



Family Handbook Preschool / School Age

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 Elementary
1100 LeConte & Kanoff Streets
Montara, CA 94037
650.726.7413 x9061
LIC #410506161

Preschools:

CCP Half Moon Bay – Preschool
777 Miramontes Street
Moon Bay, CA 94019
650.726.7413 x9051
LIC #414001269

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

TABLE OF CONTENTS

Page 3

About CCP
CCP Admission Policy

Page 4

CCP Program Mission and Philosophy
Licensing Information

Page 5

Emergency Procedures
What To/Not to Bring

Page 6

Discipline Policy/Behavior Standards/Termination of Services - Preschool

Page 8

Discipline Policy and Removal from the Program/Termination of Services – School Age

Page 11

Program Information

Page 14

Calendar of Holidays and In-Service Days

Page 15

Parent/Guardian Participation & Staff Training

Page 16

Medical Information

Page 18

Financial Information

Page 20

How to Contact Us

Page 21

Family Handbook Acknowledgement (sign and return to center)



About Coastside Children's Programs

Coastside Children's Programs (CCP) is the leading child care agency on the coast and 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 at the Community United Methodist Church (not affiliated) in Half Moon Bay. Our Montara preschool is located on the Farallone View Elementary School campus. All centers are open 7 a.m. to 6 p.m.



CCP Admission Policy

Parents/guardians are asked to schedule an orientation meeting with the Site Supervisor before your child's first day of child care. CCP does not discriminate on the basis of gender, ethnic group identification, sexual orientation, race, ancestry, national origin, religion, color, mental or physical disability, or special needs in determining 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 2 ½ to 5.9 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 Program's (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 and 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. Also, 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

CCP Half Moon Bay is licensed for 92, license #410505707. CCP El Granada is licensed for 75, license #414000435. CCP Montara is licensed for 70, license #410506161. CCP Half Moon Bay Preschool is licensed for 28, license #414001269. CCP Montara Preschool is licensed of 24, license #414002475.

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 Kindergarten 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 child care. 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 this plan is reviewed by staff on a regular basis.
- 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 onsite and off-site.



What to bring/What not to bring

Preschool Rest Time

If your preschool child is with us 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 child care. 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.

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, respectful, and safe.

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 (e.g. 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 pay childcare Tuition
- 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 (up to 9 during the school year)
- failure to provide verification of child's physical examination within 30 days of enrollment; failure to provide updated immunization records
- Continued disregard for policies governing the use of the building/facilities
- 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)

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 - 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 may also change the schedule, room, and curriculum to resolve any out of the ordinary disciplinary issues. Teachers will also practice the art of redirection and work with children to understand their emotions. 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 – School Age

CCP strives to maintain a safe and nurturing group environment for children. The behavior of any child can impact 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 school 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 and 48915) 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. Possession of any controlled substance, except for first offence for the possession of not more than one ounce of marijuana.
- 3. Robbery or extortion
- 4. 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 tuition will NOT be refunded.

Other situations 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 would result in immediate expulsion include, but are not limited to, the following:

- 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.
- Failure to pay tuition or co-payment and/or penalty fees (according to our contract).

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

If a child attends a CCP center other than the one located at their school. Parents/guardians are responsible for transporting their children from the school to the alternate CCP center of attendance



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 (e.g. 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 daily sign in and out sheets.

Children attending after school programs will be signed in by a staff member and must be signed out by their parents/guardians or an authorized adult. If a child is to walk home, we must have written permission on file in his or her folder and the child must be in at least the third grade for this option. In this case, a child may sign him/herself in or him/herself out along with a staff member. Children being picked up by older siblings 18 years or older must be included on the Release Authorization form and Signature Form. CCP takes no responsibility for children once they have been signed out of our program.

Notification of absences - Preschool

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 each and every child in their care. When children are absent and teachers do not know why they become concerned for the child's wellbeing.

Notification of absences– School Age

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 each and every child in their care. When children are absent and teachers do not know why they become concerned for the child’s wellbeing. If your child doesn’t arrive at CCP and we have not been notified, CCP staff 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/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 Childs 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 Childs 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

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

It is CCP’s policy 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.

Financial need

In keeping with our vision to help all families in need of our services, CCP works with the County and State to provide subsidized child care for families that are financially eligible and show documented need. Please contact CCP’s Program Associate for more information on qualifying for the program.

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 operation of the center. These entities shall have the authority to observe the physical condition of the children, including conditions which 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/ legal guardian and other authorized adults as indicated in writing by the child’s parent/legal guardians.

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/legal 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 and
- 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) will be closed on 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	Good Friday or Friday during Spring Break
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 & 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, 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 immunizations 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, and 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

Medical or Dental Emergencies

If your child has a serious medical or dental emergency during child care, we will take the following steps:

1. Call 911
2. Call the listed doctor or dentist
3. Call the Parent or Guardian and if not successful, other emergency contacts
4. Notify the CCP Executive Director



If a child has to be transported by ambulance, a CCP staff member will go along until a parent or guardian arrives. Please note that emergencies of this nature are very rare and we make every effort to provide a safe program. 911 emergency calls will be at the discretion of the site supervisor or lead teacher at the center and is dependent on the nature of the accident.

Other Accidents

If your child has a minor accident such as a bump, a minor cut, or a twisted ankle, staff will administer first aid and give an Accident Report to you when your child is picked up. It is at the discretion of the site supervisor and or lead teacher to determine if a call home is warranted for a minor accident. If a child has a head injury we will call you immediately.

Illness

Please **always call us** on days your child is absent. Do not send your child to the program if he or she has any of the following symptoms: Fever, undiagnosed rash, vomiting, diarrhea, inflamed eyes, severe cold or sore throat. If a child becomes ill, we have the child rest in a quiet area of a room, isolated from the rest of the children. We will call and ask you to pick him/her up within one (1) hour. If you cannot be reached, the staff will call the emergency back-up person on your Emergency form.

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 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 or not a child is well enough to participate.

Medication

If your child is on medication, we can administer it **only** if you bring it to the center in its original bottle with a prescription and labeled with:

- the child's first and last name
- the name of the prescribing health professional who wrote the prescription
- the name and strength of the medication
- the dosage
- the date the prescription was filled
- the expiration date of the medication or the period of use of the medication
- either the manufacturer's instructions or the original prescription label that details the name and strength of the medication
- instructions on how to administer and store the medication

You must fill out a medication form, which includes the name of the medication, what it is prescribed for, amount to be given, any special instructions, and the signature of a parent/guardian and teacher. We will not dispense over the counter medication to children unless it is prescribed by a doctor (this includes Tylenol, sunscreen, ointments/creams for diaper rash, etc). Please **DO NOT** send medicine in a child's lunch or backpack.

Chronic Illness

If your child has asthma or any chronic illness that may need special attention, please notify the Supervisor. We request a doctor's note and any appropriate training or protocol that would help the staff give the proper care your child may need. CCP reserves the right, before or after enrollment, to determine if your child's needs can be met at our centers.

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, adult 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/legal 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 or 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/legal guardian will be contacted to pick them up.

Children with treaded nits 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 detailed 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. See tuition rate sheet for extra day rates.



Payment of Tuition

Monthly payment is due the 1st of each month. If payment is not received by the 7th of the month, a \$15 late fee is charged **per business day** late starting on the 9th of the month. If the 7th is a Saturday, Sunday or Holiday, payment is due on the business day before. **The late fee must be paid with the current month's tuition.** Please see your current year financial agreement for details. Tuition is to be paid whether or not the child is absent due to illness, holiday, etc. Failure to pay tuition will result in the child being dropped from the Center.

Delinquent Fees and Penalties

Delinquent fees and penalties may be cause for termination of services. The family is also responsible for any costs, i.e. attorney or collector fees, that may be assessed in the collection of unpaid fees and/or penalties due according to my contract.

Tuition Billing

You will receive a tuition bill in your parent/guardian mailbox at the end of each month for the following month. Childcare receipts are given upon request and may take up to seven working days to generate.

Late Pick Up

All centers close at 6:00 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, ***you are subject to a late pick up charge. A late fee of \$2.00 per child per minute will be charged for a late pick up. After the 3rd late pick up your late fee will increase to \$5.00 per child per minute; on the 6th late pick up your fee will increase to \$10.00 per child per minute. On the 9th late pick up, CCP will consider termination of services. CCP will not charge a late fee if an SMC alert for traffic delay is issued for Hwy 92 or Hwy 1.***

When you arrive late, please don't 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

There must be **written notification 2 weeks in advance** (email ok) to the Site Supervisor if withdrawing your child. Upon proper notice the fiscal office will refund any overpayment of tuition beyond the 2

weeks. The deposit that was collected will be applied to the two weeks, if they weren't previously paid. **Failure to give proper notice will result in tuition being charged for the 2 weeks or forfeiture of tuition previously paid. Withdrawals are only effective on the 1st or 15th of the month.**

How to Contact Us

CCP Administrative Office (at Alvin S. Hatch Elementary)
494 Miramontes St.
Half Moon Bay, CA 94019

Elisa Magidoff, Executive Director
Office: 726-7413 x9121 Fax: 726-5660
Email: elisa@coastsidechildren.org or ccp@coastsidechildren.org



For information about our leadership team and teachers: www.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 Elementary
1100 LeConte & Kanoff Streets
Montara, CA 94037
650.726.7413 x9061
LIC #410506161

Preschools:

CCP Half Moon Bay – Preschool
777 Miramontes Street
Moon Bay, CA 94019
650.726.7413 x9051
LIC #414001269

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

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/s enrollment and participation.

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