

Feather River College

**Child Development Center**

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**Family Handbook**

Updated January 2014

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# Welcome !



Welcome to the Feather River Community College Child Development Center. You are encouraged to visit the CDC at any time. We serve preschool age children Monday through Friday from 7:45 am - 5:00 pm. We try to meet your academic and/or work needs within this time frame. We are available as support services to student parents who are enrolled in any accredited two or four year post secondary school. For families who are income eligible, we offer full or partially subsidized care. In addition, we have limited availability for over income community families. Our days of operation follow the FRC school calendar.

## **Mission Statement**

The mission of the Feather River College Child Development Center is to support children and their families by providing a safe, nurturing, and engaging learning environment.

## **Philosophy**

We offer a creative and intentional environment that encourages play-based developmentally appropriate curriculum. Respecting the whole child, we promote opportunities for social/emotional, physical, and cognitive development through an emergent curriculum. Children are encouraged to stimulate their creative thinking abilities, practice problem solving strategies, use conflict resolution skills, and work cooperatively with others. Throughout all aspects of our program the importance of wonder, joy, spontaneity, and humor is valued and encouraged.

Parents and guardians are a child's first and most important teacher, we welcome and encourage parent participation. As parents and staff work together, we create the best learning experience for each child.

The CDC also welcomes and respects the diversity of our children, families, students, and staff. We can enjoy the unique qualities of each person while also creating a collaborative community.

Our vision is to create a nature-based preschool that includes teaching aspects of sustainability, experiential education, and frequent exposure to the great outdoors.

# Who We Are

## The Child Development Center Staff

Our staff has an extensive background and formal education in the field of Early Childhood Education. The staff at the FRC CDC is dedicated to continued learning and modeling developmentally appropriate practices for the CDC families and for the FRC Early Childhood Education lab students.

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## Early Childhood Education Student Teachers and Lab Students

In addition to our regular permanent staff, each semester we hire Student Assistant Teachers through the FRC Work Experience Program. Most of these students major in Early Childhood Education. A staff member meets with the paid Student Teachers each month in order to extend their training, discuss reflective practices and allow time to share their ideas and concerns. The children respond very well to the FRC Students. It is a fun, mutual learning experience. All the staff including Student Teachers are fingerprinted and follow strict confidentiality guidelines.

We also provide an opportunity for ECE lab students to learn directly about our indoor and outdoor classrooms. They receive training in their ECE classes and meet regularly with their instructors. Some of the lab students receive a mentor from the Early Childhood Mentor Program. We have trained mentors among our teaching staff. All of the teachers work with the lab students to help them feel more comfortable as they observe, interact and learn.





## **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, mental or physical disability. In relation to special needs and disabilities we work in collaboration with our neighbor, the PUSD Special Day Preschool. We make appropriate referrals, share resources and provide a cooperative mainstreaming relationship by blending our two programs whenever possible. Our buildings do have access to anyone with special needs, thus meeting the needs of ADA requirements. If a family feels that they have been treated unfairly, in accordance with Federal law and USDA policy, to file a complaint contact the FRC CDC or call 202-720-5964.



## **State and Federal Funding**

The FRC CDC is primarily funded through the California Department of Education Child Development Division. The CDC follows all regulations and guidelines established by CDE CDD, Child and Adult Care Food Program, and Community Care Licensing. Therefore, priority is given to the lowest income students and/or working families, starting with eligible 4 year olds first. The CDC also refrains from religious instruction or worship of any kind. All parents are given a Notice of Action and Parents' Rights forms upon registration. These are informing you of your legal rights and the appeal process.

# Teaching Philosophy and Curriculum

## Introduction

The Child Development Center offers young children an enriched and nurturing learning experience. We celebrate diversity, discovery and wonder. Our learning environment models 'best practices' for a high quality early childhood educational experience. Experienced teachers prepare the environment for children to learn through active exploration and interaction with other children, adults, the materials and activities within a play based environment.

## Basic Curriculum Areas

Through a playful environment, children are learning through their personal interactions and experiences. These experiences occur in our many learning centers, which include art, literacy, mathematics, science, dramatic play, cooking, sensory, music, movement, and blocks. In addition children strengthen their large and small motor coordination skills. We witness children strengthening their social skills through making connections and friendships, learning self help skills, problem solving and creative thinking skills in our joyful and engaging environment. In addition we foster responsibility, respect, empathy and care of the environment. This we feel helps to prepare them for their upcoming life and school experiences.

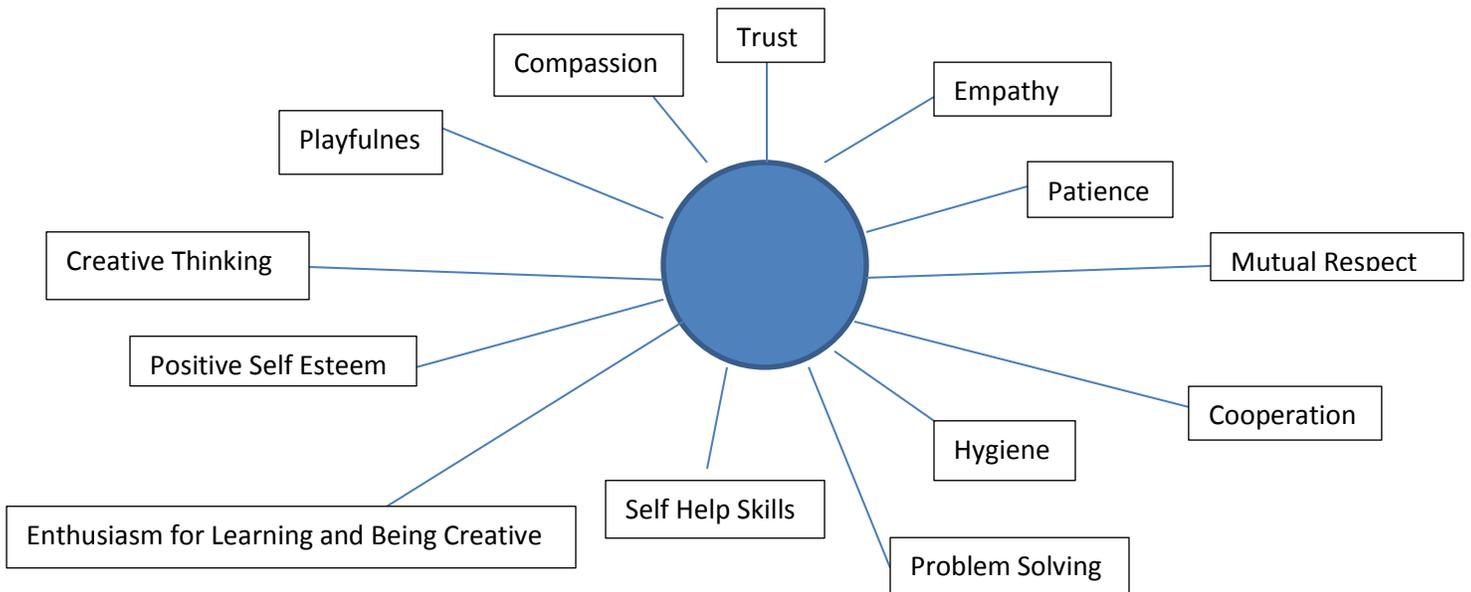
## Emergent Curriculum

While striving to meet each child's developmental level by respecting their learning style, the CDC staff practice Emergent Curriculum. This approach allows teachers to collaborate with children around their ideas, questions, development and topics of interest. Teachers observe children and listen closely to their ideas. This is then followed by the teacher's thoughtful response which builds on what children are doing and thinking. This is a continuous cycle of inquiry which allows everyone (children and adults) to dig deeper into a topic of learning while using all curriculum areas.



# Life Skills Mandala

The CDC believes that the tools children learn with their families and at preschool are life long skills. These are the foundational building blocks that assist children with the ability to enjoy learning, be creative thinkers, strengthen their social skills and help them to feel safe, cared for and confident.



## Child Assessment

Assessment is the process by which teachers collect information about a child's overall developmental capabilities. Teachers look at children's interests, strengths, and those challenges requiring support. It is an ongoing process using observations, anecdotal notes, samples of the child's work, and collaboration with parents. The assessment tool we use is called the Desired Result Developmental Profile (DRDP). The domains cover the following developmental areas: Self and Social Development, Language and Literacy, English Language Learners, Cognitive, Mathematical, Physical, and Health. There are two parent teacher conferences offered each year. We greatly appreciate and value your input as we set developmental goals for your child.



## Holidays and Celebrations

The CDC offers several family and staff gatherings each year. We start with our **CDC Open House and Orientation**. In the fall we enjoy a **Harvest Festival**. At the end of the first semester we have a **Winter Celebration**. At the end of the year we celebrate the new blossoms of **Spring and Graduation**. At various other times, we encourage all families to join our family and staff workshops and work parties. The CDC follows the FRC official holiday schedule. The current FRC CDC Yearly calendar, holidays, and special events will be given to each parent at the beginning of the semester



## Family Participation

We love parent participation! There is nothing better than a parent or guardian who comes to share what they like to do, or just visit. This could include sharing your hobbies, what you do for work, playing a musical instrument, bringing in something interesting to spark the kid's imagination or to read to a group of kids on the couch. Our doors are always open. Talk with us about what you feel comfortable sharing or doing and we can arrange it. By being supportive of each other we create a caring preschool community for all who walk through our doors. We also encourage each family to voice their compliments and concerns directly with the staff. We strongly value your opinions through open and respectful communication. Each family has a "Family Pouch" in the main classroom by the sign in sheets. Please check these each day when you arrive for the latest flyers and messages.



## CDC Parent Advisory Committee

A Parent Advisory Committee is established each year and meets regularly to discuss the CDC program. Positions on the committee are filled at the beginning of the Fall Semester. We encourage parents to get involved with this valuable committee. You will have an opportunity to learn more about the program and plan fun events.



## Field Trips and Special Visitors

Feather River College has many opportunities on campus for exciting and educational field trips. These include the Fish Hatchery, the Equestrian Center, the Campus Greenhouse, the Science Building and many lovely forest trails. In addition, we have educational guests from the college and community that are available to visit our classrooms. Occasionally we have the opportunity to use the campus vans to go on field trips off campus and into our community. When this occurs, we have willing families sign a special permission slip.



## Allergies

Please notify the office staff immediately at the time of registration of any allergies your child may have. Precautions will be made to accommodate these needs. The entire staff will be alerted regarding the allergy and the child's particular needs. Allergies include a wide variety of conditions including food, insects, asthma, etc. Please be specific with what the allergy is and the steps we need to take. Depending on the allergy, we may require you to have a physician complete a medical statement. Also, let us know of any additional training our staff may need to help the child in an emergency. Most of our staff is trained in Infant/Child and Adult CPR and Pediatric 1<sup>st</sup> Aid.

## Nutritious Family Style Meals



The Child Development Center follows the USDA Child and Adult Food Program guidelines. A portion of each meal is reimbursed by our contract with food services. We provide healthy and nutritious meals for your child. Most of our meals are cooked from scratch. We avoid prepackaged and processed foods. Meals include a variety of fruits, vegetables, grains and proteins. Each meal is served family style with children learning self-help skills by serving themselves and passing the food to their neighbors. We encourage children to try new foods, but do not force them to eat it. We model and teach positive interactions at the table. This strengthens social skills through conversations and connections. A positive meal experience allows a child to feel more comfortable. Eventually most children will begin to try a variety of food as they watch the teachers and other children enjoy the food provided.

## Brushing Teeth



The CDC purchases toothbrushes for the children. Each child is guided to brush their teeth at the preschool each day. In our curriculum we include the benefits of brushing your teeth.

## Toilet Learning

Your child does not have to be toilet trained when they are enrolled. We will work together with you to make this transition as smooth as possible. We believe that each child is unique and learns at their own rate of development. Therefore the path to toilet learning can be slow, bumpy or easy.

Please remember to bring in diapers and wipes and check frequently to see if more are needed for your child. Also, a change of clothes will be needed on a regular basis for those "woops" moments.



## Ahhhh....Rest Time

If your child stays past 12:30, he or she will participate in rest time. We do not force a child to close their eyes and sleep, but we do encourage them to rest their busy bodies. Children can look at books while the teachers play soothing music and offer to gently rub their backs. The children who do not fall asleep are allowed to get up much sooner than the ones who have not outgrown naps yet. Please try not pick up or drop off children during rest time. It can be quite disruptive. Let us know ahead of time if you have a special circumstance and we can work with you.



## Toys, Blankets, Extra Clothing From Home

Each child has their own cubby to put items from home. If your child stays for rest time and would like to bring a comforting, soft toy or blanket they may keep it in their cubby. Even those children who do not stay for rest may want a comfort item to ease the transition from home to school. We suggest a family photo, soft stuffed animal or blanket. Please label them and know that they could be misplaced or taken home by another child by mistake.



## Dress For Success



Preschoolers love to get totally involved in what they are doing. They explore everything, including wet sand, mud, puddles, and paint. We do try to keep smocks or aprons on them while they paint and guide them around puddles if they don't have rain boots but they are quick. Please do not send your child with anything you do not want to get stained or ruined. Most of our paint is washable, but not all of it. We also enjoy each season here in the Sierra Mountains, and love to use our outdoor classroom as much as possible. Therefore bring the appropriate clothing and shoes for the weather and outdoor adventure.



## Child Guidance and Problem Solving Skills



The Child Development Center staff uses positive guidance techniques and promotes problem solving skills with young children. The classroom is designed to reduce conflict by providing adequate and engaging materials and space so the children do not feel crowded. However, conflict does happen and is a normal developmental occurrence. We consider these situations to be learning opportunities. Teachers skillfully guide children to express their feelings peacefully and successfully resolve their own conflicts. When children have been trained and if they are not too angry they can often solve their problems quickly with their peers or adults.

When children are not able to successfully problem solve and are engaging in aggressive, hurtful or very disruptive behavior they will be guided to another activity or to find a place to calm their bodies down. The teacher will offer the child comfort or let them have their "space" to be alone if that is what they want or need while they think about making a better choice. If the child successfully calms down, the teacher will help the child return to the situation and proceed to guide them through the problem solving steps. If the child does not cooperate or calm down, the teacher will again gently guide the child away from that area or activity. It is important to the CDC that the preschool is safe for the child themselves and for other children. A parent or guardian may be called to assist the staff in alternative solutions if the behavior is extreme. A plan of action will be developed between the staff and the child's family. We value the family's input especially in these stressful and frustrating situations. In extreme situations, referrals may be warranted to other agencies for assistance. Our preschool may be too large or stimulating for the child. He/she may need more one on one care than we can offer. We want what is best of all children. As a last resort services may be terminated by an official Notice of Action.



## Adult Negative Behavior

We provide a safe and positive atmosphere for the children, parents and staff. We do not tolerate any unpleasant or negative behavior from adults that could frighten the children. This includes, yelling, foul language, rough handling of children, intoxication or drug use. The FRC campus is a drug free environment. The Director or a staff member will take appropriate action to make sure the CDC is safe by contacting FRC officials and/or calling 911.



## Illnesses

We recognize that preschool age children generally have weak immune systems. In addition, children in child care (family care or center based) are exposed to many illnesses. The CDC strives to make our preschool as germ free as possible. We sanitize several times a day. Adults and children wash their hands regularly throughout the day. We teach children basic hygiene techniques, such as how to cough without spreading germs and how to blow your nose. But the best preventative measure is to keep your child home when they are sick. When your child arrives each day, the staff conducts a casual health check on your child. We ask that you do the same before bringing them to school and keep them home if they are ill. A sick child can not participate and enjoy their day if they are not feeling well. Plus they may be contagious and spread illnesses to others. We are not equipped with enough staff to deal with ill children. Please make arrangements for your child to stay home or with another friend, relative or caregiver if they are sick. When your child returns to the CDC, fill out an absence slip located by the sign-in sheets. Please call the CDC as soon as possible when you know your child will be staying home. This helps us with our meal counts.

## Medications

Families are required to complete the Parent Consent For Administration of Medications form before administering medication to any children. Medications will be stored in a safe place in the kitchen, away from the children.

## Attendance Policies

Please phone the CDC to inform us when your child will be absent by 8:00 am. This helps us to maintain proper ratios and more accurate meal counts. The State requires that all absences be documented. This is done by completing the absence form which is located next to the sign in sheets.

### Excused Absences

Families receiving subsidized care are expected to attend all the days that they are enrolled. In order for absences to be excused, the child must have missed school because of:

- Illness or quarantine of a child, parent or guardian
- Doctor, dentist or counseling appointment of the parent, guardian or child
- Family emergency such as hospitalization, death, funeral, automobile breaks down, relocation of home due to disaster or inability to leave home because of extreme weather conditions.
- Court ordered visitation

### Best Interest Days

Families are limited to 10 days per school year for the best interest of the child such as spending time with out-of-town relatives, a special day with a parent or guardian, a religious holiday, etc. All other absences are considered **unexcused**. A family may have their enrollment at the CDC terminated if a child has more than three unexcused absences in the school year.

## **Arrival, Departure and Pick Up**

Parents and other authorized persons dropping off and/or picking up your child must sign in and out with their legal signature/ full first and last name and actual time of day. This is a State requirement. People picking up your child must be on your Identification and Emergency Information Form. This form is filled out at the time of registration. It can be updated at any time. Just come in the office to change it. Parents with particular custody situations need to inform the Director immediately and provide the appropriate written documentation. It is your responsibility to keep your records up to date with the office staff. This is for the safety of you and your child.



## **Confidentiality Statement**

All staff, student teachers and ECE lab students of Feather River College are required to respect and maintain professional standards of confidentiality toward each family enrolled in the program.

## **Notification**

It is required that families notify the FRC CDC within 5 working days if there are any changes to your income (increases or decreases), family size, residence, employment or reason for needing child care services.

## Admission & Eligibility



### Admission and Eligibility Priority

1. Families referred by Child Protective Services
2. Income Eligible Students and Working Community Families
3. Homeless
4. Family's Seeking Employment
5. Incapacitated Families
6. Over Income FRC Staff and Community Members

### Fee/Tuition Information

The FRC CDC fees are calculated by using the California Department of Education Child Development Division's Fee guidelines, based on each family's gross monthly income and family size. This includes part day State Preschool. Your income will be verified by the CDC office staff. (Any changes in income must be reported within 5 days or services may be cancelled.)

Families who do not qualify for our grants are considered "Community Families" and pay an hourly fee that is the same or above the amount as a subsidized families.

### Tuition Policy

- Tuition will be charged based on the days your child is enrolled and is billed in advance monthly. Regular tuition is charged for your child's missed day.
- Bills can be paid in person at the CDC or mailed directly to the FRC CDC.
- Tuition is due in full by the 15<sup>th</sup> of the month.
- There is no charge for Feather River College holidays or breaks.
- Parents or guardians are ultimately responsible for tuition payments.
- Your child's enrollment may be terminated if tuition is more than 30 days late.
- Delinquent fees may be referred to the Feather River College Business Services office and a collection agency.
- If you choose to terminate your services, a two week notice and full payment is required.

### **Additional Hours**

Additional hours or days of service outside your regular schedule must be requested in advance and approved by the Director/or Senior Office Assistant. Upon approval, your bill will be adjusted.

### **Student Parents**

Parents who are attending an accredited college must provide the CDC with their current schedule of classes and have a specific educational vocational/employment goal. In addition, the student parent must maintain a GPA of 2.0 or greater. Student families are limited to 6 years of CDC services from the initiation of services or 24 semester units after attainment of a B.A. degree.

### **Continuing Eligibility**

In order to maintain services at the FRC CDC, you must complete a Continuing/Returning Form before the end of the current semester and schedule a meeting with the office staff to update your required forms.

## **Emergency Procedures and School Closures**



In the event of a weather related or other emergency, the FRC CDC may be closed. If the campus is closed there will be a message on the campus switchboard phone: (530) 283-0202. In addition, if a staff member is able to drive to the CDC, they will place a note on the front door. During the event of an emergency while the CDC is in session, parents will be called immediately. That is why it is important to keep your emergency forms up to date. Feather River College has a campus wide Disaster Plan. The CDC follows this plan which includes evacuation procedures. Each of our staff has specific duties during an emergency situation. The CDC staff is trained to model calmness and reassurance to children in stressful situations. In addition, most staff members are certified in CPR and 1<sup>st</sup> Aid. As a preparatory measure, the children participate in monthly, non-threatening fire and earthquake drills guided by the teaching staff.

**Certification of Receipt Of The  
Feather River College  
Child Development  
Family Handbook**

**This is the certify that I have received the  
Family Handbook**

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