



Family Handbook

Preschool CDE/School Age CCTR

Administrative Office
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School-Age Programs:

CCP Half Moon Bay
@ Hatch Elementary
494 Miramontes Avenue
Half Moon Bay, CA 94019
650.726.7413 x9015
LIC #410505707

CCP El Granada
@ El Granada Elementary
200 Santiago Street
El Granada, CA 94018
650.726.7413 x9031
LIC #414000435

CCP Montara
@ Farallone View Elementary
1100 LeConte & Kanoff Streets
Montara, CA 94037
650.726.7413 x9061
LIC #410506161

Preschools:

CCP Half Moon Bay – Preschool
@ Hatch Elementary
494 Miramontes Avenue
Moon Bay, CA 94019
650.726.7413 x9051
LIC #414004659

CCP Montara – Preschool
@ Farallone View Elementary
1100 LeConte & Kanoff Streets
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Family Handbook Acknowledgement (sign and return to center)

ABOUT COASTISDE CHILDREN’S PROGRAMS

Coastside Children’s Programs (CCP) is the leading childcare agency on the coast. CCP has been serving children and families since 1975 through preschools, before and after school programs and summer camps. School age centers are conveniently located at Alvin S. Hatch Elementary School, El Granada Elementary School and Farallone View Elementary School. Our Half Moon Bay preschool is located on the Hatch Elementary School campus and our Montara preschool is located on the Farallone View Elementary School campus. All centers are open 7:30 a.m. to 5:30 p.m

CCP ADMISSION POLICY

Parents/guardians are asked to attend an orientation/intake meeting with the Program and Enrollment Specialist before your child’s first day of childcare. CCP does not discriminate based on gender, ethnic group identification, sexual orientation, race, ancestry, national origin, religion, color, mental or physical disability, or special needs to determine which children/families are served. CCP provides full opportunities for the participation of parents/guardians with limited-English proficiency, parents/guardians with disabilities and parents/guardians of migratory children. Upon enrollment, staff and parents/guardians will continue to meet regularly to monitor your child’s progress.

We serve children from ages 5 to 12 years at our before and after school centers and 3-5 years at the preschool. CCP refrains from religious instruction or worship. Anyone not wishing his or her children to participate in center activities relating to celebrations such as birthdays, Halloween, Christmas, Hanukkah, Chinese New Year’s, etc., must take responsibility for alerting the Site Supervisor in advance.

CCP is committed to providing a work environment free of unlawful harassment. CCP’s policy prohibits sexual harassment and harassment because of an employee’s sex, race, color, national origin, religion, age, physical or mental disability, medical condition, pregnancy, ancestry, marital status, sexual orientation, family care or medical leave status, veteran status, or any other basis protected by federal or state laws. All such harassment is unlawful. CCP’s anti-harassment policy applies to all employees of CCP, including supervisors and co-workers, as well as any parent/guardian, caregiver, person, or child, receiving services from, doing business with or for CCP.

CCP PROGRAM MISSION AND PHILOSOPHY

Coastside Children's Programs (CCP) mission is to provide a safe and caring environment where children learn through experience, play and friendships - building a foundation for success in school and life. Our programs follow an emergent curriculum. This means that we expose students to new concepts, then capitalize and expand upon what excites them the most. We believe this fosters a love of learning. Our philosophy is that:

Children learn through experience and play.

Children constantly grow and change physically, socially, emotionally, cognitively and creatively. These changes are consistent, yet individual to each child. It is our goal to guide children toward success by creating an environment that facilitates growth, strengthens individuality and promotes creative freedom through a blend of teacher-directed and child-initiated activities.

In our program...

- Children feel safe
- Children feel motivated
- Children feel loved
- Individuality is nurtured
- Families are respected

Our educational philosophy is child-centered, emergent curriculum. We expose children to interesting material and expand upon the curriculum by capitalizing on what most interests them – we call that a teachable moment. In addition, due to both our acceptance of state and federal funding, we do not provide religious instruction or worship for parents, providers, or the public.

Licensing Information

The Department of Social Services (Community Care Licensing) Division has the right to interview children or review their records without parent or guardian notification. All children and youth enrolled in our preschool and school age programs will not have their personal rights violated as per licensing requirements. We maintain a 14:1 child to adult ratio for the TK to 5th grade groups and an 8:1 ratio at the preschool. We encourage parents/guardians to participate as much as possible in our programs. All children are covered by an individual accident policy while at childcare. There are several forms required by the California Department of Social Services that must be completed before your child can participate in our program (included in the enrollment packet). If you have any questions about the forms, please ask your Site Supervisor.

If you have any questions regarding licensing, contact the local office responsible for Community Care Licensing: 851 Traeger Avenue, Suite 360, MS 29-24 San Bruno, CA 94066 (650) 266-8800 FAX (650) 266-8847.

EMERGENCY PROCEDURES/SAFETY

Safety is our first priority. We have emergency supplies at every site. CCP ensures the following:

- CCP is responsible in the event of an emergency closing or disaster for all children enrolled in the program until an authorized adult can pick-up the child.
- An emergency and disaster plan is posted at each site and staff on a regular basis review this plan.
- Each program also maintains a disaster preparedness box including blankets, food, water, flashlights and radio.
- Prior to hire, staff is fingerprinted and must receive clearance through the Department of Justice.
- Staff is First Aid and CPR certified.
- Staff receives training in emergency and disaster procedures.
- Programs have monthly fire and earthquake drills.
- Staff is trained in Blood-borne Pathogens and Infectious Diseases.
- Staff receives training in suspected child abuse and mandated reporting.
- Staff receives on-going development opportunities in a variety of topics, both on-site and off-site.

WHAT TO BRING/WHAT NOT TO BRING

Rest Time Preschool Only

If your Preschool child is enrolled for full days please bring a small, blanket and pillow (please label all personal items with the child's name). We do not ask that all children sleep during rest time, but all must lie down and rest quietly. Teachers may rub backs to help children fall asleep. Blankets and pillows will be sent home weekly for washing.

Clothing

Preschool, please send two extra sets of clothing for your child. School Age, please send an extra set of clothing for your child. We want all children to be able to participate in all of our activities and sometimes our projects are messy. Children should dress accordingly. Please also include a sweatshirt or jacket, as weather is unpredictable. Please label all clothing, backpacks, lunch boxes or other items. If items are not labeled, they will be placed in the lost and found box.

Toys and Games from Home

Children ***should not*** bring toys and games from home unless for a specific sharing time established by the center (when an object is brought from home for sharing time please label it with the child's name). They can be lost or stolen during childcare. We do not allow any type of toy guns or war toys. If they are brought, a teacher may take them away from a child and set them aside for parents/guardians to pick up. CCP does not take responsibility for any lost or stolen property.

CDE & CDSS ELIGIBILITY & ENROLLMENT PROCESS

Applying for Subsidized Services

Each family interested in applying for subsidized services must fill out a program wait-list application to begin the enrollment process. Applications may be picked up at the Coastside Children's Programs main office, located at Shoreline Station. Once the application is complete, parent/guardian can return the application for processing. An eligibility rank will be assigned to the family based on income and family size reported on the application. Families will be contacted based on the identified priorities and ranking from the California Department of Social Services and California Department of Education, Title V Child Development Division regulations to verify income and family size when a space is available.

Family Selection Process

At the time when a family submits an eligibility wait-list form, priority will be identified, and/or a ranking number will be issued based on the parent/guardian's initial reporting of their family size and gross income (income before taxes). Based on the initial reporting of family size and income families will be enrolled based on priority and/or the lowest ranking first until all spaces are filled. When 2 or more families have the same ranking number, program staff will contact the family with the lowest income within the ranking number first.

CCP maintains an eligibility wait list when spaces are filled. Families will be contacted based on the ranking number issued at the time the wait list form was submitted. If income and/or family size changed after the wait-list form submission, please contact CCP to update your information. Based on the change(s) reported, the program staff will update the ranking number as needed. Families will be contacted as soon as spaces become available.

Eligibility Criteria

The parent is responsible for providing documentation of the family's total countable income and CCP is required to verify the information. The parent(s)/guardians(s) shall document total countable income for all individuals counted in the family size. CCP will calculate income based on income information reflecting the family's current and on-going income.

Eligibility is based on documentation and verification of at least ONE of the following:

1. Family has a child who is in Child Protective Services **OR** is at risk of abuse, neglect and/or exploitation
2. Family is a current cash aid recipient
3. Family is Income eligible
4. Family is homeless – when the basis of eligibility stated on the application for services is homelessness, the family data file shall include documentation of homelessness. The documentation of homelessness shall include a written referral from an emergency shelter or other legal, medical or social services agency, or a written parental declaration that the family is homeless and a statement describing the family's current living situation.

Upon establishing initial eligibility or ongoing eligibility for services, **a family shall be considered to meet all eligibility and need requirements for those services for no less than 24 months**, before having their eligibility or need recertified and shall not be required to report changes to income or other changes for at least 24 months.

The exception to the 24-month certification is when a parent's need criteria is "Seeking Employment." Seeking employment will be certified for no less than 12-months. A recertification will occur to determine the family's eligibility for continual services.

Family Size

The size of the family or composition of the family size is initially determined by the number of adults and children that the applicant parent presents to the agency or who is identified on the application.

“Family” means the parents and the children, for whom the parents are responsible; who comprise the household in which the child receiving services is living.

“Parent” means a biological parent, adoptive parent, stepparent, foster parent, caretaker, relative, legal guardian, domestic partner of the parent, or any other adult living with a child who has responsibility for the care and welfare of the child.

Supporting documentation for the number of children shall be at least **ONE** of the following:

- Birth certificate
- Child custody court order
- Adoption documents
- Foster care placement records
- School or medical records
- County welfare department records
- Other reliable documentation indicating the relationship of the child to the parent

Self-Certification, Absent Parent or Single Parent Status

If only one parent has signed an application for enrollment in childcare services and the birth record information for the child(ren) counted in the family size indicates that there is a second parent who has not signed the application, the parent who has signed the application shall self-certify single parent status under penalty of perjury. The parent who has signed the application shall not be required to submit additional information documenting the presence or absence of the second parent.

What is Countable Income?

Total countable income means all income of the individuals counted in the family size.

For Example:

- Gross wages or salaries (income before taxes)
- Commissions
- Overtime
- Tips/bonuses
- Gambling/lottery winnings
- Public cash assistance
- Child support payment received
- Portion of student grants or scholarships not identified for educational purposes as tuition, books or supplies

Income documentation is for one (1) month preceding certification. Current documentation will be requested. If the basis for eligibility is employment income, documentation shall include but not be limited to...

- Release authorization and payroll check stub **OR**
- Release authorization and letter from employer **OR**
- Other record of wages issued by your employer

Self-Employment Income

If you are self-employed, you shall provide a combination of documentation necessary to establish current income for at least the month preceding certification or recertification. The documentation shall consist of as many of the following types of documentation as necessary to determine income:

- Letter from source of income
- Copy of most recently signed and completed tax return with a statement of **current estimated income** for tax purposes
- Other business records, such as ledgers, receipts or business logs

If documentation of income is not possible, you may provide a self-certification of income.

“Self-certification of income” is a declaration (written statement) that is signed under “Penalty of Perjury” identifying:

- Employer, date of hire, rate and frequency of pay, total amount of income received for the preceding month(s), type of work performed and hours and days of employment;
OR
- The amount and frequency of sources of income for which no documentation is possible

Credits for Fee Paid to Other Providers

If you pay for childcare for siblings that CCP is unable to serve, you may be eligible for a Child Care Credit. The following must apply:

(a) When CCP cannot meet all of a family's needs for child care services for which eligibility and need has been determined. CCP shall grant a fee credit equal to the amount paid to the other provider(s) for the additional childcare services.

(b) CCP shall apply the fee credit to the family's next fee billing period. The family shall not be allowed to carry over the fee credit beyond the family's next fee billing period.

(c) The family must provide CCP with proof of services received. CCP has a form that may act as a receipt of Childcare services received. The copies of the receipts or cancelled checks shall be maintained in the CCP's fee assessment record.

When Families Voluntarily Request a Reduction of Family Fee

Families may voluntarily request a reduction to their family fee by reporting a change such as family income, days and hours of care needed, or family size, CCP must reassess the family fee by requesting documentation to support the reported change. The family fee reduction takes effect on the first of the month following the approval of the required supporting documentation. **This documentation may not be used to make any other changes to the family's service agreement.**

A Notice of Action (NOA) will be issued within 10 days upon receipt and approval of the required supporting documentation so that the new family fee will become effective on the first day of the month that follows the issue date of the NOA. For example, if a NOA were issued on July 28, 2017, the effective date of the reduced fee would be August 1, 2017.

Note: Unlike other changes to the service agreement, the fee reduction should be implemented immediately and prior to the parent's opportunity to appeal to give families the immediate benefit of the reduction in fees.

Families will be given 14 calendar days from the issue date of the NOA, if the NOA is hand delivered to the parent, or 19 calendar days from the issue date if the NOA is mailed, to file an appeal. The reassessed fee must be collected monthly in accordance with 5 CCR, Section 18114.

Documentation of Need for Full-Day Preschool

Upon establishing initial eligibility or ongoing eligibility for services, a family shall be considered to meet all eligibility and need requirement for those services for no less than 24 months before having their eligibility and need recertified. The family shall not be required to report changes to income or other changes for the 24-months.

Each adult counted in the family size must have a need for childcare services. If it is determined by the enrollment specialist that there is no documented need for subsidized childcare, a Notice of Action to deny or terminating services will be issued. The following are the categories of documentable need for childcare.

1. At Risk of Abuse or Neglect – When the basis of need is At Risk of Abuse or Neglect, a child who has been identified by a legally qualified professional in a legal, medical, social services agency, or emergency shelter as being at risk of abuse, neglect, or exploitation and referred for child care and development services. At-risk families may receive a 24-month fee exemption when a legally qualified professional from a legal, medical, social services agency, or emergency shelter specifies in the referral that it is necessary to waive the family fee. For families with a fee exemption, income information will not be required and fees will not be assessed or collected.

If the referral from the legally qualified professional from a legal, medical, social services agency or emergency shelter does not waive the fee, income information must be obtained from the family. Fees must be assessed and collected, as applicable, based on the most recent fee schedule issued by the CDE, CDD. Fee assessment and collection will begin on the first day of enrollment unless the fee is waived.

2. Child Protective Services (CPS) – When the basis of need is CPS, a written referral from a legal, medical, social service agency, or emergency shelter is required. The written referral shall include a statement that the child is at risk of abuse or neglect and that the childcare services are needed to reduce or eliminate that risk. CPS shall certify that the child is receiving protective services and that childcare is a necessary part of CPS plan. Note: A “legal qualified profession” means a person licensed under applicable law and regulation of State of California to perform legal, medical, health or social services for the general public. CPS families may receive a 24-month fee exemption when a legally qualified professional from a legal, medical, social services agency, or emergency shelter specifies in the referral that it is necessary to waive the family fee.

3. Employment – When the basis for need is employment, means of verification may include but is not limited to pay stubs, record of wages, proof of self-employment and/or tax returns, as well as completed Employment Verification Form.

4. Vocational Training leading directly to a Recognized Trade, Para-Profession, Profession, or Education Degree – When the basis of need is training, childcare services may be authorized for six years from initiation of services. Twenty-four semester units or its equivalent after the attainment of a Bachelor’s Degree. Parents must identify a vocational, occupational, or educational degree objective.

5. Seeking employment – When the basis for need is seeking employment, participant may be approved to seek employment for **not less than 12 months**, working days and for no more than 32.5 hours per week.

6. Seeking Permanent Housing for Family Stability – When the basis of need is seeking permanent housing, participant may be approved to seek permanent housing for no more than 32.5 hours per week for consecutive working days, Monday to Friday.

7. Incapacity – When the basis of need is Incapacity, child care and development services shall be based on the documentation provided by the legally qualified health professional which shall include; a statement that the participant is incapacitated and incapable of providing care and supervision for the child. The documentation must identify the extent to which the participant is incapable of providing care and supervision. Childcare cannot exceed 50 hours per week.

Family’s Right to Voluntary Report Changes

A family may at any time voluntarily request for a reduction to their service level or a re- evaluation of their family fee. Before CCP may take any actions, a parent shall submit a written request of the request changes, which should include, the days and hours per day requested, the effective date of a proposed reduction of service or parent’s income status change. The parent must acknowledge in writing that he/she understands that the parent may retain their current certified childcare service level.

Upon receipt of the parent’s written request, the contractor shall notify the family in writing of the parent’s right to continue to bring their child pursuant to the original certified service level and collect documentation to support the changes requested. No later than 10 business days after receipt of applicable documentation, issue a Notice of Action for the requested change in service level. No other changes to the service agreement shall be made using the received information. If a family requests an increase in service hours, the family must provide supporting documentation for the need of increased hours. CCP must verify and approve the request for increased service hours prior to the new hours going into effect.

Notice of Action (NOA)

Parent/Guardian will receive a Notice of Action (NOA) at

- Initial certification to approve or deny services
- Recertification
- Changes in service
- When your family fee payment is delinquent
- Disenrollment from the program

Parent Appeal Notice of Action

You will be notified with a Notice of Action when there is a change to your contract (for example, by approving or denying services, by changing the approved hours of care, or by terminating services). The NOA will inform you of the type of action taken, the reasons for the action and the date when the action shall take effect. Parent/guardian must file a notice to appeal the action within 14 days from the date the NOA is given, or 19 days if mailed. Your Notice of Action provides you with specific instructions for appealing an action. The Parent Appeal Information Pamphlet provides information regarding the two levels of appeal. Please see your Notice of Action for specific instructions on how to appeal.

Approval for Services

- Families must first meet the program’s specific California Department of Social Services (CDSS) and or California Department of Education (CDE) approved requirements for eligibility.
- Families are certified for services for twenty-four (24) months at the time of initial enrollment
- A Notice of Action (NOA) will be issued on the status of the enrollment

Please note: if the Need for service is seeking employment, the family is eligible for no-less than twelve (12) months of the twenty-four months certification

Fraud Policy

The California Department of Education requires Coastside Children's Programs to take reasonable action to recover funds due to fraud. Fraud is submission of false or misleading information or documentation in order to obtain subsidized childcare services. This includes but is not limited to providing false or misleading information or statements, altering documentation, or failure to report income exceeding 85% SMI, need for services, family size, or family information. If a determination is made that fraudulent activity has occurred, one or more of the following actions will take place:

- The participant's case will be terminated and Coastside Children's Programs may no longer serve him/her.
- The case will be referred to the appropriate agency for investigation and possible prosecution.

DISCIPLINE POLICY/BEHAVIOR STANDARDS/TERMINATION OF SERVICES – PRESCHOOL

Discipline – Preschool

The CCP staff respects the rights and the dignity of all children. Children are expected to respect each other, just as the staff respects them. **No corporal punishment is allowed on our site at any time.**

Teachers strive to encourage cooperative problem solving and verbalization of feelings. We encourage children involved in a dispute to tell us what happened and what they could have done to avoid the situation. Teachers will also practice the art of redirection and work with children to understand their emotions. Teachers may also change the schedule, room and curriculum to resolve any out of the ordinary disciplinary issues. If a situation arises in which these steps do not result in a successful resolution, CCP staff or the CCP Site Supervisor will request a conference with the parent/guardian. Together they will establish a joint plan for resolving any disciplinary challenges. The staff and parent/guardian have the right to request a conference at any time.

Behavior Standards for Children – Preschool

The health, safety and social-emotional well-being of children at CCP is a top priority. We view social-emotional development as a skill that children must develop throughout the child's early years. We strive to help children learn and play, problem solve and learn conflict resolution strategies. All children and adults are expected to be kind (help others, share, take turns), respectful (clean up, listen when others talk, follow class schedule) and safe (keep our hands/feet to ourselves and walk inside).

Positive behavior support at CCP is developed through encouragement of positive behavior through a planned environment that provides a variety of activities. Staff utilizes daily activity time and interaction to teach social-emotional skills, conflict resolution and problem-solving skills. Classroom staff review classroom expectations with children, encourages appropriate behaviors, model conflict-resolution skills and stay alert to situations throughout the day.

When persistently challenging or unsafe behaviors occurs, it is dealt with immediately through various strategies such as individual guidance between teacher and child, an invitation to work with a staff member in order for a child to receive individualized attention or redirection to alternative activities if necessary.

In all cases when a child displays persistent, serious, challenging behavior, CCP staff will request a meeting with the child's parent(s)/guardian(s) to discuss the behavior. The center staff and parent(s)/guardian(s) will collaborate on the development of strategies to resolve the behavior.

If behavior does not improve during the above process, other resources and options may be explored:

1. CCP staff and parent/guardian will explore community services/referrals as necessary.
2. Explore changing current service agreement (i.e. decrease child's school schedule, changing classroom if available...)
3. When CCP has exhausted all possible resources and the child persistently exhibits safety threats to themselves or other enrolled children, disenrollment may be recommended.

Termination of Services – Preschool

Your childcare services may be terminated at Coastside Children's Programs for the following reasons:

- Failure to maintain eligibility and/or need
- Failure to document eligibility and/or need
- Failure to pay childcare family fee

- Verbal or physically aggressive behavior by parents or children towards staff or other children
- Continued disregard for policies governing the use of the building and equipment
- Falsification of information
- Chronic late pick-ups
- Failure to provide verification of child's physical examination within 30 days of enrollment; failure to provide updated immunization records
- Children who, at no fault of their own, have extraordinary needs that CCP is unable to accommodate within our program(s) (such as one on one support)
- Abandonment of Care, if a child has not been attending and the family has not been in contact with the program for 7 consecutive calendar days. CCP will attempt to contact the family in a variety of ways, which will include written communication. If the family does not communicate back for a total of 30 consecutive calendar days, they will be dis-enrolled on the basis of abandonment of care.

Note: A parent/guardian who has had child care services terminated may not re-enroll the child(ren) again for a minimum of six months. CCP reserves the right to refuse services or to accept an application for re-enrollment.

DISCIPLINE AND REMOVAL FROM THE PROGRAM/TERMINATION OF SERVICES – SCHOOL AGE

Discipline – School Age

CCP staff respects the rights and the dignity of all children. Children are expected to respect each other, just as the staff respects them. **No corporal punishment is allowed on our site at any time.**

Teachers strive to encourage cooperative problem solving and verbalization of feelings. We encourage children involved in a dispute to tell us what happened and what they could have done to avoid the situation. Teachers will also practice the art of redirection and work with children to understand their emotions. Teachers may also change the schedule, room and curriculum to resolve any out of the ordinary disciplinary issues. If a situation arises in which these steps do not result in a successful resolution, CCP staff or the CCP Site Supervisor will request a conference with the parent/guardian. Together they will establish a joint plan for resolving any disciplinary challenges – providing that, in CCP’s judgment, the situation is not sufficiently dangerous nor repetitive and serious enough to require removal from the program. Problems that continue to repeat or escalate may result in removal from the program as stated below and such action can be taken at any time CCP judges it is in the best interest of the center and all of the children.

The staff and parent/guardian have the right to request a conference at any time.

Removal from the Program/Termination of Services – School Age

CCP strives to maintain a safe and nurturing group environment for children. The behavior of any child can affect that sense of safety and nurturance for any other child. Children are expected to conduct themselves in such a manner that they and their classmates will gain the most from their experience. CCP provides many opportunities for children to develop respect for others and the ability to work, learn, and live together in harmony. CCP follows the same policies as the CUSD (California Educational Code 48900) pertaining to Suspensions and/or Expulsions. Therefore, CCP reserves the right to determine if a child needs to be suspended or expelled from the programs if in our best judgment we deem the child’s behavior “unacceptable.” Typically, this means that the child is a danger to himself/herself or others with the supervision that we typically provide in our group settings.

For your information, the California Educational Code 48900, Grounds for Suspension or Expulsion, has been summarized below:

- a. Caused or attempted to cause or threatened to cause, physical harm. Willfully used force or violence upon another person.
- b. Possessed, sold, or furnished any firearm, knife, explosive or other dangerous objects.
- c. Possessed, used, sold, furnished, or under the influence of any controlled substances, an alcoholic beverage, or intoxicant.
- d. Offered, arranged, or negotiated to sell a substance represented to be a controlled substance, but which was not such.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school (CCP) property or private property.
- g. Stole or attempted to steal school (CCP) property or private property.
- h. Possessed or used tobacco in any form.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Possessed, offered, arranged or negotiated to sell any drug paraphernalia.
- k. Disrupted school activities of defiled valid authority of any school (CCP) staff member.
- l. Knowingly received stolen school (CCP) or private property.

- m. Possessed an imitation firearm.
- n. Committed or attempted to commit sexual assault and/or sexual battery.
- o. Harassed, threatened, or intimidated a pupil who is a complaining witness in a school (CCP) disciplinary proceeding.
- p. Committed sexual harassment
- q. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- r. Harassed threatened or intimidated a pupil or group of pupils.

Education Code 48915 Expulsion Mandatory or Quasi-Mandatory (with particular circumstances)

- 1. Caused serious physical injury to another person, except in self-defense.
- 2. Possession of any knife, explosive or other dangerous object of no reasonable use to the pupil.
- 3. Possession of any controlled substance, except for first offence for the possession of not more than one ounce of marijuana.
- 4. Robbery or extortion
- 5. Assault of battery upon any school employee.
 - a. Possessed, sold, or otherwise furnished a firearm.
 - b. Brandished a knife at another person.
 - c. Sold any controlled substance.
 - d. Committed or attempted to commit sexual assault of sexual battery.

Parents should expect to be notified during any day in which, in our judgment, a child creates a dangerous or abusive situation for children and teachers and the child must be removed for the rest of that day, possibly longer, depending upon the nature of the situation. In the event of our calling for temporary removal, we will inform the parents of the duration of suspension or of the conditions for return.

Under ordinary circumstances, we strive to notify parents early if we see challenging behaviors, discuss a plan of correction with them and if the problem repeats we will notify them in writing of the need to remove the child from our program. If circumstances permit, in our judgment, we will give them sufficient notice to make alternative arrangements unless there is an immediate risk to teachers/children in the class. We generally do not seek to end a child's participation unless the child's behavior becomes a persistent problem for him and others (or escalates out of control consistently) that is not manageable within our ordinary program resources and format.

We reserve the right to temporarily or permanently expel a child for disciplinary reasons without notice, especially under abusive, threatening, or dangerous circumstances, if in our judgment one of these conditions exist. In such a case, family fees will NOT be refunded.

Other situation's that may result in immediate service termination other than what was stated above is a follows:

Behaviors of either the child or the parent/guardian that may result in immediate expulsion include, but are not limited to, the following:

- Failure to maintain eligibility and/or need
- Failure to document eligibility and/or need
- Failure to pay childcare family fee
- Physical violence or threat of physical violence by the parent/guardian or child to the staff, children or other parents/guardians.
- Habitual use of profanity, vulgarity, obscenity, or racial and other discriminatory remarks.
- Continued disregard for policies governing the use of the building and equipment.

- Falsification of information.
- Chronic late pick-ups.
- Abandonment of Care, if a child has not been attending and the family has not been in contact with the program for 7 consecutive calendar days. CCP will attempt to contact the family in a variety of ways, which will include written communication. If the family does not communicate back for a total of 30 consecutive calendar days, they may be dis-enrolled on the basis of abandonment of care.

If you the parent/guardian disagree with the termination of services for the child, you have the right to appeal the termination of services NOA.

Note: A parent/guardian who has had child care services terminated may not re-enroll the child(ren) again for a minimum of six months. CCP reserves the right to refuse services or to accept an application for re-enrollment.

PROGRAM INFORMATION

Transportation – School Age ONLY

Parents/guardians are responsible for transporting their children from their school to another CCP before/after school center other than the one located at their school.

Field Trips and Outings

On occasion, CCP programs will go on selected field trips. You will be notified in advance of all field trips that are further than a walk away (requiring transportation needs) and will be required to complete a permission slip. For these trips, we use public transportation or a rented bus. For walking trips a notice will be left at the center with the trip destination and route taken, an expected return time and teacher contact number.

Newsletter

You will receive a monthly update from your center via email to keep your family informed about all changes and current events at the center. Centers will also post this information near sign in/out attendance sheets so that you are kept up to date on center events/curriculum/happenings.

Child Abuse

Staff members are mandated to report any instance of observed or suspected child abuse, neglect or endangerment to Child Protective Services. We will not release a child to a parent or guardian who appears to be under the influence of drugs or alcohol. In this situation, names will be called on the emergency form to arrange an alternative pick-up arrangement. If a parent or guardian insists on driving while appearing to be impaired, we will call 911.

Signing In and Out (Attendance Sheets)

Children enrolled in our centers must be signed in and out by an authorized adult 18 years or older. Therefore an adult must drop off/pick up your child. Signature must include legible first and last names. For health/safety/legal purposes, we track attendance through physical paper to include when a child is out sick, on vacation, etc. Please notify centers ahead of time or day of absence. If your child is absent from CCP please indicate the reason for absence (i.e. sick, doctor appointment, vacation, family emergency) as well as full legible signature on the sign in and out sheets. These are requirements of Community Care Licensing and our funding sources. Center staff may help you to fill out the daily sign in and out sheets.

Notification of Absences – All Programs

Coastside Children's Programs highly encourages consistent attendance in order for your child to maximize his/her learning however, we understand that at times absences are inevitable. If your Child will be absent from school, you **MUST** contact the center to inform them that your child will be absent and the reason why. Our staff loves and cares for every child in their care. When children are absent, the teachers are concerned for the child's wellbeing.

Family must notify the center if you cannot bring your child into CCP as soon as you are able to do so. Reasons for absences must be stated on the attendance sheet along with a full legal signature.

Examples of "Excused" absences:

1. Illness/quarantine of child or parent, may include child or parent medical appointments
2. Family Emergency – A family emergency is a sudden situation that makes it difficult or unsafe for you to bring your child to the program.

Examples of Family Emergencies:

- Quarantine or Isolation due to COVID-19 in the home
 - Natural Disasters – fire, flood, earthquake
 - Transportation problems – flat tire, broken car
 - Hazardous weather conditions
 - Sibling illness
 - Hospitalization of a family member
 - Death of a family member
 - Sudden change in residency
 - Others – on a case by case basis
3. Court ordered visitation – court order must be on file
 4. Best Interest of the Child (BI). Except for children who are recipients of protective services or at risk of abuse or neglect, excused absences “in the best interest of the child” shall be limited to ten (10) days during the fiscal year (July 1- June 30). Best Interest absences are from the standpoint of the parent, considered to be in the best interest of the child. Best Interest Days for the child may include:
 - Family vacation
 - Time with relatives
 - Special events for the child
 - Cultural or religious celebrations
 - Enrichment opportunities
 - Others – on a case by case basis

Abandonment of Care

When a family has not been in communication with CCP for 7 consecutive calendar days and has not notified CCP of the reason for the absence. CCP will use the contact information on file attempt to contact the family through a variety of communication methods, including in writing. If the family fails to communicate with CCP for a total of 30 consecutive calendar days from the first absence, they may be dis-enrolled for abandonment of care.

Procedure for Children if they are Absent with No Notice – School Age ONLY

If your child does not arrive at CCP and we have not been notified, we will follow the following procedure:

1. Check CCP messages, emails, voicemails for last minute parent messages on absence
2. Call the school office to find out if child went home sick or to an appointment
3. Search school grounds, talk to the classroom teacher, ask other children about child in question (will use children’s testimony as a lead, not as a final conclusion for missing child’s whereabouts)
4. Call and/or email parents; will leave messages if called
5. Call authorities if we are not able to gather any information about the child’s whereabouts

Lunches/Snacks – Preschool

Children attending Coastside Children’s Programs (CCP) preschools are served a nutritious snack from two food groups daily (two times for full days, once daily for partial days). Full day children are also served a nutritious lunch, all children are encouraged to drink water throughout the day. We serve organic or natural foods when available. Meal menus are posted at each center. Please make sure the staff is aware of any food allergies your child may have. Children are welcome to bring a nutritious lunch and snack from home. Please do not send medicine, soda or candy in your child’s lunch/snacks. If your child attends a center with a child that has a serious food allergy you will not be permitted to send specific foods in your child’s lunch and/or snack bag, the centers will inform you of any food restrictions.

Lunches/Snacks – School Age

Children attending Coastside Children’s Programs (CCP) School Age centers are served a nutritious snack from two food groups daily, when CCP is open full days the children are provided with two snacks and lunch. Children are also encouraged to drink water throughout the day. We serve organic or natural foods when available. Meal menus are posted at each center. Please make sure the staff is aware of any food allergies your child may have. Children are welcome to bring a nutritious lunch and snack from home. Please do not send medicine, soda or candy in your child’s lunch/snacks. If your child attends a center with a child that has a serious food allergy you will not be permitted to send specific foods in your child’s lunch and/or snack bag, the centers will inform you of any food restrictions.

Homework – School Age ONLY

Working on school homework is a habit the children need to acquire and learn to do on a daily basis. To support the children’s daily homework, CCP provides a formal homework time at each center, Monday through Thursday. Homework time provides time and space to work on and complete homework assignments with staff available to provide guidance. For most 2nd-5th grade students, 45 minutes to 1 hour is a developmentally appropriate time frame to sit and complete homework. This may mean that some children complete a portion of their homework at home after CCP hours. The homework area has the equipment necessary to assist children in doing their homework. Please speak with our teachers, with your child present, to define family homework expectations. For more specifics about homework at the center, please speak with the Site Supervisor.

Community Resources

Staff will provide you with a “Guide to Community Resources – Access to Services in San Mateo County,” published by San Mateo County Human Services Agency. Please ask the Site Supervisor for more information if needed.

Babysitting

CCP’s policy is that employees do not care for children enrolled in our program at night or on weekends. We ask parents/guardians not to ask staff for this service because our insurance does not cover staff off premises, after hours. We do not take any responsibility for employees taking care of children enrolled in our program after their work hours.

Divorce/Separation

If the contracting parent/guardian wishes a divorced/separated spouse to pick up their child, the contracting parent/guardian **should list** that person on the Child Release Authorization form. Without a court-signed order, the staff cannot deny access to a biological parent. If the non-custodial, biological parent arrives to pick up their child and a court order is in the file, the staff will explain to the non-custodial, biological parent that we cannot release the child to them.

Confidentiality

Personal and emergency information about your child will be held in confidence. Only center staff and program leadership will have access to children’s files as needed. Only Community Care Licensing & Child Protective Services have the authority to interview children/staff and inspect/audit child or facility records without prior consent. CCP is required to make provisions for private interview with any child(ren) or staff member and for examination of all records relating to operations of the center. These entities shall have the authority to observe the physical condition of the children, including conditions that could indicate abuse, neglect or inappropriate placement and to have a licensed medical professional examine children. On occasion, staff is asked to provide information about your child with other relevant providers, agencies or other programs. CCP will obtain written consent from the family

prior to sharing any information. Personal matters in regards to your child will only be discussed with the parent/guardian and other authorized adults as indicated in writing by the child's parent/guardian.

Release of Records

On occasion parents request copies of forms kept in the child's file. When copies are requested, CCP will follow this procedure:

1. CCP will provide copies of any educational forms for the parent/guardian; educational forms include those kept in the child's file such as health, assessment and emergency info.
2. CCP will provide copies of business forms only to the parent(s) who has contracted the care with CCP; business forms include contracts, billing information, attendance records.
3. If copies of attendance records are requested, CCP will provide up to one month of records unless otherwise required by a court order.

CALENDAR OF HOLIDAYS AND IN-SERVICE

Coastside Children’s Programs and its Centers (Half Moon Bay, El Granada, Montara and Preschools) may be closed for the following days:

July	4 th of July Holiday
August	In-Service
September	Labor Day
November	Veterans’ Day
November	Thanksgiving Holiday
December	Holiday Break
January	New Year’s Day
January	Martin Luther King Jr. Day
February	Presidents’ Day
March	In-Service
April	Possible 1 Day Closure
May	Memorial Day
June	In-Service

See annual calendar for specific dates or contact your Site Supervisor.

PARENT/GUARDIAN PARTICIPATION & STAFF TRAINING

Parent/Guardian Participation & Education

CCP has an open door policy. You are welcome to visit at any time during the course of the day. Our centers thrive through the help, talents and skills of the family volunteers who participate in a variety of ways. If you have skills, talents, materials or contacts to share please let us know. Participation and education opportunities include speaking to the children about your family traditions, cooking special snacks/foods with the children, reading or sharing a special talent with the children, helping to maintain and improve CCP centers and gardens. As well as joining a CCP Board Committee, learning about current ideas and trends in child development from articles distributed with CCP site newsletters or speakers at CCP community education forums.

In Classroom Volunteer Requirements

In accordance with SB 792 all volunteers, including minors, who provide care and supervision to children at a center must be immunized. Proof of immunization is required to be on file at each location for volunteers. You will be required to provide TB skin test results and proof of Immunizations (Influenza Pertussis, Measles). If you wish to volunteer but do not wish to be immunized, please see the site supervisor for a list of exemptions for immunizations.

Communications with Parents

Daily interaction with families is important to build strong relationships. We will try our best to exchange information about your child's day with you at each pick-up. Parent boards and tables will be updated with current information on activities, special events, closures, payment reminders and emergencies. Parent/Teacher conferences occur at least twice per year at all centers and emails are part of our communication routine to keep you updated on your child's CCP experience.

Staff Training

Staff receives on-going professional development and training during the year. Training consists of agency training, site-specific training, community and educational training and development. Staff work with their supervisors to put together a multifaceted plan to reach both classroom goals and their personal career goals. This includes full staff in-service, team meetings, specific program meetings, opportunities for off-site professional development to keep current on child development and reimbursement of college coursework related to child development. Staff is encouraged to grow professionally.

MEDICAL INFORMATION

Incidental Medical Services (IMS) Plan

It is the goal of Coastside Children's Programs is to be as inclusive as possible, including providing care for children with various ongoing medical conditions. The following plan outlines our procedures for the four conditions we currently accommodate:

1. We can accommodate children with anaphylaxis (severe, potentially life threatening allergies), asthma (chronic lung disease that impairs breathing), seizure disorders (febrile seizures) and sleep/breathing disorders (sleep apnea). In addition, we can also accommodate diabetes (abnormal blood glucose levels).
2. Personal plan of care procedures provided by a doctor or parent will be kept for each child with one of the above conditions.
3. EpiPens, inhalers, nebulizers, breathing monitors and diabetes-related equipment will be kept in the medical box in each room/site.
4. All of our Site Supervisors, teachers and most Associate teaching staff are certified in pediatric first aid and CPR. This training includes use of the EpiPens. In addition, the permission for inhaler/nebulizer use is specific to certain staff who are trained in their use.
5. Parents/authorized guardians are required to sign a written consent to administer inhaler/nebulizer treatments in addition to the permission to administer other medications. In addition, the child's physician must provide a signed form.
6. We ensure that proper safety precautions are met, including the wearing of gloves to reduce exposure to bodily fluids, proper hand cleaning following glove removal and safe disposal of all contaminated materials.
7. Medication/appliances will be taken on field trips or other off-site activities.
8. Medication/appliances will be taken on drills or in case of a real emergency/disaster.
9. Routine and predicted treatment will be logged on the Parent Consent Form (LIC 9221).
10. Medical incidents outside of routine and predicted treatment will also be recorded in the Illness and Accident Log. Parents will also be notified by phone.
11. 911 will be called for emergency medical incidents and/or for symptoms or reactions outside those addressed in the scope of the parent/written documentation. Emergency services may also be contacted for any medical situation, which is outside the comfort or knowledge of the staff present on any given day.
12. Serious incidents and any change in this plan will be reported to the Department of Social Service licensing office and an Unusual Incident Report (LIC624) will be filed.
13. The Center reserves the right to decline or terminate enrollment of a child with any of the above conditions if we believe the condition/treatment needs are beyond the scope of our staff's training or ability to perform in the context of a group setting. In addition, enrollment may be suspended or terminated if communication with the parent does not support full understanding of treatment needs, or if parents fail to provide medication/supplies, instructions and any required documentation.

Communicable Disease

You should contact CCP's site if your child comes down with a communicable disease. When a communicable disease has been reported, a notice will be posted **immediately** on the Parent/Guardian Bulletin Board. Children must be fever free for 24 hours and without medication before returning to school. If a child is sent home with a fever, they may not return the next day. It will be at the discretion of the Site Supervisor/Lead Teacher whether a child is well enough to participate.

Head Lice

Head Lice is an on-going problem for all schools. CCP follows the same guidelines as the Cabrillo Unified School District. Your child will be sent home or be required to stay home when found with...

1. Active, head lice **OR**
2. Nits (eggs) where there is no record of treatment **OR**
3. Any combination of the two

Children will not be allowed to return to CCP with active head lice.

Children will be allowed to return to CCP with TREATED nits (eggs). Proof of treatment is required.

Parent/guardians are to:

1. Provide CCP staff with a detailed account of head lice method of treatment, along with a receipt for products used and an empty treatment bottle. CCP staff will do a head check before allowing the child to stay. If live lice are found the child will not be allowed to stay at CCP that day.

OR

2. School age only: Send your child with a detailed written and signed account of method of treatment. CCP Staff will do a head check before allowing the child to stay. If live lice are found the child's parent/guardian will be contacted to pick them up.

Children with treaded nits (eggs) will be inspected for 7-10 days. If active live lice are found the child will be sent home.

The following are some tips on dealing with the lice problem. Do routine lice checks on your child. Look for nits (eggs) as well as lice. Nits fix on the hair and do no flake off like dandruff. If nits are found, please let us know right away. You must treat your child and your house for lice. When a case of lice is reported, we will check all children's heads, notify parents/guardians of exposure, and treat the center. For more information about head lice, please ask your Site Supervisor.

FINANCIAL INFORMATION

The fees cover all costs of operation and equipment including insurance, supplies, snacks, rent, salaries and benefits. These costs remain constant and there are **no refunds** allowed for absences, including absences for illness, school vacations, personal vacations, or school holidays. Please pay by check and write your child's name on the check.

Family Fee

Families receiving childcare will be assessed whether a family fee applies based on the income and family size. The family fee is a flat monthly full-time or part-time fee based on the hours of care certified for the month. Families with a certified need of less than 130 hours per month will be assessed a part-time fee while families with a certified need of 130 or more hours per month will be assessed a full-time fee. The assessment of family fee is based on a family fee schedule issued by the California Department of Social Services and or California Department of Education. Family fee will be treated as a form of tuition and the same payment schedule applies.

Payment of Family Fee

The family fee is paid prior to service each month. No adjustment is made for excused or unexcused absences. The family fee is assessed based on the family's child enrolled for the longest period of childcare. Family Fees are due by the first of the month. Family fees are considered delinquent after seven (7) calendar days from the date the fees were due. A Notice of Action shall be issued for delinquent family fee.

The fee for the initial certification is due upon enrollment. For new family fees due as the result of recertification and updates to the family file, a NOA must be issued to the family showing the new fee to be imposed and contain an effective date either 14 or 19 calendar days after service of the NOA, depending upon whether the NOA was personally served or mailed to the family. The fee is due on the first of the month following the effective date of the NOA.

When the initial enrollment is not on the first day of the month, the contractor can assess a fee based on certified hours as documented in the application for services. For example, a family works 40 hours per week or full-time; and their initial enrollment date is May 20. For the month of May, the family will utilize less than 130 hours. In this example, the family will be assessed a part-time fee for May and a full-time fee for each subsequent month of service. If a new family fee is assessed, the fee will become effective on the first day of the month following the issue date of the NOA.

You will receive a family fee bill in your parent/guardian mailbox at the end of each month for the following month only if you have a family fee. ***Childcare receipts are given upon request and may take up to seven business days to generate.***

Delinquent Fees

Family Fees are due by the first of the month. Family fees are considered delinquent after seven (7) calendar days from the date the fees were due. A Notice of Action shall be issued for delinquent family fee. Childcare services shall be terminated two (2) weeks from the date on the Notice unless all delinquent fees are paid before the end of the two (2) week period for NOA appeal. Upon termination of services for nonpayment of delinquent fees, the family shall be ineligible for childcare and development services until all delinquent fees are paid. The program shall accept a reasonable plan from the parent (s) for payment of delinquent fees. Childcare service shall continue to be provided to the child, provided the parent(s) pays current fees when due and complies with the provisions of the repayment plan.

First Delinquent Fee: If delinquent fees are paid by the effective date, the termination will be rescinded. If the fees are unpaid, services will be terminated.

Second Delinquent Fee: If fees are delinquent a second time, the parent will be required to attend a meeting with the Program Associate to review the family fee policy and must pay delinquent fees by the effective date for the termination to be rescinded. If the fees are unpaid and parent does not attend a meeting, services will be terminated.

Third Delinquent Fee: If fees are delinquent a third time, the termination will stand. If the parent/guardian disagrees with the CCP's actions, they may appeal the termination.

Exceed Income Eligibility

Families must inform CCP within thirty-(30) calendar days of an income increase that exceeds the 85% State Median Income level, as they are now ineligible for subsidized services.

Schedule of Income Ceiling at 85% State Median Income (SMI)

Family Size	1-2	3	4	5	6	7	8	9	10	11	12+
Gross Monthly Income	\$5,889	\$6,511	\$7,441	\$8,632	\$9,823	\$10,046	\$10,269	\$10,492	\$10,716	\$10,939	\$11,162

Late Pick Up

All centers close at 5:30 pm. Please make every effort to pick your child up before this time. We prefer that you come on time, so that our own staff can leave work at the expected hour. This is why you must have alternate pick up arrangements for when you are not available. If you know, you will be late, call the center as early as possible and inform the staff of your likely arrival time, so our teachers do not have to call emergency numbers. ***If we are unable to reach a parent/guardian or the emergency numbers one hour after closing time, we are legally required to take children to the Police Department.*** We will make reasonable effort not to do this.

If your child is picked up past closing time or beyond their scheduled hours, **on the 9th late pick up, CCP will consider termination of services. CCP will not count a late pick up if an SMC alert for traffic delay is issued for Hwy 92 or Hwy 1.**

When you arrive late, do not engage the staff in spending extra time chatting, unless there is information that must be passed to one another at that time.

If something in your life is going to cause you to be regularly late, please do us the courtesy of informing the Site Supervisor and CCP staff can help you brainstorm and network among other parents for support.

Withdrawal from Program

You may voluntarily withdraw from CCP at any time. You must provide CCP with a written request for removal from the program. If the voluntary termination of services occurs within a month that a family fee has already been assessed and paid for you will not receive a refund.

HOW TO CONTACT US

CCP Administrative Office (at Shoreline Station)
225 Cabrillo Hwy S, Suite 208 D
Half Moon Bay, CA 94019

Office: 726-7413
ccp@coastsidechildren.org

School-Age Programs:

CCP Half Moon Bay
@ Hatch Elementary
494 Miramontes Avenue
Half Moon Bay, CA 94019
650.726.7413 x9015
LIC #410505707

CCP El Granada
@ El Granada Elementary
200 Santiago Street
El Granada, CA 94018
650.726.7413 x9031
LIC #414000435

CCP Montara
@ Farallone View Elementary
1100 LeConte & Kanoff Streets
Montara, CA 94037
650.726.7413 x9061
LIC #410506161

Preschools:

CCP Half Moon Bay – Preschool
@ Hatch Elementary
494 Miramontes Avenue
Moon Bay, CA 94019
650.726.7413 x9051
LIC #414004659

CCP Montara – Preschool
@ Farallone View Elementary
1100 LeConte & Kanoff Streets
Montara, CA 94037
650.726.7413 x9061
LIC #414002475

For information about our leadership team and teachers: www.coastsidechildren.org

FAMILY HANDBOOK ACKNOWLEDGEMENT

**I have received a copy of the Family Handbook.
I have read and will adhere to Coastside Children’s Programs policies and procedures regarding my child(ren) enrollment and participation.**

Child’s Name (Please Print)	
Parent’s Name (Please Print)	
Parent’s Signature	Date