



# CATALYST COMMUNITY PRESCHOOL

## 2022-2023 Enrollment Packet

Dear families,

Welcome to Catalyst Community Preschool! Thank you for making the commitment to join us. We are thrilled to become a learning environment for your child, and we can't wait to get to know you as you join our CCP family.

An adventure awaits your child at Catalyst Community Preschool! Here your child will spend a large portion of the preschool morning learning in our outdoor environment. Our philosophy stands that the outdoor classroom is the best classroom - any learning that can be done indoors, can take place outdoors as well. Most of our day's activities, both free play and small group activities, will take place outdoors. We are offering this unique learning experience, which is appropriate for all age levels and learning styles. We celebrate hands-on, child-centered learning. Each day will consist of classroom projects as well as individual experimentation through outdoor exploration and imagination.

As you fill out this enrollment packet, please be as thorough as possible. We know it is quite lengthy, but it is all essential to providing the best environment possible for your child, and it is information required for us to keep on file as a licensed child care center. In order to reserve a spot for your child in our preschool for the 2022-2023 school year, we need each form returned complete, along with your enrollment fee (see enrollment packet checklist). For new students: you may turn in your child's Physician's Report by Friday, August 5, 2022— this form needs to be completely filled out by the doctor's office before your child can attend, including all immunization dates. Returning students do not need to turn in a new Physician's Report.

As we learn and grow together, please don't hesitate to contact us via email ([office@catalystcommunitypreschool.com](mailto:office@catalystcommunitypreschool.com)) or phone (805-420-7030). We look forward to a fabulous year!

### **Enrollment Dates - We are unable to accept enrollment packets before these dates:**

Please bring your completed enrollment packet and enrollment fee (see checklist, next page).

**Tuesday, February 15:** Enrollment opens for returning students and siblings of currently enrolled students

**Monday, February 28:** Enrollment opens to new students at this time



# CATALYST COMMUNITY PRESCHOOL

New Student Enrollment Packet Checklist, 2022-2023 School Year

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

In order to enroll your child, the following documents must be complete and signed by all required parties (Physician's Report may be turned in by Friday, August 5, 2021). A non-refundable enrollment fee of \$95.00 paid by cash or check must accompany this enrollment packet. Checks may be made out to Catalyst Community Preschool.

Catalyst Community Preschool admits children ages 2-6 regardless of race, nationality, creed, or religion. As per state licensing, a child may not begin attending until the following documents have been completely filled out and reviewed by a director:

**Checklist:**

**Director's Initials:**

- Enrollment fee of \$95.00 \_\_\_\_\_
- Child Information Sheet \_\_\_\_\_
- Admission Agreement (5 pages) \_\_\_\_\_
- Allergy/Medical Alert Form \_\_\_\_\_
- Email Contact Page \_\_\_\_\_
- Parent Handbook Signature \_\_\_\_\_
- Identification and Emergency Information (LIC 700) \_\_\_\_\_
- Consent for Emergency Treatment (LIC 627) \_\_\_\_\_
- Child's Preadmission Health history – Parent's Report (LIC 702) \_\_\_\_\_
- Personal Rights Acknowledgment (LIC 613) \_\_\_\_\_
- Parents' Rights Acknowledgment (LIC 995) \_\_\_\_\_
- Physician's Report for Child Care Centers (LIC 701) (due by Aug.5<sup>th</sup>) \_\_\_\_\_

Parent's name(s): \_\_\_\_\_ Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

<b>For office use only:</b>	Class: _____
Date of enrollment: _____	Cash/check number: _____
Allergy/Medical Alerts: _____	Child's t-shirt size: _____



# CATALYST COMMUNITY PRESCHOOL

## 2022-2023 Catalyst Community Preschool Child Information Sheet

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Home Address \_\_\_\_\_

Primary phone number during preschool hours \_\_\_\_\_

Mother's name \_\_\_\_\_ Mother's Date of Birth \_\_\_\_\_

Mother's place of employment \_\_\_\_\_ Work phone \_\_\_\_\_

Father's name \_\_\_\_\_ Father's Date of Birth \_\_\_\_\_

Father's place of employment \_\_\_\_\_ Work phone \_\_\_\_\_

Child's doctor's name \_\_\_\_\_ Dr. phone \_\_\_\_\_

Child's Siblings (name, age/grade, where they attend school)

\_\_\_\_\_

\_\_\_\_\_

How did you hear about Catalyst Community Preschool? \_\_\_\_\_

What are your primary goals for placing your child in preschool? \_\_\_\_\_

\_\_\_\_\_

CCP offers Early Care (before school) from 7:30-8:30 am for an additional \$5 per day. Do you foresee utilizing our Early Care for your child? Which days?

\_\_\_\_\_

CCP offers Lunch Crew (after school) from 12:00-1:30 pm for an additional \$7 per day. Do you foresee utilizing our Lunch Crew for your child? Which days?

\_\_\_\_\_

What is your home elementary school (through your school district)? \_\_\_\_\_

Where do you plan on your child attending kindergarten? \_\_\_\_\_

Does your family attend church? If so, where? \_\_\_\_\_

Is your child fully potty-trained? If no, at what stage? \_\_\_\_\_

Anything else we should know about your child: \_\_\_\_\_

\_\_\_\_\_

Mother's signature: \_\_\_\_\_ Father's signature: \_\_\_\_\_



# CATALYST COMMUNITY PRESCHOOL

## Catalyst Community Preschool Admission Agreement (5 pages)

Child's name: \_\_\_\_\_  
 Child's date of birth: \_\_\_\_\_  
 Parent's/Guardian's Name(s): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Cell: \_\_\_\_\_ Home: \_\_\_\_\_ Work: \_\_\_\_\_  
 Email address(es) : \_\_\_\_\_  
 Person responsible for payment: \_\_\_\_\_

### Description of Services

This admission agreement states that Catalyst Community Preschool will provide preschool child care for \_\_\_\_\_ (child's name) for the hours of 8:30 am until 12:00pm for the following days of attendance during the 2022-2023 school year:

- |             |                       |   |
|-------------|-----------------------|---|
| Circle one: | <b>5 days</b> (M-F)   | 10 payments of \$440.00 due the 1 <sup>st</sup> of each month |
|             | <b>3 days</b> (M,W,F) | 10 payments of \$305.00 due the 1 <sup>st</sup> of each month |
|             | <b>2 days</b> (T,Th)  | 10 payments of \$235.00 due the 1 <sup>st</sup> of each month |

I, \_\_\_\_\_, (parent or legal guardian) of \_\_\_\_\_, (child's name) agree to pay an advanced monthly tuition in the amount of \$\_\_\_\_\_. The total of which is to be paid **on or before the first day of each month** for the months of August 2022-May 2023 (there is no June payment). This monthly tuition is based on a daily rate that is added up and then divided into equal monthly payments. Therefore, your tuition fees will be the same amount each month, regardless how many days of school are scheduled or attended in that month.

Please note: For students enrolling after September 1, 2022, tuition will be pro-rated based on a daily rate multiplied by the remaining number of school days, and monthly tuition fees may differ from the rates listed above. The first tuition payment will be due on or before the first day that your child attends, and subsequent payments will be due on the first day of each month. Children may not attend preschool before their 2<sup>nd</sup> birthday. Parent who wish to enroll a child who is not yet two years old must pay the full tuition rates even for months when their child is not yet able to attend, in order to hold a space for his/her enrollment.

Tuition payments can be made in the form of cash, money order, or checks (unless a pattern of returned checks develops). One option for check payment is to set up Automatic Bill Pay with

your bank, for ease of regular payments. We also accept card payments via a card reader in our office, with a processing fee of approximately 3%.

This attendance agreement remains in effect until either party terminates the agreement as outlined. Any changes to this schedule will be accepted only with a signed, new Admission Agreement and written advance notice to the Director.

#### Registration Fees

In addition to our tuition, there is an annual registration fee of \$95 per child (\$85 for returning students). This fee will be collected at the time of enrollment and is non-refundable. Without this fee, we cannot accept your child's enrollment application and cannot hold a space for your child.

#### Sibling Discount

When attending at the same time, siblings from the same household will receive a 5% tuition discount on the 2<sup>nd</sup> and/or 3<sup>rd</sup> child's tuition. When the tuition prices are not of equal value, the discount will be given on the amount that is the lesser of the two.

#### Late Fees

Tuition payments are due on or before the 1<sup>st</sup> of each month. We offer a 5-day grace period, but payments paid after the 5<sup>th</sup> day of the month are subject to a \$10 late fee. If the delinquent payment has not been received by the 15<sup>th</sup> of the month, your child will not be able to return until payment is made in full. Please talk to the director in cases of financial hardship if special arrangements need to be made.

#### Returned Check Fees

There will be a returned (NSF) check fee of \$30, in addition to any charges that your banking institution may charge you. The \$30 fee should accompany the new payment replacing the returned check, and is due within 14 days from when we notify you of the returned check. There will be a cash or money order only policy in effect after 2 returned checks in a school year.

#### Late Pick-up Fees

The normal preschool hours for Catalyst Community Preschool are 8:30 am – 12:00 pm. It is imperative that all parents or guardians pick up their children on time. The children recognize when parents are late, and begin to worry. Our staff have families and responsibilities that they must get to as well, and we appreciate your prompt arrival. There will be a 15-minute grace period for parents/guardians arriving late. After this grace period, at 12:15, there will be a \$10 late fee for every 5 minutes past the grace period, unless the child has been previously signed up for Extended Care. This fee will be due at pick up time. Catalyst Community Preschool reserves the right to contact the appropriate government agency in the event that your child remains at the center an hour or more past the close of business if all attempts to contact persons listed as an emergency contact have been exhausted.

### Extended Care

Catalyst Community Preschool offers Early Care (before school) from 7:30-8:30am, as well as Lunch Crew (after school) from 12:00-1:30pm. The fee for Early Care is \$5 per day, and the Lunch Crew fee is \$7 per day (please provide lunch from home). In order for us to ensure appropriate staffing, a minimum of 24 hours notice will be required in order for your child to attend extended care activities, and Catalyst Community Preschool reserves the right to discontinue offering extended care on days with low attendance. We cannot care for children earlier than 7:30am or later than 1:30pm. There is no grace period after the 1:30pm pick time, so please plan to pick up on time if your child is attending Lunch Crew. Parents/guardians arriving after 1:30 will be charged a \$10 late fee for every 5 minutes past 1:30pm. Refunds are not given for missed extended care hours due to illness, time off or vacation.

### Missed Days Policy

Catalyst Community Preschool does not provide refunds or make-up days for individual days missed due to illness, time off or vacation time. If your child will be absent from school, we do prefer that you let us know via phone or email. The center should be aware of any communicable disease that is present in the center, so please let us know your reason for absences when you call/email. In circumstances where the preschool needs to close due to natural disaster, power outage, weather, building conditions, etc, we will make every effort to notify you of school closures as soon as possible, usually via email. These days may be in line with the Santa Paula School District closures, though there may be circumstances that apply only to our preschool. There will be no refunds given due to unplanned school closures unless the preschool remains closed for more than 10 consecutive regularly scheduled school days. Refunds offered may be a percentage of the tuition paid, and not the totality, due to circumstances and the preschool's expenses.

### Modification Conditions

This agreement is valid for the 2022-2023 school year. If this agreement is modified by either party during this contract year, a new agreement will be required.

### Termination Conditions

Children benefit most when the program and home have a similar philosophy of teaching and discipline. Should a time arise when either Catalyst Community Preschool or the parent/guardian feels that the child is not benefitting from the program or must move on for other reasons, either party may request withdrawal without prejudice, with a two-week written notice. This notice must be given to the director. Payment will be required to include the previously enrolled days in the two-week notice period, whether or not the student attends during that time.

Upon withdrawal from the program, families are eligible for a refund of all tuition fees paid in excess of the days attended. This refund will not include any enrollment, returned check or late fees. This refund will be issued within 60 days of the last day of attendance. Refunds on any tuition paid in excess, with the exception of the two-week notice requirement, will be paid in full upon written request to the director. There will be no refunds for children withdrawing after May 1.

### Physician's Report

All students must have a completed Physician's Report (LIC 701) on file. Please note that State Bill 277 requires that all students are up to date on all required vaccinations listed on the Physician's Report (LIC 701), or have a medical exemption that has been issued from the California Immunization Registry – CAIR-ME.) Students who do not meet these requirements, or who have an expired medical exemption, will not be able to attend preschool until requirements are met. The vaccine requirements in order to attend preschool are as follows: 3 Polio, 4 DTAP, 3 Hep B, 1 Varicella, and on or after the first birthday: 1 MMR, 1 Hib. Please see [ShotsForSchool.org](http://ShotsForSchool.org) for more information regarding school immunization regulations and exemptions.

If your child has received some, but not all, of the required immunizations, and is not currently due for more, he/she may be admitted under "conditional admission" with an approved modified immunization schedule. In this case, it is the parent's responsibility to adhere to the modified schedule, and your child may not attend if immunizations are due. A doctor's note with specific dates of upcoming immunizations must be kept current in the child's file.

### Participation

The signing of this admission agreement grants permission for your child to participate in all activities of our preschool program. These activities may include, but are not limited to climbing on play structures, sand and water play, messy art and sensory activities, playing with blocks and balls, swinging, riding bikes and/or scooters, gardening, handling rabbits/chickens/other animals, indoor and outdoor activities. This agreement allows your child to be included in photos and videos taken at school, which may be used for school slideshows, your child's memory book, or marketing materials (digital or printed). Likewise, permission is granted for preschool staff to assess and keep records of developmental progress. A parent-teacher conference will be scheduled to discuss any concerns, suspected delays or needs for further outside evaluation.

### Preschool Class Placement

All CCP students and teachers are outside together for the majority of the school day, yet we do have multiple classrooms for indoor time. Class placement for each child is determined by the preschool director, and we are unable to take requests for class placement. Classes are usually determined by the child's birthday, and not the child's developmental progress, thus each class will have a range of development, and teachers are trained to accommodate each child's individual needs. Children entering the "Owl" or "Hedgehog" classes (usually ages 2-4) do not need to be fully potty-trained, however children in the "Fox" class (usually ages 4-6) are expected to be capable of all steps in the toileting process.

### Rights of the Licensing Agency:

The Department of Social Services, Community Care Licensing Division according to Title 22, Division 12 Chapter 1 Regulation 101200, states "The department has the authority to interview children or staff and to inspect and audit child or child care center records, without prior consent. The school shall make provisions for private interviews with any child(ren) or staff

member; and for the examination of all records relating to the operation of the child care center. The department has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect or inappropriate placement.

**Release of Responsibility**

Catalyst Community Preschool will not be responsible for anything that may happen as the result of misinformation given at the time of enrollment, or outdated information which the parent/guardian has not updated on the appropriate paperwork. Catalyst Community Preschool is not responsible for a child who has not been signed in upon arrival.

I have read and understand the school policies and procedures in this Admission Agreement. I understand that violation of this agreement may result in the dismissal of my child from the Catalyst Community Preschool program. I understand that some preschool activities may have inherent dangers, and that unanticipated dangers may arise during preschool activities. I voluntarily agree to accept any and all risks of injury and damages of any nature resulting directly or indirectly from my or my child's participation in activities related to Catalyst Community Preschool, and do not hold Catalyst Church, Catalyst Community Preschool or its staff members liable for any damages resulting from or in connection with my child's participation in preschool activities.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CCP Director Signature  
Catalyst Community Preschool  
241 North Mill Street  
Santa Paula, CA 93060  
805-420-7030  
CatalystCommunityPreschool@gmail.com

\_\_\_\_\_  
Date



# CATALYST COMMUNITY PRESCHOOL

Allergy/Medical Alert Form 2022-2023

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Please let us know if there are any allergies or medical conditions (asthma, seizures, etc) that we should be aware of when caring for your child. Please write "none" if there are no known medical concerns. Be sure to update the Preschool office staff if there is any change in your child's health or condition during the school year.

My child has the following medical conditions or allergies:

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Signs/symptoms to watch for:

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Steps to take (you must also fill out an additional Medication Authorization form if any prescription or over-the-counter medications are necessary):

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



# CATALYST COMMUNITY PRESCHOOL

## Email Contact Page 2022-2023

In order to efficiently communicate with you regarding upcoming activities, tuition info, and other announcements, we ask for at least one email address that will be checked on a regular basis during the school year. Emails are sent at least once a month containing the preschool newsletter and upcoming dates.

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

Your name(s): \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Check here if you **do not** have email /computer access and need a hard copy of classroom newsletters and announcements.

Check here if you **do not** wish your email address to be given to other parents upon request (for play dates, birthday parties, etc).



# CATALYST COMMUNITY PRESCHOOL

## **2022-2023 Catalyst Community Preschool Parent Handbook**

Please read and familiarize yourself with our purpose and policies, then sign and return the bottom portion of the last page. Thank you!

\*\* Please note that there may be changes to existing handbook policies, depending on the Covid-19 pandemic or other circumstances. Any policy updates or temporary changes will be sent out prior to the school year starting, or at any point during the school year as needed or required by local licensing/health mandates.

### Mission Statement

Catalyst Community Preschool exists to cultivate in children a love for learning, for the outdoors, for others and for God.

### Purpose

Catalyst Community Preschool is a play-based, child-centered preschool program with an exceptional outdoor curriculum. We believe that early childhood is a crucial time for foundational learning, exploration and discovery. By providing a quality Christian program, we help prepare children for success physically, emotionally, intellectually, spiritually, creatively, and socially. CCP strives to guide children in their individual journey of holistic learning and growing.

An adventure awaits your child at Catalyst Community Preschool! We believe that each day is full of possibilities, and that learning is fun! Our teachers provide the materials to engage your child, to encourage trying new things and facilitate topics that spark the imagination.

We believe that God made us, God loves us, and God wants a relationship with us. These truths will be communicated daily. We love Jesus, and want your child to see the ways that Jesus wants us to love others. We believe that the outdoor environment is the perfect arena for discovering nature and connecting to the Creator.

Our philosophy stands that the outdoor classroom is the best classroom. Anything that can be done indoors, can take place outdoors as well. We will usually start our preschool morning indoors, but many of our morning's activities, both free play and group times, will take place outdoors. We are blessed with an amazing outdoor space! Your child will get dirty, explore hands-on, and be encouraged to be a creative problem-solver. Our indoor and outdoor classroom areas are carefully planned to provide a safe and educational environment. We encourage age-appropriate independence and risk-taking. Children are encouraged to try new things and staff are trained to create an environment that will facilitate exploration and discovery at your child's pace.

Our preschool curriculum is purposefully designed to prepare your child for a successful introduction to school, kindergarten readiness, and a future of lifelong learning. We strongly believe that developmentally appropriate practice happens when the curriculum is such that these developmental

domains are included daily: cognitive, physical, language/literacy, and social/emotional. Teachers carefully plan the outdoor area and indoor classroom, facilitating environments where children learn by exploring, experimenting and playing. This allows children to spend the majority of their preschool day engaging in self-initiated learning adventures, group activities for practicing social skills, as well as experiences that are teacher-guided. Each day children are given the opportunity to develop their gross and fine motor skills through play activities, develop their language and social skills through conversation and stories, explore nature, and express themselves through art and music. Our curriculum is Christ-centered, and biblical truths are woven throughout the day's activities.

#### Days and Hours of Operation

Your child may be enrolled in our 2-day (Tuesday and Thursday) program, our 3-day (Monday, Wednesday and Friday) program, or our 5-day program (attending every day we are open). Our preschool program begins each morning at 8:30 and ends at noon. Children may not be dropped off prior to 8:30 and must be picked up at noon unless previous arrangements have been made for extended day care (before or after school care). It is imperative that all parents or guardians pick up their children on time. Children recognize when parents are late, and begin to worry. We appreciate your prompt arrival. There will be a 15-minute grace period for parents/guardians arriving late. After this grace period (at 12:15), there will be a \$10 late fee for every 5 minutes past the grace period. Our school year begins in mid-August and ends in early June. Catalyst Community Preschool follows a school year calendar and will be closed for seasonal breaks, holidays, and teacher workdays. Please see our preschool calendar (available on our website) regarding these breaks, holidays, and special events.

#### Ages of Children accepted for care

Our preschool is set up to provide a developmentally appropriate environment for children ages 2-6 (or until entrance to Kindergarten).

#### Before/After School Care

We offer an "early care" program before school, and a "lunch crew" after school program. Please sign your child up at least 24 hours in advance so we know to expect you – we cannot guarantee that there will be staff available to admit your child if you have not signed up ahead of time.

Early care: For an additional \$5 a day, your child may be brought to school anytime between 7:30-8:30am. This will include a time for play inside one of our classrooms. Our license does not permit us to open our doors before 7:30 am, please do not bring your child before this time.

Lunch Crew: For an additional \$7 a day, your child may stay from 12:00-1:30 pm to eat lunch and have additional playtime. Lunches must be provided from home, we request that you send a healthy, well-balanced lunch - please do not send "junk" food or candy for your child to eat at school. When sending lunch items, please label your child's lunch box, along with any reusable containers and their lids with your child's name. Children will eat lunch at tables either outside or in the classroom, and then will have free play until 1:30 pick up time. We are not able to care for children after 1:30 pm. If your child has not been picked up by 1:30 more than once, we will no longer be able to have your child join us for lunch crew. CCP reserves the right to change or cancel the before and after school programs due to lack of interest or any other reason, and parents will be given advance notice if this change occurs.

### Field Trips

Due to car seat safety laws, we will not be taking your child to off-campus field trips that require driving. We hope to have one or more field trips during the school year to locations nearby (past trips have been to the Agricultural Museum and/or other nearby locations), and we will walk and cross streets at appropriate crosswalks. Permission slips and more detailed information will be available later in the year. We will also have occasional special events here at the Catalyst campus. Please consult your school calendar, newsletter, and email for specific dates and times of these events.

### Transportation Arrangements

Catalyst Community Preschool is not responsible for any transportation arrangements. Parking is available in our preschool lot or on Mill Street for pick up and drop off times. Please do not leave young children or infants unattended in your vehicle. When coming to/from preschool in a vehicle, children must arrive/leave appropriately buckled in a secure car seat, in accordance with state law. Please make sure that anyone picking up or dropping off your child has an appropriate car seat.

### Sign In/Out Policy

Your child must be signed in and out daily by someone at least 18 years old that is on your child's emergency form / pickup list (LIC 700). Please make sure there is contact with staff, as staff do need to see you dropping off and picking up at the classroom door, even if your child enters quickly. Catalyst Community Preschool teachers are trained to greet each child, and to ensure that children with obvious symptoms of illness are kept at home. Additional attention will be paid to children who have recently missed school due to illness, or who may have been exposed to a contagious disease. Signing in and out will be done on a clipboard and will require the time of day as well as a first and last name signature. Your child will not be released to anyone not on your child's pickup list, and we must see a photo ID to verify. We ask that when dropping off your child, please inform teachers as to who we can expect to pick up your child that day. You may edit or add people to your child's pickup list at any time, but it must be done in writing, and before someone new will be allowed to pick your child up from school.

### Clothing

We love hands-on play! This means that your child will often be digging in the dirt, painting, gluing, and exploring materials such as sand, water, mud, shaving cream, bubbles, etc. Please dress your child in play clothing that is comfortable and suitable for these activities. Keep in mind that although we often use washable paints, these may not always wash out.

We recommend that your child wears shoes that are easy to run/climb in, usually with closed toes and a back strap. Waterproof, easy-on shoes are ideal for our water and sand play areas (similar to brands such as Natives or Crocs). Children are also given the option of barefoot play. Barefoot play helps children increase agility and mobility, assists with body awareness, allows for sensory experiences, strengthens the feet and lower legs, and allows for greater freedom as the child connects with the outdoor classroom.

Please dress your child for outdoor play, including hot, cold, rainy, or muddy days – we likely will play outside in all weather, unless there are safety concerns. Our weather often starts out cool in the mornings but can be hot by noon, so send your child wearing layers when necessary, marking jackets and other removable items with your child's name. We ask that each child brings a zip-lock bag containing a change of clothing, including underwear, to be used in case of potty accidents, spills or

emergencies. These bags will be stored at school for the length of the school year. If children are uncomfortably wet from water play, we will help them change clothing as staffing allows. On warmer days, we often allow children to keep cool in wet/damp clothing if they desire. If there are not extra clothes provided for your child, we may use clean items from our preschool “extra clothes” bin, or we may call you to bring additional items if none are available and your child is uncomfortable. CCP is not responsible for clothing that is stained, lost, or damaged at preschool.

#### Potty-training

Children attending our Owl and Hedgehog Class (2s and 3s) do not need to be potty-trained in order to attend preschool. Children attending our Fox Class (4s & 5s) do need to be fully potty-trained. Potty-trained, as per our definition, includes being able to communicate the need to use the restroom and to perform self-care tasks such as dressing/undressing, wiping, flushing, and hand-washing. If your child is not yet potty-trained, we ask that each week you bring 1-2 disposable diapers for each day of preschool. Baby wipes are provided. We are unable to apply diaper creams, powders, or pastes, please do this at home if needed. Please label all items with your child’s name, and communicate with your child’s teachers as to any changes in your child’s potty-training process.

#### Snack Time

Please plan to daily send each child with their own small, healthy, nut-free snack in disposable packaging (plastic or paper bag) that can be opened and eaten independently. We will serve water in disposable cups during snack time. Please do not send sweets, nut products, refrigerated items, or anything that needs to return home. Some snack suggestions: crackers, berries, dried fruit, pretzels, dry cereal, orange slices, a rice roll, or ½ of a Sunbutter sandwich. Ritz crackers are provided in the case where a child forgets to bring their snack. We will not be sending leftover snack home, so please do not send more than you think your child will eat. Thank you for helping us to promote independent snacking for your child. If your child will be staying for lunchtime, please pack a healthy lunch for them. Water will be available at all times, both in the classrooms and outside.

#### Items from Home

With the exception of announced share days, we ask that all toys and unnecessary items from home remain at home. Any necessary personal items brought from home must be labeled with your child’s name, and CCP is not responsible for lost or damaged items.

#### Pacifiers/Bottles/Sippy Cups

We ask that all pacifiers and bottles be left at home. Preschool is a time for social and speech development, and these items - while they may be comforting - can be a hindrance to your child’s social interactions at preschool. If your child still uses these items for comfort at home, you may want to inform your child’s teacher so that we may help to comfort your child in other ways. We do not recommend sending cups from home, as we will be teaching children to use our school drinking fountains (located both indoors and outside) and offer water and/or milk in small cups during snack time and throughout the day. If your child will be staying for lunch, you may send a cup or thermos (water or milk only) in your child’s lunchbox, but the cup or thermos must be labeled with your child’s name and the date. Please do not send sugary drinks such as juice or sports drinks.

## Birthdays

Birthdays are incredibly important, and we plan to celebrate each child's special day at school with a birthday crown and song. It is by no means necessary, but if you would like to send non-food birthday favors, we ask that you send individual items (such as a party favor-type toy or stickers) that can be placed in each child's cubby and sent home to enjoy. We are unable to serve treats such as cupcakes/cake/cookies.

## Naps

Being a half-day preschool program, we will not have a naptime at school. Children are always welcome to sit and rest, choose a quiet activity, or look at books if they are tired. If your child is unusually tired, please keep them at home to rest.

## Photos

Your child will be participating in various memory-making activities in our program, and we will regularly take pictures of these moments in order to share them with you. We will print some for your child to bring home at the end of the year, and we currently have a private Shutterfly class album for occasional photos of our preschool activities (you will be invited via email once pictures are published.) From time to time, we may publish a few preschool photos in print, on our website, or on social media: currently this is our Instagram and public Facebook page (Catalyst Community Preschool). Signing this handbook gives consent for your child's photo to be taken and published by Catalyst Community Preschool. If you desire your child's photos not to be used, please inform preschool staff.

## Process Art

One facet of our preschool program is process art – this means that during art activities we value the artistic process and the experience more than we do the final product. Many of the art experiences we offer are open-ended opportunities to explore various materials and techniques, think in new ways, and create in a manner that is original and unique to each child. This means that many times conversations about your child's art work will be more along the lines of "tell me about your artwork" or "how did you make this?" instead of "look at the cute \_\_\_\_ you made."

## Bible

CCP is a ministry of Catalyst Church. All CCP staff believe in God, Jesus, and the Bible. Our teachers all have a relationship with Christ, and are able to communicate simple Biblical truths and stories with our students. Your child will regularly hear Bible stories (we often use *The Toddler's Bible* by V. Gilbert Beers, *The Preschooler's Bible* by V. Gilbert Beers, "Our Together Time Bible" by Gwen Ellis, and "My Big Book of 5-Minute Devotions" by Pamela Kennedy), as well as focus on these core concepts: God made us, God loves us, and God wants us to love others. We regularly listen to and sing songs that follow Biblical truths, and each month all students will participate in learning a short scripture verse.

## Family Nights

During the school year, CCP will host "Family Night" (approximately 5-6 times per year). These are usually weeknight events, and are held on our preschool campus. These evenings are optional special events, where the entire family is invited to participate. Family Nights are great opportunities for parents to get to know other families in our preschool community, for you to play with your child, as

well as a chance to see our program in action. Both the December and June Family Night events will feature a short performance by our students in the church sanctuary. Dates, times, and other information regarding these events will be emailed as part of our monthly newsletters.

#### After-Hours Child Care

We permit but do not encourage CCP staff to provide after-hours child care for our CCP families. In the case where this occurs, child care may only take place during hours when CCP is closed (prior to 7:30am or after 1:30pm.) CCP is not liable for any incidents that may occur during after-hours child care.

#### Medication Policy

Please administer needed medication before/after school hours whenever possible. Any medication your child needs during school hours (including prescription medication, over-the-counter products, inhalers, Epi-pens, sunscreen, lotions, etc.) must be provided in the original container labeled with the child's name. Each item must be accompanied by our Medication Authorization Form, which is to be filled out by the child's doctor, listing correct dosing information. We will store these medications in the preschool office and keep a log of their use. Medications, lotions, etc may not be stored in a child's cubby or classroom.

#### Sunscreen

Being at an outdoor program in a generally sunny climate, it is important that your child be protected from the sun. Please apply sunscreen to your child each day before school. You may send sunhats or sunglasses if desired, and we will suggest that your child wear them, but cannot guarantee that your child will choose to keep these items on all morning. If you choose to send sunscreen for us to apply at school, we do require a Medication Authorization Form (see above paragraph) to be signed by a doctor in order to administer sunscreen. We will do our best to keep your child from getting sunburned, however cannot guarantee that your child will be 100% protected at all times.

#### Cleaning

Our facility undergoes light cleaning daily, and professionally cleaned once each week. Our staff sanitize surfaces with fragrance-free, plant-based, non-allergenic cleaning products.

#### Sick Children

Young children's immune systems are still developing. According to the Red Cross, preschool-aged children contract an average of 8-10 colds and 3 bouts of gastrointestinal illness each year. We do our best to promote hand-washing, covering coughs, using tissues, and work to keep our center as germ-free as possible. You can help us in this by encouraging hand-washing and hygiene skills at home. However, even after our best efforts, it is likely that your child will face illnesses during the school year. Therefore, please plan to keep your child home if they are not feeling well enough to participate in school activities. You know your child best, and if they are not acting like their usual self, please allow them to rest at home. If your child has vomited, had more than one instance of diarrhea, a fever at or over 100 degrees, has an unidentified or contagious rash, green mucus coming from the nose, or is coughing frequently, please keep your child at home until at least 24 hours have passed from the last instance. We understand that no one enjoys missing out of the fun of a school day, and it may not be convenient to change your schedule due to a sick child, but in order to stop the spread

of illness to other families, we ask that you keep your ill child at home. In order to keep a healthy environment, staff are trained to inspect all children's general health at drop-off time, and children who appear ill will be sent home. If your child appears to be ill at school, we will isolate them from other students and will call you to come pick up your child immediately. Our preschool sick policy may override a doctor's note, if we feel that it is best that your child stay home for the protection of our students and staff.

#### Missed Days Policy

Catalyst Community Preschool does not provide refunds or discounts for school days missed due to illness, time off or vacation time. It is your responsibility as parent or guardian to notify the center if your child is not going to be in attendance due to illness or vacation. The preschool should be aware of any communicable disease that is present in the school, so please let us know your reason for absences when you call/email. In circumstances where the preschool needs to close due to natural disaster, power outage, weather, building conditions, etc, we will make every effort to notify you of school closures as soon as possible, usually via email. These days may be in line with the Santa Paula School District closures, though there may be circumstances that apply only to our preschool. There will be no refunds given due to unplanned school closures unless the preschool remains closed for more than 10 consecutive regularly scheduled school days. Refunds offered may be a percentage of the tuition paid, and not the totality, due to circumstances and the preschool's expenses.

#### Injuries/Emergencies

Ensuring the safety of our students is our top priority. In case of a mild injury, we will first make the child comfortable, and then will call you, if necessary, with any concerns. Ice and/or band-aids are administered in the case of scrapes or minor bumps. An incident report will be filled out and given to you stating the circumstances and details of the injury. In the event of a more severe injury or emergency, 911 will be called and appropriate steps taken to ensure safety of all children involved. Regular fire drills and occasional earthquake drills will be practiced. Plans for evacuation will be posted in each classroom. In the case of an emergency situation that requires evacuation from the preschool campus, we will take all children to the Agricultural Museum parking lot, to the South of the preschool across Railroad Avenue. Once we arrive and tend to all immediate needs, we will call parents and let you know of our status. In the case of an emergency situation that requires us to remain indoors, we will keep your child in their classroom and away from windows and doors. We will call parents as applicable, and let you know of our status. During every emergency situation, your child's safety is our primary goal.

#### Remind App

We as a preschool will be using the Remind app to communicate during emergencies. If there ever is a school closure, fire nearby, disaster, etc this will be the fastest way to alert our preschool families. We will not use this app for our regular communication, only for urgent matters. There is no need for you to download an app, you will just need to send a text from your phone, and in the event of a school closure or emergency, we will send out an alert that will appear as a text message from our preschool. If you set up Remind last year, you do not need to set it up again. Set-up is relatively simple: Send a text to 81010 that says: @ccp241 (including the @ symbol).

## Admission Policies

Catalyst Community Preschool admits children ages 2-6 regardless of race, nationality, creed, or religion.

As per state licensing, a child may not begin attending until the following documents have been completely filled out and reviewed by a director:

1. Catalyst Community Preschool Admission Agreement
2. Identification and Emergency Information (LIC 700)
3. Consent for Emergency Treatment (LIC 627)
4. Child's Preadmission Health history – Parent's Report (LIC 702)
5. Physician's Report for Child Care Centers (LIC 701)
6. Personal Rights Acknowledgment (LIC 613)
7. Parents' Rights Acknowledgment (LIC 995)
8. Signed agreement of parent handbook policies

## Discipline policies

Catalyst Community Preschool teachers focus on positive reinforcement, encouraging positive traits and behavior, and redirection when necessary. A child may be redirected to choose another activity when they are having trouble following directions in one area. Personal rights are always respected, we will never use any form of corporal punishment. We remind children often to respect people and property. Young children are still learning about their emotions and how to express them appropriately. CCP teachers remind students that it is okay to feel sad or angry, but it is not okay to hurt people or damage property when we feel that way.

At times, children may be unkind to one another. While undesirable, this is typical and normal as children are working on their social, language, and communication skills. We do not encourage retaliation, but instead, encourage students to communicate their feelings. As a school, we teach children to raise a hand and say, "Stop! I don't like that," and then tell a teacher if they are being bothered or hurt by another child. This empowers the child to communicate and to get help, if needed. Likewise, we teach our students that if they are told, "Stop!" that they should listen. We reserve the right to dismiss any child who is unable to participate in the group experience, or causes harm to people or property. However, our goal is to keep communication open between parents and classroom teachers, in order to help every child be successful.

If a child seems to be having a difficult time respecting people and the property around them, we will take the following steps:

1. Child will be redirected to another activity, and care will be given to discuss the behavior.
2. At a second offense, parents will receive a note, email or phone call discussing possible steps for a plan for assisting the child's behavior.
3. Following a third offense, the parents will need to come take the child home for the remainder of the school day.
4. Continuing offenses may result in dismissal and termination of enrollment.

## Updates to Handbook

As the need for new school policies arises, there may be changes and/or updates to this handbook. Parents/guardians will receive notice of any revisions.

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Agreement – please sign and return this portion:

I understand that my child will engage in outdoor play every day at Catalyst Community Preschool. I agree to help ensure my child's safety by dressing my child for the weather, as well as wet/messy/active play, and will apply sunscreen when needed. I understand that research shows that appropriate risk is healthy – my child will be allowed to run barefoot, climb, build with various materials, care for class pets, and explore hands-on. I understand that engaging in nature play and new social situations with peers means that my child may get some scrapes and bumps along with way – I acknowledge that this is part of a healthy childhood, and I trust CCP teachers to respond appropriately. I respect my child's right to play and I support a curriculum that promotes developmentally appropriate invitations to play.

I have read and do understand the school policies and procedures in the Catalyst Community Preschool Parent Handbook. I understand that my noncompliance of these policies may result in the dismissal of my child from the preschool program.

Student's name: \_\_\_\_\_

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

## IDENTIFICATION AND EMERGENCY INFORMATION CHILD CARE CENTERS/FAMILY CHILD CARE HOMES

**To Be Completed by Parent or Authorized Representative**

CHILD'S NAME	LAST	MIDDLE	FIRST	SEX	TELEPHONE ( )	
ADDRESS	NUMBER	STREET	CITY	STATE	ZIP	BIRTHDATE
PARENT / AUTHORIZED REPRESENTATIVE NAME	LAST	MIDDLE	FIRST			BUSINESS TELEPHONE ( )
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP	HOME TELEPHONE ( )
PARENT / AUTHORIZED REPRESENTATIVE NAME	LAST	MIDDLE	FIRST			BUSINESS TELEPHONE ( )
HOME ADDRESS	NUMBER	STREET	CITY	STATE	ZIP	HOME TELEPHONE ( )
PERSON RESPONSIBLE FOR CHILD	LAST	MIDDLE	FIRST	HOME TELEPHONE ( )	BUSINESS TELEPHONE ( )	

**ADDITIONAL PERSONS WHO MAY BE CALLED IN AN EMERGENCY**

NAME	ADDRESS	TELEPHONE	RELATIONSHIP

**PHYSICIAN OR DENTIST TO BE CALLED IN AN EMERGENCY**

PHYSICIAN	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ( )
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DENTIST	ADDRESS	MEDICAL PLAN AND NUMBER	TELEPHONE ( )
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IF PHYSICIAN CANNOT BE REACHED, WHAT ACTION SHOULD BE TAKEN?

CALL EMERGENCY HOSPITAL       OTHER EXPLAIN: \_\_\_\_\_

**NAMES OF PERSONS AUTHORIZED TO TAKE CHILD FROM THE FACILITY**  
(CHILD WILL NOT BE ALLOWED TO LEAVE WITH ANY OTHER PERSON WITHOUT WRITTEN  
AUTHORIZATION FROM PARENT OR AUTHORIZED REPRESENTATIVE)

NAME	RELATIONSHIP

TIME CHILD WILL BE PICKED UP

SIGNATURE OF PARENT/GUARDIAN OR AUTHORIZED REPRESENTATIVE	DATE
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**TO BE COMPLETED BY FACILITY DIRECTOR/ADMINISTRATOR/FAMILY CHILD CARE HOMES  
LICENSEE**

DATE OF ADMISSION	LAST DATE OF ENROLLMENT
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# CONSENT FOR EMERGENCY MEDICAL TREATMENT- Child Care Centers Or Family Child Care Homes

AS THE PARENT OR AUTHORIZED REPRESENTATIVE, I HEREBY GIVE CONSENT TO

\_\_\_\_\_ TO OBTAIN ALL EMERGENCY MEDICAL OR DENTAL CARE  
FACILITY NAME

PRESCRIBED BY A DULY LICENSED PHYSICIAN (M.D.) OSTEOPATH (D.O.) OR DENTIST (D.D.S.) FOR

\_\_\_\_\_. THIS CARE MAY BE GIVEN UNDER  
NAME

WHATEVER CONDITIONS ARE NECESSARY TO PRESERVE THE LIFE, LIMB OR WELL BEING OF THE CHILD  
NAMED ABOVE.

CHILD HAS THE FOLLOWING MEDICATION ALLERGIES:

\_\_\_\_\_ DATE

\_\_\_\_\_ PARENT OR AUTHORIZED REPRESENTATIVE SIGNATURE

\_\_\_\_\_ HOME ADDRESS

\_\_\_\_\_ HOME PHONE  
( )

\_\_\_\_\_ WORK PHONE  
( )

# CHILD’S PREADMISSION HEALTH HISTORY - PARENT/AUTHORIZED REPRESENTATIVE REPORT

CHILD’S NAME	SEX	BIRTHDATE
PARENT / AUTHORIZED REPRESENTATIVE NAME		DOES PARENT / AUTHORIZED REPRESENTATIVE LIVE IN HOME WITH CHILD?
PARENT / AUTHORIZED REPRESENTATIVE NAME		DOES PARENT / AUTHORIZED REPRESENTATIVE LIVE IN HOME WITH CHILD?
IS / HAS CHILD BEEN UNDER REGULAR SUPERVISION OF PHYSICIAN?		DATE OF LAST PHYSICAL/ MEDICAL EXAMINATION

**DEVELOPMENTAL HISTORY** *(\*For infants and preschool-age children only)*

WALKED AT* MONTHS _____	BEGAN TALKING AT* MONTHS _____	TOILET TRAINING STARTED AT* MONTHS _____
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**PAST ILLNESSES — Check illnesses that child has had and specify approximate dates of illnesses:**

	DATES		DATES		DATES
<ul style="list-style-type: none"> <li>⑤ Chicken Pox</li> <li>⑤ Asthma</li> <li>⑤ Rheumatic Fever</li> <li>⑤ Hay Fever</li> </ul>		<ul style="list-style-type: none"> <li>⑤ Diabetes</li> <li>⑤ Epilepsy</li> <li>⑤ Whooping Cough</li> <li>⑤ Mumps</li> </ul>		<ul style="list-style-type: none"> <li>⑤ Poliomyelitis</li> <li>⑤ Ten-Day Measles (Rubeola)</li> <li>⑤ Three-Day Measles (Rubella)</li> </ul>	

SPECIFY ANY OTHER SERIOUS OR SEVERE ILLNESSES OR ACCIDENTS

DOES CHILD HAVE FREQUENT COLDS? <input type="checkbox"/> YES <input type="checkbox"/> NO	HOW MANY IN LAST YEAR?	LIST ANY ALLERGIES STAFF SHOULD BE AWARE OF
--	------------------------	---

**DAILY ROUTINES** (\*For infants and preschool-age children only)

WHAT TIME DOES CHILD GET UP?*	WHAT TIME DOES CHILD GO TO BED?*	DOES CHILD SLEEP WELL?*	
DOES CHILD SLEEP DURING THE DAY?*	WHEN?*	HOW LONG?*	
DIET PATTERN: (What does child usually eat for these meals?)	BREAKFAST		
	LUNCH		
	DINNER		
WHAT ARE USUAL EATING HOURS?	BREAKFAST		
	LUNCH		
	DINNER		
ANY FOOD DISLIKES?		ANY EATING PROBLEMS?	
IS CHILD TOILET TRAINED?* <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, AT WHAT STAGE:*	ARE BOWEL MOVEMENTS REGULAR?* <input type="checkbox"/> YES <input type="checkbox"/> NO	WHAT IS USUAL TIME?*
WORD USED FOR "BOWEL MOVEMENT"*		WORD USED FOR URINATION*	

PARENT / AUTHORIZED REPRESENTATIVE EVALUATION OF CHILD'S HEALTH

IS CHILD PRESENTLY UNDER A DOCTOR'S CARE? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, NAME OF DOCTOR:	DOES CHILD TAKE PRESCRIBED MEDICATION(S)? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, WHAT KIND AND ANY SIDE EFFECTS:
DOES CHILD USE ANY SPECIAL DEVICE(S): <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, WHAT KIND:	DOES CHILD USE ANY SPECIAL DEVICE(S) AT HOME? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, WHAT KIND:

PARENT/ AUTHORIZED REPRESENTATIVE EVALUATION OF CHILD'S PERSONALITY HOW DOES CHILD GET ALONG WITH PARENT / AUTHORIZED REPRESENTATIVE, BROTHERS, SISTERS AND OTHER CHILDREN?

HAS THE CHILD HAD GROUP PLAY EXPERIENCES?

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DOES THE CHILD HAVE ANY SPECIAL PROBLEMS/FEARS/NEEDS? (EXPLAIN.)

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WHAT IS THE PLAN FOR CARE WHEN THE CHILD IS ILL?

---

REASON FOR REQUESTING DAY CARE PLACEMENT

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PARENT/AUTHORIZED REPRESENTATIVE SIGNATURE

DATE

---

# PERSONAL RIGHTS

## Child Care Centers

Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers.

- (a) Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:
- (1) To be accorded dignity in his/her personal relationships with staff and other persons.
  - (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
  - (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
  - (4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
  - (5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.
  - (6) Not to be locked in any room, building, or facility premises by day or night.
  - (7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:

NAME

ADDRESS

CITY

ZIP CODE

AREA CODE/TELEPHONE NUMBER

DETACH HERE

**TO: PARENT/GUARDIAN/CHILD OR AUTHORIZED REPRESENTATIVE:**

**PLACE IN CHILD'S FILE**

Upon satisfactory and full disclosure of the personal rights as explained, complete the following acknowledgment:

**ACKNOWLEDGMENT:** I/We have been personally advised of, and have received a copy of the personal rights contained in the California Code of Regulations, Title 22, at the time of admission to:

(PRINT THE NAME OF THE FACILITY)

(PRINT THE ADDRESS OF THE FACILITY)

(PRINT THE NAME OF THE CHILD)

(SIGNATURE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(TITLE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(DATE)

## CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS

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### PARENTS' RIGHTS

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.

Licensing Office Name: \_\_\_\_\_

Licensing Office Address: \_\_\_\_\_

Licensing Office Telephone #: \_\_\_\_\_

7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form.

**NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.**

*For the Department of Justice "Registered Sex Offender" database, go to [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov)*

LIC 995 (9/08)

(Detach Here - Give Upper Portion to Parents)

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### ACKNOWLEDGEMENT OF NOTIFICATION OF PARENTS' RIGHTS (Parent/Authorized Representative Signature Required)

I, the parent/authorized representative of \_\_\_\_\_, have received a copy of the "CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS" and the CAREGIVER BACKGROUND CHECK PROCESS form from the licensee.

\_\_\_\_\_  
Name of Child Care Center

\_\_\_\_\_  
Signature (Parent/Authorized Representative)

\_\_\_\_\_  
Date

**NOTE: This Acknowledgement must be kept in child's file and a copy of the Notification given to parent/authorized representative.**

*For the Department of Justice "Registered Sex Offender" database go to [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov)*

# PHYSICIAN'S REPORT—CHILD CARE CENTERS (CHILD'S PRE-ADMISSION HEALTH EVALUATION)

## PART A – PARENT'S CONSENT (TO BE COMPLETED BY PARENT)

\_\_\_\_\_, born \_\_\_\_\_ is being studied for readiness to enter  
(NAME OF CHILD) (BIRTH DATE)

\_\_\_\_\_. This Child Care Center/School provides a program which extends from \_\_\_\_\_ : \_\_\_\_\_  
(NAME OF CHILD CARE CENTER/SCHOOL)

a.m./p.m. to \_\_\_\_\_ a.m./p.m. , \_\_\_\_\_ days a week.

Please provide a report on above-named child using the form below. I hereby authorize release of medical information contained in this report to the above-named Child Care Center.

\_\_\_\_\_  
(SIGNATURE OF PARENT, GUARDIAN, OR CHILD'S AUTHORIZED REPRESENTATIVE)

\_\_\_\_\_  
(TODAY'S DATE)

## PART B – PHYSICIAN'S REPORT (TO BE COMPLETED BY PHYSICIAN)

Problems of which you should be aware:

Hearing: \_\_\_\_\_ Allergies: medicine: \_\_\_\_\_

Vision: \_\_\_\_\_ Insect stings: \_\_\_\_\_

Developmental: \_\_\_\_\_ Food: \_\_\_\_\_

Language/Speech: \_\_\_\_\_ Asthma: \_\_\_\_\_

Dental: \_\_\_\_\_

Other (Include behavioral concerns): \_\_\_\_\_

Comments/Explanations: \_\_\_\_\_

MEDICATION PRESCRIBED/SPECIAL ROUTINES/RESTRICTIONS FOR THIS CHILD: \_\_\_\_\_

### IMMUNIZATION HISTORY: (Fill out or enclose California Immunization Record, PM-298.)

VACCINE	DATE EACH DOSE WAS GIVEN				
	1st	2nd	3rd	4th	5th
POLIO (OPV OR IPV)	/ /	/ /	/ /	/ /	/ /
DTP/DTaP/ DT/Td (DIPHTHERIA, TETANUS AND [ACELLULAR] PERTUSSIS OR TETANUS AND DIPHTHERIA ONLY)	/ /	/ /	/ /	/ /	/ /
MMR (MEASLES, MUMPS, AND RUBELLA)	/ /	/ /	/ /	/ /	/ /
HIB MENINGITIS (REQUIRED FOR CHILD CARE ONLY) (HAEMOPHILUS B)	/ /	/ /	/ /	/ /	/ /
HEPATITIS B	/ /	/ /	/ /	/ /	/ /
VARICELLA (CHICKENPOX)	/ /	/ /	/ /	/ /	/ /

#### SCREENING OF TB RISK FACTORS (listing on reverse side)

- Risk factors not present; TB skin test not required.
- Risk factors present; Mantoux TB skin test performed (unless previous positive skin test documented).
- \_\_\_ Communicable TB disease not present.

I have  have not  reviewed the above information with the parent/guardian.

Physician: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date of Physical Exam: \_\_\_\_\_

Date This Form Completed: \_\_\_\_\_

Signature \_\_\_\_\_

Physician  Physician's Assistant  Nurse Practitioner

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**RISK FACTORS FOR TB IN CHILDREN:**

- \* Have a family member or contacts with a history of confirmed or suspected TB.
- \* Are in foreign-born families and from high-prevalence countries (Asia, Africa, Central and South America).
- \* Live in out-of-home placements.
- \* Have, or are suspected to have, HIV infection.
- \* Live with an adult with HIV seropositivity.
- \* Live with an adult who has been incarcerated in the last five years.
- \* Live among, or are frequently exposed to, individuals who are homeless, migrant farm workers, users of street drugs, or residents in nursing homes.
- \* Have abnormalities on chest X-ray suggestive of TB.
- \* Have clinical evidence of TB.

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Consult with your local health department's TB control program on any aspects of TB prevention and treatment.