not properly maintained (for example, if cigarette butts are found on the ground), it can be eliminated at the discretion of the Executive Director.

2. There will be no tobacco use in the personal vehicles transporting persons on CAPE Inc. authorized business.
3. There will be no smoking by staff or volunteers when children are present. This includes both indoor and outdoor activities. Walks and other off-site activities will be smoke free to the fullest extent possible. Because of the need to provide a high staff/child ratio during field trips; staff or volunteers will not leave the children for the purpose of a smoke break. Staff, parents, and participants will not smoke during on-site conferences. Staff will not smoke and will request that parents not smoke during home-visits. Parents will be informed of the smoke-free request prior to the home visit.
4. CAPE Inc.’s smoke-free policy shall apply to all off-site activities and functions. During indoor activities, the designated smoking area shall be outside the building and out of sight of the children at least 20 feet from the main entrance of the building. During outdoor functions, the designated smoking area will be out of sight of the children and at least 100 feet away from the activity area.

Breaks

Supervisors will discuss the issue of smoke breaks with their staff. Together they will develop effective solutions that do not interfere with the productivity of the staff.

Procedure

1. Staff will be informed of this policy through signs posted in the centers and the administrative offices, the Employee Handbook, and orientation and training provided by their supervisors.
2. Volunteers, parents, and participants will be informed through the following methods:
 - A. The policy will be stated in the parent handbook.
 - B. Signs will be posted in agency facilities and vehicles.
 - C. Announcements will be made during parent orientation, center parent meetings and Policy Committee trainings / meetings
 - D. Other communication mechanisms deemed appropriate by the Executive Director.
2. The Health Specialist will assist staff who wishes to quit smoking by facilitating access to recommended smoking cessation programs and materials.
5. Any violations of this policy will be handled through the standard grievance procedures.

Second Hand Smoke

Second hand smoke can be harmful to young children who are exposed to environments where adults smoke. The effects of breathing second hand smoke are greater for children since they breathe more air in relation to their body weight than adults. The irritants and toxins in second hand smoke can do more damage since children's lungs and immune systems are still developing. Children depend on adults for care and supervision. They are not in control and not able to remove themselves from the environment of the smoker. Enforce a no smoking policy around your child!

Smoking in Cars

Effective January 1, 2008, Health and Safety Code 118947 bans the smoking of any cigarette, pipe or cigar in a moving or parked vehicle while a youth younger than the age of 18 is present.

CAPE, Inc.
Dispute Resolution Process
Impasse Procedures and Formal Communications

Formalized Dispute Resolution, Impasse and Formal Communications procedures are established to ensure that as issues arise they are conveyed to the appropriate staff member or governing body for action.

The objectives of the communication and dispute resolution procedures shall be to:

1. Provide a formal channel for communication between community members, staff, Policy Committee (P.C.) representatives, parents and members of the Board of Directors (BOD).
2. Provide a systematic, prompt and orderly process for conveying information and resolving issues.
3. Include the BOD and P.C. in a system of regular communication, including:
 - A timetable for program planning
 - Exchange of meeting minutes
 - Joint Training as required
 - Receipt of regular and accurate written information about program planning and agency operations
4. Encourage community members, parent, P.C. representatives and member of the BOD to feel free to ask questions and raise issues.
 5. Provide a system for seeking solutions and cooperation when issues do arise during the course of program operation.
 6. Set forth a procedure to insure prompt resolution of disputes.

Training:

Members of the Board of Directors, Policy Committee and the staff of CAPE, Inc. will receive training on the roles and responsibilities as related to shared program decision making, and dispute resolution year.

Dispute Resolution Process:

I. Parents:

The following outline establishes a line of communication so the parties directly affected may become aware of questions and/or concerns and then work together towards mutual resolution.

- a) Any parent who has questions or concerns directly related to the preschool site should discuss these issues with the teacher. The teacher will respond to the parent's questions or concerns within 5 working days.
- b) If a parent feels that his/her questions or concern has not been satisfactorily answered, they should bring it to the attention of the Site Supervisor. The Site supervisor will respond within 5 working days.
- c) If a parent feels that his/her question or concern has not been satisfactorily answered they should bring it to the attention of the Field Services Supervisor. The Field Services Supervisor will respond within 5 working days
- d) If a parent feels that his/her question or concern has not been satisfactorily answered they should bring it to the attention of the appropriate Unit Manager. The Unit manager will respond within 5 working days,
- e) Any parent who has questions or concerns related to Fiscal Services they should bring it to the attention of the Executive Director. The Executive Director will respond within 5 working days.

- f) Any parent who has questions or concerns directly related to a Content Area Specialists in ERSEA, Health, Disabilities, Family Community Partnerships, Nutrition, Mental Health, or Education: See the “Program Design & Planning Unit Manager”.
- g) Any parent who has questions or concerns related to the Field Service Supervisor, site based Child Development staff, and Family Advocates: See the “Integrated Services Unit Manager”.

The Unit Manager will respond to the parent within 5 working days.

- h) If the parent is not satisfied, he/she may contact the Executive Director. The Executive Director will investigate the matter and report back within 5 working days.
- i) If the parent continues to feel dissatisfied with the action(s), he/she may bring the issue to the P.C. The P.C. will establish a subcommittee to investigate and report their findings and recommendations. The P.C. may then vote on action to be taken to resolve the issue at the next scheduled P.C. meeting
- j) If resolution of the issue or dispute requires action of the BOD, a separate Board committee may be established to investigate the issue. This Board committee will report back to the P.C. at the next regularly scheduled meeting of the P.C. on the action that was taken.
- k) Questions relating to general program operations, policies and /or procedures should be directed to the appropriate CAPE, Inc. manager (same as above).

II. Policy Committee:

- a) Any Policy Committee (P.C.) member or alternate who has a question or concern that affects CAPE, Inc. program operation should bring the issue to the P.C. Chairperson.
- b) The Chairperson will then discuss the issue with the officers of the P.C. and the appropriate CAPE managers or specialists. A joint decision will be made as to the appropriate course of action. The P.C. Chairperson will report back to the P.C. representative or alternate within 5 working days.
- c) If necessary, the P.C. representative or alternate feels that the issue has not been satisfactorily resolved, the P.C. may appoint a committee to investigate and report their findings and recommendations. The P.C. may then vote on action to be taken to resolve the issue at the next scheduled P.C. meeting.
- d) If resolution of the issue or dispute requires action of the Board of Directors (BOD), a separate Board committee may be established to investigate the issue. The Board committee will report at the next scheduled meeting of the BOD and a vote will be taken. This Board committee will report back to the P.C. at the next regularly scheduled meeting of the P.C. on the action that was taken.
- e) If the BOD does not support the decision of the P.C., the two bodies will meet together, present their findings and recommendations and vote on the issue.
- f) If resolution cannot be achieved, the procedures specified in the Impasse Procedure (see section E) will be followed.

III. Board of Directors:

- a) Any member of the Board of Directors (BOD) who has a question or concern related to CAPE, Inc. should bring the issue to the President of the BOD.
- b) The BOD President will bring the issue to the officers of the BOD *and the Executive Director*. A joint decision will be made as to the appropriate course of action. The President will report back to the BOD member within 5 working days.
- c) If the Board member feels that the issue has not been satisfactorily resolved, the BOD may appoint a committee to investigate and report their findings and recommendations back to the Board. The BOD may then vote on action to be taken to resolve the issue.
- d) If resolution of the issue or dispute requires action of the Policy Committee (P.C.), a separate P.C. committee will be established to investigate the issue. This P.C. committee will report back to the BOD at the next regularly scheduled meeting on the action that was taken.
- e) If the P.C. does not support the decision of the BOD, the two bodies will meet together, present their findings and recommendations and vote on the issue.
- f) If resolution cannot be achieved, the procedures specified in the Impasse Procedure (see section E) will be followed.

IV. Staff:

The procedures for handling staff concerns and grievances are outlined in CAPE, Inc., Employee Handbook, Personnel Policies #913 and #1000.

V. Community Members:

Community members with questions and/or concerns may bring them to the attention of the Executive Director. The Executive Director will respond within 5 working days.

E. Impasse Procedure:

In the event that joint action of the Board of Directors (BOD) and the Policy Committee (P.C.) is required and the two bodies are unable to reach a mutually agreeable resolution by following the procedures as outlined above, then the following impasse procedure shall apply.

- a) The BOD and the P.C. will each select an impartial individual (not a member of the staff, Board of Directors, Policy Committee, program client or community member with a close association to the agency) to serve on an Impasse Committee. These two representatives will then select an additional impartial individual to serve as the third committee member. Total membership of the Committee will be three (3).
- b) The Impasse Committee will investigate the issue or dispute and report their findings and recommendation for action to both the BOD and the PC with 10 working days.
- c) The decision of the Impasse Committee will be final and binding.

F. Meetings and Minutes & Other Published Communication:

- a) Monthly meetings will be held for both Policy Committee (P.C.) and Board of Directors (BOD). Staff will provide both groups with information on program operations, fiscal reports and any communications received from the grantees or State and Federal authorities.
- b) Both the BOD and P.C. may form committees as needed to work on plans for all aspects of the program.
- c) The Executive Director, P.C. Chairperson and BOD President will meet quarterly to exchange information; share concerns and discuss overall program policy and operation.
- d) In order to facilitate communications between the governing bodies, a member of the BOD will attend P.C. meetings and a P.C. representative will attend BOD meetings. There will also be an exchange of minutes between the two bodies.
- e) Copies of the approved minutes of both the BOD and the P.C. will be posted at each CAPE, Inc. site.
- f) Parent meetings will be held, on a regular basis, at each preschool and childcare center. Parents are encouraged to attend, to ask questions and voice concerns at these meetings as well as during day-to-day interactions with staff. Minutes of center Parent Meetings will be taken and posted.
- g) An agency-wide newsletter will be distributed quarterly and center specific newsletters will be distributed to parents monthly.

Committee review / draft revision: 11/2006

Committee review / final draft accepted: 11/2006

BOD Approval Date: 5-10-07

PC Approval Date: 11-28-07

Livermore Valley Joint Unified School District-Annual Notice Uniform Complaint Procedures (Board Policy 1314)

For participants of the State funded extended and full day state preschool programs, only, the following Livermore Valley Joint Unified School District's Uniform Complaint Procedure is available for use after the CAPE Inc. Dispute Resolution Process has been followed.

The Livermore Valley Joint Unified School District has uniform complaint procedures, which are to be utilized and followed when parents/guardians, students or staff has complaints alleging violation of applicable state and federal laws governing educational programs.

Applicable violations covered under these procedures include unlawful discrimination based on age, sex, sexual orientation, gender, ethnic group identification, race ancestry, national origin, religion, color, mental or physical disability; failure to comply with state and/or federal laws in adult education, consolidated categorical aids programs, migrant education, vocational education, child care and development, child nutrition, and special education programs. A copy of the uniform complaint procedures is available at each school site, as well as the Superintendent's office, or the Student Services office.

Process

The principal will assist in filing the complaint and inform the Assistant Superintendent. Mediation and assistance from a third party is available but not mandatory. If mediation does not resolve the complaint, the investigation shall provide an opportunity for the complainant and district to present information relevant to the complaint. A written decision will be completed and submitted to the complainant. The complainant may appeal the decision of the program administrator to the Board of Education.

Complaints alleging discrimination must be filed no later than six months from the date when the alleged incident occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination. The district will complete the complaint process, including appeals, within sixty (60) days.

Complainant has a right to file an appeal with the California Department of Education within fifteen (15) days of receipt of the district decision. Persons filing discrimination complaints must wait until 60 days has elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies. It is the policy of the district that no person suffers any form of retaliation as a result of making a complaint.

Designated Program Administrators

1. Discrimination-Director of Human Resources
2. Adult Education-Director of Curriculum, & Special Projects
3. Consolidated Programs, Migrant Education, Vocational Education-Director of Curriculum & Special Projects
4. Child Nutrition-Assistant Superintendent
5. Special Education-Asst. Director of Special Education
6. Child Care and Development-Director of Student Services
7. General Education-See policy

Civil Remedies. A complainant may pursue available civil law remedies outside the districts complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For further information regarding free to low cost legal services contact:

Affordable Legal Aid Inc.-Hayward 520-317-8000
Legal Aid of Alameda County-Hayward: 800-200-0982
Community Alliance for Special Education (CASE)-San Francisco: 415-431-2285

CAPE Inc. UNIFORM COMPLAINT PROCEDURE

It is the intent of CAPE Inc. to fully comply with all applicable state and federal laws and regulations.

Individuals, agencies, organizations, students and interested third parties have the right to file a complaint regarding the CAPE Inc. allegations of unlawful discrimination (Ed Code sections 200 and 220 and Government Code section 11135) in any program or activity funded directly by the State or receiving federal or state financial assistance. Complaints must be signed and filed in writing with the State Department of Education.

**Child Development Division
Compliant Coordinator
1430 N Street, Suite 3410
Sacramento, CA. 95814**

If the complainant is not satisfied with the final written decision of the California Department of Education, remedies may be available in federal or state court. The complainant should seek the advice of an attorney of his/her choosing in this event.

A complainant filing a written complaint alleging violations of prohibited discrimination may also pursue civil law remedies, including, but not limited to, injunctions, retraining orders, or other remedies or orders.

Education Code, section 200 and section 220 define the protected classes for allegations of unlawful discrimination to include: sex, gender, ethnic group identification, race, ancestry, national origin, religion, color, mental or physical disability, and sexual orientation or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the *Penal Code*.

Extended and Full Day State Funded Preschool Programs

Part/Extended day and Full day State Funded Preschool programs are operated through a subcontract of the Livermore Valley Joint Unified School District or the State of California that receives funding from the California Department of Education, Child Development Division. To qualify for these programs, families must meet additional criteria as mandated by California Code of Regulations, Title 5 and the California Education Code sections.

Services are funded through both Federal Head Start and State Funding at Ormond, Bess Platt, Leahy, Hill n Dale, Frederiksen and Jackson Preschool Centers. Part/extended and full day state funded preschool programs, have specific requirements for family participation. Certification for state funded preschool services is required prior to enrollment in these programs. Required documentation for certification includes: birth certificate, verification of current income sources for all adults counted in the family size, verification of birth for all children counted in the family size, and employment/ training verification for all adults counted in the family size (Full Day State Preschool program only).

Priority for admission is based on the following:

- a. Children age 3-5 referred by Child Protective Services
- b. Children age 3-5 in Homeless Families
- c. Income eligible four-year-old children (as of December 2nd of current school year)
- d. Income eligible three-year-old children (as of December 2nd of current school year)

Eligibility Criteria:

The state funded preschool programs have eligibility criteria that must be met by all families and children enrolled. Children must be between the ages of three (3) to five (5) at the time of enrollment. Except for CPS children, the family's adjusted monthly income cannot exceed the income ceiling established by the California Department of Education. Documentation verifying CPS, homelessness and income status must be received prior to program enrollment. CPS referrals must be updated every six (6) months.

In addition to meeting the above eligibility requirements, in order to be enrolled in the Full Day State Funded Preschool program, all adults counted in the family size must have a documented **need** for child care services for the days and hours of enrollment in the center-based portion of the program. Documentation verifying employment, training, and/or incapacity must be received prior to program enrollment.

If your family participates in the Full Day State Preschool program, it is the parent/guardian's responsibility to notify CAPE Inc. of any changes(within 5 days) in family income, family size, or reason for needing childcare services (including changes in the adult's training/work schedule from school/employer) during the year. Documentation will be required to verify these changes. A re-evaluation of your family's eligibility and need for State services will be made as needed. Verification of employment or school attendance is required.

Should changes occur for State-funded programs, a Notice of Action form must be given to parents at least 14 days in advance of the effective date of the change (or mailed to parents at least 19 days in advance of the effective date of the change).

What to Expect at Recertification

Regular recertification is a requirement of the state subsidy program under which you are receiving childcare. Please note that this is intended as a guide, only, and is not an exhaustive list of eligibility regulations or acceptable documentation. Your eligibility specialist will help you with your specific requirements.

- ☆ **Single-Parent Household:** Under state requirements effective 7/1/08, we are required to gather more information about all adults in the house and their relationship to the applicant and the child. Some of these adults may be required by regulation to be co-applicants. Be prepared to provide this information to your eligibility specialist. In some cases, this may require additional documentation. We are also now required to gather proof of the existence and relationship of all children claimed in the application. Please be prepared to share this as well.
- ☆ **Multi-Parent Household:** Please note that all co-applicants (parents/caretakers) must have a qualifying “need” for childcare during the hours that the child is in care (full day families). If *any* of the co-applicants is available for all or part of the day, you will not qualify for childcare during those hours. Effective 7/1/08, we are now required to gather proof of the existence and relationship of all children claimed in the application. Please be prepared to share this as well.
- ☆ **At least one adult is in school or in training:** Print out your last semester’s grades and your upcoming semester’s schedule. Be prepared to provide those immediately at the end of each semester/term. You must complete and pass all courses or your childcare may be terminated. You only qualify for childcare for those hours that you are in class, lab, and studying. Study time is limited to two hours per week per academic unit. A variety of training activities qualify including ESL and online classes so long as they support a vocational goal. *Effective 7/1/08, you can now only claim school or training as a need for childcare for up to six years from when you first start. Most graduate-level students are also no longer eligible).* Partial recertification occurs at the end of every semester/term. Be prepared to indicate and document your source(s) of financial support while in school.
- ☆ **At least one adult is working:** Be prepared to show your pay stubs and to sign a release for your employer to provide us with information. Remember, you only qualify for childcare for those hours that you are working; be sure to maintain as full a daytime schedule as possible. If pay stubs are not available be prepared to provide other documentation of income. Recertification occurs annually unless income/hours fluctuate or there are any changes to report.
- ☆ **At least one adult is self-employed:** Maintain good records, contracts, leases, sales logs, etc. You will be required to provide this information at recertification as well as a description of your business activities. Be prepared to provide all income and expense information for your business. You will also have to provide tax returns as soon as they are available. Recertification occurs annually unless income/hours fluctuate or there are any changes to report.
- ☆ **At least one adult is employed in a family day care home.** Annual recertification unless there are any changes to report. Effective 7/1/08, you cannot qualify for childcare if you run a family day care home. You *can* qualify if you are an *assistant* employed in large family day

care homes that is licensed for at least seven children. Be prepared to have your employer document certain information such as their license, enrollment, and ratios as well as your pay stubs and hours.

- ☆ **At least one adult is seeking employment.** Be prepared to describe how you intend to secure, change, or increase employment. In most cases, you are limited to 60 days before you must find employment or cease childcare. You are also limited to part-time care of 30 hours per week unless you qualify for another need (e.g. working or in school) at the same time. Recertification occurs at end of seeking-employment period. Be prepared to indicate and document your source(s) of financial support while seeking employment.
- ☆ **At least one adult is physically, mentally, or emotionally unable to care for child:** Be prepared to have a doctor provide a statement of incapacity. The statement must indicate the number of hours per day you are incapacitated. It must also indicate the *last day* of the incapacity. Recertification occurs on the last day indicated and no longer than one year. For long-term or permanent disability, it is expected that the doctor will reissue the statements annually. Be prepared to document your source(s) of financial support while incapacitated.
- ☆ **You are engaged in more than one activity above:** You can have more than one qualifying need to receive childcare. If, for example, you are part-time employed and a part-time student, you will need to document both of those activities to receive full-time care. Be prepared to document all source(s) of financial support.
- ☆ **Child is in Child Protective Services or At-Risk of Abuse.** A written referral from a legally-qualified individual is required. Recertification is short-term. Your eligibility specialist can help you with this.
- ☆ **Family is homeless:** Be prepared with a description of your situation as well as your plan to search for permanent housing. If available, have a written referral from an emergency/temporary housing shelter. In most cases, you are limited to 60 days before you must find housing or cease childcare. You are also limited to part-time care of 30 hours per week unless you qualify for another need (e.g. working or in school) at the same time. Recertification occurs at end of seeking-housing period. Be prepared to indicate and document your source(s) of financial support while seeking housing.
- ☆ **Family does not reside in California:** If none of the documents provided indicates you reside in California, you will not qualify for childcare. (Does not apply to homeless families).
- ☆ **Family receives child support, rent, disability, interest, inheritance, or any other non-wage income:** Be prepared to declare, under penalty of perjury, all non-wage income. (The above list is for example only and is not exclusive.)



BIKE SAFETY

CARRYING YOUR CHILD SAFELY ON A BIKE

- ❑ NEVER carry a baby under age 1 on a bicycle. A baby does not have the neck strength to wear a helmet. The baby's back is not strong enough to sit straight with the motion of the bike.
- ❑ When a child is old enough to ride on an adult's bike, only a skilled rider should carry him/her.
 - Ride only in safe areas like parks, bike paths, or quiet streets.
 - Make sure both adult and child are wearing properly fitting helmets.
 - Make sure the child carrier has a high back, a lap and shoulder harness, and foot guards to keep feet away from the spokes.
 - Make sure the bike trailer has a high-backed seat and a lap and shoulder harness.
 - Check that carrier or trailer is fastened firmly to the bike.
 - Buckle the harness snugly around the child.

HEAD OUT SAFELY!

- ❑ Wearing a bike helmet is the most important way for your child to stay safe on a play vehicle, tricycle, or bike. A helmet can help reduce the risk of head injury by 85% when worn correctly.
- ❑ Toddler helmets are lightweight, because a toddler's neck is not strong enough for a regular helmet. Also, these helmets come down low around the back of the head for more coverage.
- ❑ Insist that your child wear a helmet whenever he/she rides. Every new helmet must meet the Consumer Product Safety Commission (CPSC) Standard and display a label stating that it meets the standard. On older helmets, look for a CPSC, ASTM¹, ANSI², or Snell³ sticker inside the helmet.

THE RIGHT FIT IS IMPORTANT!

- ❑ Make sure the helmet covers the upper part of the forehead and sits level on the head (two finger widths above the eyebrows).
- ❑ Use the foam pads inside to fit the helmet snugly so it doesn't slip around.
- ❑ Adjust the chin strap tightly enough so the helmet pulls down when the child opens his mouth.
- ❑ Adjust the two side straps so they meet in a "V" right under each ear.

Pedestrian Safety



Teach Your Children:

- Do not cross the street alone if you're younger than 10 years old.
- Stop at the curb before crossing the street.
- Walk, don't run, across the street.
- Cross at corners, using traffic signals and crosswalks.
- Look left, right, and left again before crossing.
- Walk facing traffic.
- Make sure drivers see you before crossing in front of them.
- Do not play in driveways, streets, parking lots or unfenced yards by the street.
- Wear white clothing or reflectors when walking at night.
- Cross at least 10 feet in front of a school bus.

CAPE, Inc.
Community Association for Preschool Education



VEHICLE SAFETY TIPS

The danger zone is the area on all sides of the bus where children are in the most danger of being hit. Children should stay ten feet away from the bus (or as far away as they can) and never go behind it. They should take five giant steps in front of the bus before crossing, so they can be seen by the driver.

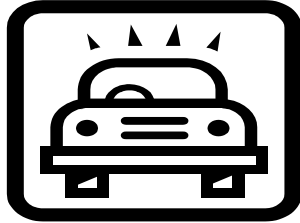
TEACH YOUR CHILD TO GET IN AND OUT OF VEHICLES SAFELY:

- ❑ When getting on the bus, stay away from the danger zone and wait for the driver's signal. Board the bus one at a time.
- ❑ When getting out of the vehicle, look before stepping out of the vehicle to be sure no cars are passing on the shoulder (side of the road). Move away from the vehicle.
- ❑ Look left-right-left when coming to the edge of the vehicle to make sure traffic is stopped. Keep watching traffic while crossing.

SAFETY STEPS YOU CAN TAKE:

- ❑ Supervise children to make sure they get to the stop in time, wait far away from the road, and avoid rough play.
- ❑ Teach your child to ask the driver for help if he/she drops something near the vehicle. If a child bends down to pick up something, the driver cannot see him/her, and the child may be hit by the bus. Have your child use a backpack or book bag to keep loose items together.
- ❑ Make sure clothing and backpacks have no loose drawstrings or long straps, to get caught in the handrail or bus door.
- ❑ Encourage safe school bus loading and unloading.

KEEPING KIDS SAFE IN OR AROUND VEHICLES



NEVER leave children alone in or around vehicles....
Not even for a minute!!

Many caring and responsible parents have left their children alone in a car, not realizing the risks involved. Some parents think it is OK to leave a child alone in a car while they run into the store, quickly drop off dry cleaning or while dropping another child off at school. Results of leaving a child alone in or around a vehicle can be deadly.

- ❑ The temperature inside a car can reach deadly levels in minutes.
- ❑ Children can set the vehicle in motion.
- ❑ The child might leave the vehicle to go look for you.
- ❑ Your child can be abducted.

SAFETY TIPS

- ❑ Children should never be left alone in a vehicle, not even to run a quick errand.
- ❑ Keep vehicles locked at all times, even in the garage or driveway.
- ❑ Keys should never be left in reach of children.
- ❑ Teach your children to never play around a vehicle; drivers have difficulty seeing small children when they back up.
- ❑ Consider installing cross-view mirrors and/or backup detection device on your vehicle.
- ❑ Always make sure that all child passengers have left the car after it is parked. Don't overlook sleeping babies.
- ❑ If a child is locked inside a car, get them out as quickly as possible. If they are hot or seem sick, call 911 or your local emergency number immediately.
- ❑ When a child is missing, check vehicles and car trunks right away.