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Introduction

Welcome to Feather River College Child Development Center! We are a state-funded Pre-school serving children ages two through five. We are open Monday through Friday, 7:45 a.m. to 5:15 p.m., with our days of operation following the Feather River College school calendar. We are available as a support service to parents who are enrolled in any accredited two or four year post-secondary school or GED program. For families who are eligible, we offer fully or partially subsidized care. In addition, we are open to the public with limited availability.

Nondiscrimination Policy

We provide service to all qualified families. Our program does not discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability. In relation to disabilities, we support and respect our neighboring PUSD Special Day Preschool by sharing a cooperative mainstreaming relationship through the use of blending our programs, making appropriate referrals sharing resource.. Our building, even though it is quite old does have handicap access. These services allow the CDC to serve families with special needs in a more complete manner, and address the needs of ADA requirements.

We intend to serve as many families as possible; however, priority will be given to lowest income students with the greatest need for service. The Center will adhere to all regulations and guidelines established by the State Department of Education, Child Development Division (SDE/CDD). The Center will refrain from religious instruction or worship of any kind. All parents are given a Notice of Action, and Parent's Rights forms upon registration in the Center. These are to inform you of your rights and the appeal process.

Program Philosophy

Our philosophy here at the Feather River College Children's Center is to provide a unique program within a nurturing, and playful environment, offering multiple learning opportunities. We use the children's interest and developmentally appropriate practices to create a play-based, meaningful curriculum.

We encourage each child to grow up loving themselves and feeling like capable human beings. We value and respect each child, their family, staff members and student teachers while celebrating the unique gifts we all have to share within our preschool family.

Our physical environment is creative and full of a variety of self-motivated activity times in which a child can choose a balance of teacher or child initiated activities. The children can work individually or in groups. The staff is fully engaged with the children as they observe, listen and provide the needed resources for the children to accommodate their creative process. Many positive interactions occur throughout the day. Lots of opportunities for asking questions, talking to each other, and listening are valuable ways to stimulate creative thinking and making wonderful discoveries. The environment is deliberately set up to promote a passion for learning.

We have a strong belief in creating a foundation of positive and compassionate social skills, which encourages cooperation, assertion, responsibility, empathy, problem solving and self-control. These skills are taught through our enriched environment, actual teaching methods, reminders, reinforcement, redirection, and most importantly through modeling. Through teamwork, open communication and encouragement, the staff works with each other and in cooperation with the families to create an environment of mutual respect.

We also value the importance healthy nutrition and sharing our food family style. We encourage pleasant conversations, enjoying familiar foods and introducing new foods.

Family members are encouraged to become active participants in our learning community. In cooperation with the parents, we wish to honor each family's cultural and linguistic needs. We strongly encourage parent involvement. Together, we work toward a high quality educational experience for children and adults where we build a foundation in which we can explore the world and enjoy life long learning.

Mission Statement

The mission of the Child Development Center is to provide a welcoming and supportive atmosphere for adults and children. We offer a creative environment that encourages a joyful desire to learn that is engaging and age appropriate. Our program offers opportunities for parents, staff, students and children to maximize their potential and empower their uniqueness's through self expression and creativity. We provide a mutually respectful atmosphere where adults and children can practice healthy communication skills, effective problems solving strategies while they develop trust and positive relationships and work together in cooperative manner. We also value the importance of spontaneity, playfulness and humor throughout all aspects of our warm and welcoming program.

Parent's Responsibilities and How You Can Help

All parents are encourage to visit, play with the children and explore the CDC.

We see our program as a team effort with parents and the CDC staff both working for the best interests of the children. We want parents to be part



of the program and to help maintain the quality of our program. The staff at the CDC believes you are your child's primary teacher and want you to be active in your child's preschool program. At the beginning of the semester we hold a family orientation/open house. We strongly encourage you to attend this valuable meeting. During the school year we encourage open communication via direct conversations with staff or notes in the teacher's mailboxes if a teacher is engaged with the children and are not able to talk at that time. We also communicate announcements via your Parent Pouch, notes on the Parent Board and by the sign-in sheets.

Parent Meetings

In addition we have bi-monthly Parent Meetings. These meetings include announcement, updates, and an educational topic. We also share any upcoming potential changes. We appreciate your input as we update our philosophy, program goals, curriculum, classroom structure, etc... Your observations, insights, concerns and feedback are respected by the staff and very beneficial to growth of our program.

Please come in and visit our program at any time. If you are unable to attend during our hours of operation, you can contribute in many other ways such as: a Parent Project Day on some weekends, take home projects (sewing for example), donations of needed goods, assistance during our fundraisers, and during CDC and family gatherings. In addition, you may want to volunteer to the Child Development Advisory Committee which is described as follows:

Child Development Advisory Committee

The Child Development Advisory Committee, made up of parents, staff, ECE professionals and interested community members, will advise the Center program when asked to do so. The committee holds regular meetings, keep records, and serves as a voice for Center concerns.



Admission & Eligibility

Admission Priority

Priority for children of student-parents is given in the following order:

1. Child referred by Child Protective Services (CPS)
2. Student parents with lowest income demonstrating the greatest need for service
3. Student parents enrolled with the greatest number of units, with priority given to full-time students
4. Children age four and older
5. Student parent with second child in need of services

Children of non-student parents

Child referred by Child Protective Services (CPS)

Student parents with lowest income demonstrating the greatest need for services.

Feather River College Staff and Faculty with 3-5 year olds at full cost.

Community Members / FRC Staff or Faculty income eligible if they are working or attending school.

Children of non-student parents are taken on a first-come, first served basis, as space is available.

Admission Requirements

If this is your first semester at Feather River College Child Development Center (FRC CDC), it is required to schedule an admissions interview with the Director. That way, you can be introduced to the program and ask any questions you need answered. When you come to register your child, even if you are a returning parent, please bring the following with you:

1. Child's health history and doctor's physical (forms available at the Center)
2. Child's immunization records
3. TB test verification for child
4. TB test verification for parent*
5. Parent's class schedule* and progress report if possible.
6. Income verification (a months worth of pay stubs.)

* Items 4, and 5 are for FRC student parents only.

Registration

All required paperwork must be completed before the child can start school. Registration is held for two weeks before the first day of classes in the fall semester and for one week before the first day of classes in the spring semester. If you are a returning parent, we need a copy of your transcripts and you must contact the Center no later than the end of the first week of classes if you want your child to attend that semester. If you do not contact the CDC by phone, returning form or in person, your child's spot will be given to the next person on the waiting list, and your name will be placed on the eligibility list. Please stay in touch and don't lose out.

The FRC CDC maintains a waiting list for both student and non-student parents. If you are not able to register your child right away, we suggest you have your name added to the waiting list, as openings often come up as the year progresses. We also suggest placing your child's name on a waiting list for an opening the next semester or even the next year.

Fee Information

Student Parents

The CDC fees are calculated yearly using the California Department of Education's Child Development Division (CDD) fee schedule, based on family gross monthly income. Your income may be verified by: Cal Works statements, payroll stubs, and/ or verification

by self or employee. Any change in income must be reported within the month of change or childcare services may be cancelled.

Non-student Parents

Fee-based non-student parents pay a set fee determined by the California Department of Education CDD.



All Parents

The following payment information is for student parents who qualify for partial or full-cost fees, and for all non-student parents:

Payment and Collection

1. All fees are computed by, payable to, and collected by the CDC office staff.
2. All fees must be paid in advance monthly, and are due within fifteen days of receipt.
3. Receipts will be given for the amount received and the dates covered.
4. Fees are not refundable if your child is absent and/or does not meet contracted hours.
5. Returned checks must be paid in cash or money order (overdraft charges will be paid by parent).
6. Parents who are paid monthly or have a special need may make arrangements with the Center Director upon entering the program. These arrangements will be in writing and signed.

Payments/Late Fees

Fees shall be considered late if they are received seven (7) calendar days after due. Upon determining that the fees are late, the Center Director will give you a notice of action to possibly terminate service. This notice will state that if fees are not paid within two weeks from the date of notice, services will be cancelled. If the fees are not paid, service will be cancelled on the date given and effective date on the Notice Of Action. The Center reserves the right to refuse services for six months if your childcare services are due to failure to pay fees. The Business Office will be notified if fees are not paid within one month. Delinquent fees may be referred to a collection agency.

Additional Hours

Additional hours or days of service outside the regular schedule must be requested in writing in advance, approved by the Director and/or Senior Office Assistant. The you will be billed accordingly.

Information For Student Parents

Hours of Care Available for Student Parents

Student parents must maintain a passing GPA to qualify for ongoing CDC services, and provide appropriate documentation of course work completion. Students must declare an education or vocational training goal and the time line for completion.

Changes in Schedule

If your school schedule changes, or your child's schedule needs changing, it is your responsibility to notify the Director and update the Parent-Child Schedule. Fees, if any, will be adjusted according to your new schedule.

Continuing Eligibility

In order to maintain childcare for your child, you must continue to meet at least one requirement in each of the following two categories:

1. Eligibility
 - a) Referred by CPS;
 - b) Receiving Aid/Cal Works or,
 - c) Family income falls within or below 75% of the state median income adjusted for family size.

2. Need for Service
 - a) Child is abused, neglected, or at risk referred by a legally qualified professional.
 - b) Parent is enrolled in training program leading to a degree or vocational goal .
 - c) Low-income working.

Re-Certification

The state Child Development Division guidelines require Eligibility re-certification for your child:

1. Once an academic year; or
2. Within 30 days of change in family size; or
3. Within 30 days of change in income status; or
4. Once a year for a child referred by CPS.

Please report this information to the Center Director as appropriate.

Continuous Registration

If you are continuing your schooling and wish your child to remain enrolled at the Center, you must do the following each semester:

1. Complete a Continuing/Returning Student form before the end of the semester;
2. Give a copy of your Campus Training Verification and campus course schedule to the Director;
3. Update Emergency Release, Parent/Child Schedule, and Training Verification forms;
4. Schedule a return interview (fall registration only).

In The Classroom ~ How We Work and Play and How You Can Help

Our classroom is a children's world. It is set up to allow children the freedom to explore the various activity centers with guidance from the staff. We want the children to develop independence and a joy for learning. Children are encouraged to participate in individual, small and large group activities in the classroom and on the playground. The CDC is also a place for parents to spend time with their children, to chat with other parents, and to share with us their unique family cultures. We encourage parents to come in the classroom and present topics related to their culture, work, or any special gifts they have to share. We welcome all parents to come by at any time, with our "Open Door Policy" to ask questions, give us feedback and share concerns. The teaching staff put the children's needs first, so they may not be available for lengthy conversations when a parent or other visitor stops by, but staff will refer parents to the Director/Office Staff to help meet their immediate needs. If anyone wishes to talk with the teaching staff, arrangements will be made that is convenient for both of you. If there is a need to talk privately with a staff member, please request a time.



Staff

The Center staff consists of: The Program Director, Lead Teacher, Teachers, Senior Office Assistant, and our Cook. The staff has in-depth education and hold permits through the Commission on Teacher Credentialing. Each brings sensitivity, experience and training to the Center and the children's care. Student Teacher Aides, employed by the FRC work-study program, as well as our parent and community volunteers also join us at the Center. In addition, we serve as a lab for Feather River College's Early Childhood Education academic program. This means students who major in ECE or who are enrolled in Work Experience are often in the CDC observing, interacting and working on their class assignments.



What Is A Lab Preschool?

The Child Development Center at Feather River College provides all members of the Early Childhood Education (ECE) Program and Work Study Program an opportunity to observe, explore, reflect and gain knowledge within the preschool environment.

Students enrolled in ECE classes will be observing children and participating in the children's classroom activities. The rich experiences at the CDC will facilitate the development of thoughtful, respectful, knowledgeable and caring teachers of young children throughout our community.

Tooth Brushing

Children have their own toothbrush, which are purchased by the Child Development Center. We encourage children to brush after lunch to reinforce positive health habits. The children are guided and supervised by a staff member during this procedure.



Rest Time

If your child stays past 1:00 pm, he or she will participate in a rest time. This varies between $\frac{3}{4}$ ~ 1 $\frac{1}{2}$ hours. The child does not have to fall asleep but they are encouraged to lay quietly as the staff plays soft music and rubs their back if they want.

Nuts and Bolts and Daily Procedures

Sign In and Out

Each child must be signed in and out every day, with a full name signature. Please make sure you check in with a staff member to let us know you are dropping off or picking up your child. If you will not be dropping off or picking up your child, please let us know in writing the name of the person who will accompany your child. If it is someone from your emergency release list, you may just tell a staff member that day.

Attendance

Regular attendance is important in order for your child to feel a part of the center's "family." We encourage you to keep a regular schedule whenever possible. However, if your child will be missing school, please call us that morning. For excused absences, please read the attendance policy stated below. If you are taking a vacation with your child, please let us know the number of days the child will be absent two weeks before your vacation. That

way fees, if any, can be adjusted accordingly. Exception for Fee Paying Students: State grant regulations require that non-subsidized, fee paying for all leaves of absence, including vacations. If your child is absent ten consecutive days, a notice of action will be issued, terminating the family. After 14-19 days from the date of the NOA has been issued, we may consider your child voluntarily withdrawn from the program.

Attendance Policies

Families receiving subsidized child care are expected to attend all the days they are enrolled. In order for absences to be excused, the child must have missed school may include but not limited to:

- ◆ illness, or quarantine of the child or parent
- ◆ family emergency (see definition)
- ◆ court ordered visitation
- ◆ or a reason which is clearly in the best interest of the child (see definition)

A family emergency is defined as follows:

Death of, or attendance of funeral of immediate or near immediate family members

Institutionalizing or incarceration of child, parent or immediate family member

Loss of auto due to disrepair for a period not to exceed 5 days

Family crisis

Natural disaster

Theft

Fire

Or similar situation

Final determination of acceptance of excuse shall be made by the Program Director.

If absence if made by court ordered visitation, a copy of the court order must be on file at the FRC Child Development Center.

Absences considered In the best Interest of the Child may not exceed 10 days per fiscal year. Best interest days examples are:

- ♦ Spending time with Mom, Dad, Grandpa, Grandma, etc... at home.
- ♦ Family vacation

Children's illnesses do not have to be specified or explained on the absence slip. Simply write that the child's absence was due to illness. We do recommend that if the child is experiencing a contagious or serious illness, that you share this information with the staff to protect the other children in care. The name of the child and the illness will be confidential. In order for the absence to be considered excused you as the parent or guardian must complete an absence form (available by the sign in sheets) which explains the specific reason for the absence.

Any absences that do not meet the criteria listed above are considered unexcused absences. A family can be terminated from subsidized services if the child exceeds ten (10) days of unexcused absences in one academic year.

In addition, if a child misses five days in a row at the FRC CDC without notification from you concerning the absence, we may consider the child to be voluntarily withdrawn from the FRC CDC. Services may be terminated on that basis and a family on the waiting list will be enrolled in your place.

Tardiness

Tardiness can cause problems for both your child and for the staff. Please be on time to drop off and pick up your child. Meals are prepared calculating the number of children enrolled. When your child does not show up for a meal, that food goes to waste and we are not reimbursed by the Child Care Food Program. In addition, when your child comes in late, he/she also interrupts the flow of the program, especially our small group times. By the end of the day our staff is ready to go home to their families. Please be respectful of our time too by being on time, or in the case of an unexpected emergency, calling if you are going to be late

If you do not arrive to pick up your child before closing time, we will enforce the following policy:

1. After one after-closing pick up, the Center Director will give a verbal warning to the parent.
2. A second after-closing pick-up results in a written warning or next-day suspension for the child.
3. Three late pick-ups in a year will bring one-week suspension of childcare.

The Center Director will handle each case individually, but we may cancel childcare services if lateness becomes a constant problem.

When the parent/guardian is late, they will be called. If they are not able to reach them, someone on the emergency list will be called next.

If no one can be reached, the teacher will contact the Director and she will continue to call the emergency numbers. As a last resort, the Director will contact Child Protective Services.

Court Orders and Custody

The Child Development Center recognizes that both parents have legal rights to be part of their child's life, however there are times when a parent's access to their child is legally denied via a court order. In this case, the CDC requires the following:

A letter from the custodial parent stating that the non-custodial parent is not allowed to pick up the child.

A copy of the Court Order which states the legal rights of the custodial parent.

Health Care

We recognize that children in child care are exposed to many illnesses. Caring for ill children is beyond our scope of service because we do not have enough staff to give an ill child the time she/her may need, one on one. In addition, we make every effort to prevent the spread of sickness by asking families to keep ill children home. We sanitize toys, furniture and sheets often, teach and follow through with hand washing, use disposable gloves when changing diapers or when dealing with body fluids and use many other health practices. Safety and Sanitation are a priority. We appreciate your support and cooperation in this area.

When your child arrives each day, the staff will make a casual health check on your child. We ask that you do the same before bringing him/her to school. A sick child can't enjoy or participate in school, and may spread illness to others. Please make arrangements for your

child to stay home or with another caregiver if he/she is not well. When your child returns to the CDC after being ill, please fill out an absence form.

Health Policies

The Center follows these health policies:

- If your child doesn't feel well enough to participate comfortably in routine activities and participate in the program they need to be home resting and recovering.
2. If your child shows symptoms of a rash, temperature, diarrhea, vomiting, infection, severe cold or flu symptoms, eye infections, sore throats, etc... that interfere with their participation or seem infectious... you will be contacted to take your child home and/or to your doctor. Please keep your child at home the next day so they can rest and fully recover.
 3. Notify the Center if your child has an infectious or communicable disease (measles, mumps, pinkeye, etc.). Your child will not be able to return to the Center without a doctor's clearance.
 4. If your child becomes ill at school, we will notify you immediately and make arrangements with you for your child to be picked up.

In addition, since doctors' opinions vary on communicable disease risks, the Director may contact the Plumas County Health Department or campus nurse for further instruction and advice. Communicable disease exposure notices will be posted in the Center when exposure has occurred.

Prescription Medicine

The Center staff is able to dispense prescription medicine if it is in the original package with prescription information on it and you have filled out a Medication Release form. We cannot give out non-prescription medicine, but you are free to come by the Center and give it to your child if you wish. Medications will be taken to a safe and secure location in the kitchen. Please do not leave medications on the counter or in your child's backpack or

cubby. This could be a potentially dangerous hazard.

Accidents and Emergencies

Minor accidents like bumps and scrapes will be recorded on a "kid bit" form and put in the parent pouch and on our accident form. We will care for the child as needed. If there is a more serious accident or emergency our first priority is to contact the parent or legal guardian. If we are unable to find them, we will call the people on the parent's emergency form, which is filled out at the time of registration. Meanwhile we will help the child to be as comfortable as possible and administer the appropriate first aid. If the incident is life threatening, we will call the emergency medical services (EMS/911), and call the parent or guardian. If we cannot locate them, we will contact the people on the parent's emergency form. In addition the CDC staff will notify the FRC campus Human Resources Department. Our staff is trained in CPR and first aid and we will administer the appropriate first aid until the ambulance has arrived. Afterwards, an accident report will be completed and filed with the Human Resources Department on the FRC campus. At the time of registration, parents are given the Consent For Emergency Medical Treatment form .

Children enrolled in the FRC CDC are covered by accident insurance.

If you have specific health and/or safety concerns please talk with the Director or you may use our "Health and Safety Concerns" box by the entrance to the main classroom.

Disciplinary/Guidance Policy

In order to provide a place where children can grow in self-esteem, we seek to maintain a positive atmosphere. All children occasionally react in a challenging way.

1. If two children are arguing, we do not assign guilt to either child. We encourage and guide the children to work out the problem, using conflict resolution strategies. Problem solving steps are posted in the classroom and distributed to parents at the beginning of the year.

2. No corporal punishment (e.g., hitting, spanking, yanking of limbs or ears) of any kind is used at the Center, either by staff or parents.
3. When a child is extremely emotional and unable to problem solve, we encourage the child to choose a safe and supervised area to “cool off”. When the child has calmed down, he/she will return to problem solve with the help of a teacher.

Child Negative Behavior

There are times when children become extremely uncontrollable and the disciplinary techniques we use just are not effective. We will work with the parent in every possible to solve the problem by setting up a private parent conference with the appropriate teacher and the Director. Together we will strategize some potential solutions.

In order for the staff to provide a safe and nurturing environment and use their energies interacting in a positive manner with all the children, physical abuse from children will not be tolerated. Children that consistently hit, spit, kick, or verbally abuse the staff and/or other children will be subject to the following policies;

1. Initially, parents will be verbally notified of a child's negative behavior.
2. A parent meeting will be arranged. A plan of action will be discussed.
3. Continued documented challenging behavior may result in suspension from the Center for one to three days, length to be determined by the Center Director.
4. If challenging behavior does not improve, appropriate referrals may be made and/or services may be ended with an official letter of termination.

Mealtimes

Meals and snacks are prepared fresh by our excellent cooking staff, and at times by the children themselves. We serve a very healthy, well balanced and delicious breakfast, lunch, and afternoon snack every day. Our menus include a variety of multicultural recipes. We encourage the children to serve themselves, and enjoy meals as a time to talk about the day. Meals are never withheld as a form of punishment. Children are offered food, encouraged to try it, but never told they have to eat it.

The CDC is part of the Child Care Food Program sponsored by the Office of Child Nutrition Services and the USDA Project. All meals meet the USDA Child Nutrition guidelines. The weekly menu is posted in advance in classrooms. If your child has any food allergies or special diet needs, please let us know at the time of registration. A medical professional must confirm food and dairy allergies.

Clothing

Because we feel that children learn by doing, and in preschool doing can be messy, we ask that you send your child to the CDC in practical, washable clothing. The beautiful new outfit that Grandma sent might be better saved for a special party. We cannot promise that your child won't get paint or dirt on his/her clothes. We feel that it is too restricting for a child to have to worry about keeping clothes clean. We do encourage the children to use aprons/ smocks, which are provided.

We ask that your child wear shoes that are good for running, climbing, and other vigorous physical activities. Boots are best for children during rainy and snowy weather. Please do not send your child to school in "flip



-flop" sandals (thongs), even in warm weather; it is so easy to stub toes when riding the bikes or running.

Each child has his/her own cubby for keeping jackets, comfort blankets/stuffed animals, artwork, etc. We ask you to send an extra change of clothing to keep in your child's cubby. Please label your child's clothes (we have permanent markers) to avoid confusion. Even the older children will occasionally need extra clothes if the mud puddles are too exciting or the sinks too splashy!

Parents are responsible for bringing diapers and wipes for their children who are in diapers.



Field Trips

We often take walking trips on campus. The office will always know where we are if the children and teachers are gone when you arrive. Parents must fill out Field Trip Permission forms for any field trips involving transportation in the FRC vans, or off campus walks. Please join us for field trips whenever you can; our parent helpers are essential and your presence is enjoyed by your child. If your child does not attend a field trip, you will be responsible for his/her care that day.

Fire and Emergency Drills

Once a month we hold a fire drill. All the children and staff leave the building and follow the FRC emergency evacuation procedures. We try not to frighten the children with stories about fire, but rather to help them think of it as a good way to practice being safe. We also have monthly earthquake drills. We have the children get under the tables with the teachers. These are a big favorite, but serve a serious purpose as well.

"Superheroes" Play/Non-violence Free Zone

In the last few years, the staff has noticed an increase in aggressive play among the children, especially connected with "superheroes". While fantasy is an important part of children's play, we feel that these power figures encourage the children toward violence. We tell the children that we do not play "fighting games" at school, and encourage them to find more acceptable fantasies to act, such as firefighters or rescue squad. We hope that you, as parents, will watch television with your children and monitor the kinds of images and role models they see. We also would like to ask for you to not allow your child to bring any type of "superhero" figures to school. Thank you for your cooperation!

Non-Smoking Policy

Because we value the health of your children - and because state law requires it - there is no smoking allowed in or around the CDC's premises.

Adult Negative Behavior

We want to provide a safe and positive atmosphere for your children. The staff will not tolerate unpleasant or negative behavior from adults, such as spanking or rough handling of children, abusive or obscene language, obvious intoxication or evidence of drug use. The Director will determine the specific consequences of such behavior. Childcare services may be suspended for one to five days if an incident occurs, at the Director's discretion. The incident shall be reported to appropriate campus authorities for additional action. Continued negative behavior may result in cancellation of childcare services. In addition, for the child's safety, no child will be released to a caregiver if it appears to the Director that person is dangerously under the influence of alcohol or drugs.

Staff Responsibilities To The Parents

Part of the partnership with our parents includes the responsibility of the Center staff to provide a safe and positive place for your child every day. We also have a responsibility to assist our families in many other ways.

Confidentiality

Student records are open only to the Director, Senior Office Assistant, the teachers, and an authorized employee of the licensing agency, and the child's parents or legal guardians. A parent has the right to request access to his/her child's records at any time. In addition, any discussions between parents and staff, or among staff, will be held in strict confidence within the Center and will be shared with other staff members only on a need-to-know basis for the good of the child.

Parent-Teacher Conferences

Conferences will be planned twice a year with a staff member to inform you of your child's developmental progress. Children are evaluated throughout the year by the teachers, to check their progress in social, motor, language and cognitive skills. Any parent may request an additional conference with staff whenever he/she feels the need. We use a tool from the California Department of Education Child Development Division entitled the Desired Results Developmental Profile.

Support Services

At various times throughout the year, parents, staff and students may experience stress in their lives. Life experiences such as separation, divorce, death, illness, unemployment, discipline concerns, single parenting, foster care, and child abuse can occur without adequate support and understanding. The staff is committed to the mental and physical health of each person involved with the CDC. If we can be of any help during these difficult times, please feel free to come in and talk with us. Any information shared or received from a parent will be considered strictly confidential. We have available an extensive list of resources, including: books, articles, a Health and Social Services form that is included in your enrollment packet and, most importantly, a empathetic ear for your concerns and time to spend with you.

Community Involvement

We feel it is important to bring community activities into our program to expand your child's awareness of his/her world. The Center incorporates the community into its curriculum throughout the year by arranging for visits or presentations from local service providers and community members, such as fire prevention, hospital/ambulance, child abuse prevention, dance studio and other performing arts, law enforcement and others.

Emergency Closure

In the event of a weather-related or other emergency, the CDC may be closed by direction of the College president. If classes at Feather River College are cancelled, our student parents are responsible for picking up their children immediately, as the Center will also be closed. Non-student parents will be contacted by telephone to make arrangements to pick up their children. If any student parent cannot be located on campus, they will be called at home, or their emergency contacts will be called, to notify them of the closure. It is very important that we know how to reach you at all time. A staff member will remain past closure until all children are picked up by authorized adults or until such time as emergency services take responsibility for the children.

Child Abuse Reporting

The Center is required by law (California Penal Code section 11161.3) to report all suspected cases of child abuse or neglect. The Director shall report the matter to appropriate community agencies and may notify the parent.

We look forward to getting to preschool experience.



know you and sharing a positive