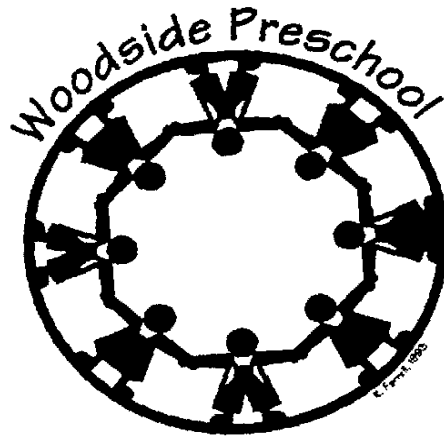


Woodside Elementary School District

Preschool Handbook

2010-11 School Year



When I hear, I forget...When I see, I remember...When I do, I learn!

For further information, please contact:

Diana Abbati

Superintendent/Principal & Director of Preschool

Woodside Elementary School District

3195 Woodside Road

Woodside, CA 94062

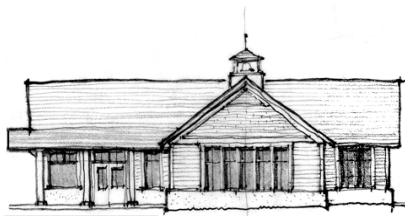
Phone: (650) 851-1571

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Website: www.woodside.k12.ca.us

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Woodside Elementary School District
3195 Woodside Road, Woodside, CA 94062
650-851-1571 ~ fax: 650-851-5577
www.woodside.k12.ca.us

September 1, 2010

Dear Woodside Families:

On behalf of the Woodside School staff, welcome back to the 2010-2011 school year! Our dedicated staff has been working during the summer planning for this new school year and they are just one of the many reasons Woodside School is so unique. Already we are inspired by "the energy and excitement" in the air. If we can be certain of anything in this changing world, it is that together we can make a difference in the lives of children.

Building relationships between the school and the community is one of our most important goals. Therefore, I ask you to volunteer for a committee or school activity. Whether your talents or interests lie in technology or fine arts, we welcome your support. All of our programs require many hours of dedicated parent volunteers and staff. Without you, we cannot reach our goal to ensure our students have an enriched experience. If you have already volunteered for this upcoming school year, I want to thank you for your support and look forward to working with you.

If you would like to be more involved with your child's education, we welcome you with much appreciation. For more information, please see the *Woodside Elementary School District School Handbook 2010-11*, where you will find information regarding our school organizations and committees.

Please join us in embracing this year's school theme, "*Celebrating success...sharing the brilliance and beauty of Woodside School*" and welcoming all our new families to the Woodside School Learning Community. It is our vision to be an inspiring and supportive learning community working together for the betterment of our students, families, and staff. Please feel free to contact us with any questions or concerns.

Sincerely,

The Woodside Administrative Team

Diana Abbati, *Superintendent/Principal*

dabbati@woodside.k12.ca.us

Brian Inglesby, *Director of Educational Services*

binglesby@woodside.k12.ca.us

Steve Frank, *Assistant Principal*

sfrank@woodside.k12.ca.us

Philosophy

Woodside Preschool's philosophy has always been one that acknowledges and respects the uniqueness of each child. It also supports the belief that a child's strong sense of self-esteem comes from experiencing success within an age appropriate environment enhanced by a rich, stimulating curriculum. The curriculum engages children's learning in all developmental areas, while at the same time allowing for individual differences in learning styles and encouraging creativity through a variety of play-based experiences. Our overall goals for the children in our program are: a strong sense of self-confidence and self-esteem, development of the whole child with emphasis on social/emotional and independence. Specifically, these issues:

Development of Self-Confidence and Self-esteem

- Positive identity and self-respect
- Trust
- Empowerment to make choices
- Taking initiative
- Mastery
- Expressing creativity
- Willingness to risk
- Feeling autonomous and self reliant
- Expressing needs, feelings and ideas

Development of the Whole Child

- Social/Emotional skills
- Communication skills
- Language development
- Physical skills
- Intellectual abilities/Cognitive skills
- Creativity

Development of Social/Emotional Skills

- Problem solving and conflict resolution
- Cooperating in play and work
- Developing trust in peers and adults
- Belonging to and participating in groups
- Becoming a leader and a follower
- Expressing feelings
- Developing good listening skills
- Making friends, being friends and sharing friends
- Having fun!

The Values and Goals Used to Implement Our Philosophy

- Maintain a SAFE, supportive, and stimulating environment
- Facilitate learning through play
- Respect children's uniqueness by recognizing and celebrating each child's individual differences
- Create a trusting, predictable environment
- Development of an environment that says "YES" to exploring, experimenting,
- Discovering, having fun with friends and being a child!
- Emphasis on the "process" (which is the immersion in the "doing") rather than the "product"
- Use of positive language
- Model empathy and compassion
- Encourage children to take risks
- Help children make a balance of choices
- Keep sense of humor and create laughter
- Provide a "child-centered program" which evolves from the interest of the children as well as successfully planned and implemented units
- Cultivate curriculum that is continually developed and revised to insure a variety of developmentally appropriate experiences for children

Curriculum

The school has a rich and broad curriculum including:

- Reading
- Writing
- Science
- Math
- Cooking
- Art
- Music
- Quality literature
- Field trips
- Outdoor play
- Group time
- Large motor skill building
- Dramatic play
- Block area
- Small group learning activities

Sample Schedule

2 Day/3 Day Program

8:30- 9:15 Inside Choices
 9:15- 9:45 In/Out choices
 9:45- 10:10 Inside Choice
 10:10- 10:40 Circle/small Group
 10:40- 11:00 Snack
 11:00- 11:45 Outside Choice/ Clean Up
 11:45- 12:00 Story/Going home
 12:00 Pick Up Time

5 Day Program

8:30- 9:30 Inside Activities
 8:45- 9:15 Optional Outside Choice
 9:15- 9:50 Inside Choice/clean up
 10:00 - 10:20 Group Time
 10:25 - 11:15 Outside Choices
 11:15 - 11:30 Snack in Small Groups
 11:30 - 11:50 Small Group Activities
 11:50 - 12:00 Story time
 12:00 Pick Up Time/lunch bunch

Administration

Mailing Address:

Woodside Elementary School District
 Woodside Preschool
 3195 Woodside Road
 Woodside, CA 94062

Phone: (650) 851- 1571 x294
FAX: (650) 851- 5577
Website: <http://www.woodside.k12.ca.us>

Title	Name	Ext.	Email
Superintendent/Principal	Diana Abbati	297	dabbati@woodside.k12.ca.us
Administrative Coordinator	Cathy Stienstra	2294	cathy@woodside.k12.ca.us
Director of Educational Services	Brian Inglesby	280	binglesby@woodside.k12.ca.us
 <u>Head Teachers:</u>			
2 /3 Day Program	Lisa Dayeh	251	ldayeh@woodside.k12.ca.us
5 Day Program	Cherie van der Molen	250	cvandermolen@woodside.k12.ca.us

Communication

Parent Concerns

Concerns raised by parents or guardians involving their child's classroom experience should be resolved as quickly as possible. Parents/guardians are urged to discuss their concerns directly with the head teacher when the concern surfaces. Please talk to the head teacher or call to set up a time to meet after school hours. If the concern is not resolved at this level, the parent/guardian should then discuss the matter with the Superintendent/Principal.

School Directory

Every year you must sign a permission form in order to have your name and other information included or excluded from the directory. The school directory is compiled with the help of the Woodside School Foundation and funded by the PTA. The directory is distributed in October to all Woodside School families.

Newsletters

Announcements of all special events, school news and meetings are made in the Monday Bulletin. In the interest of conserving natural resources, the bulletin is published online at www.woodside.k12.ca.us. In addition to school news, each classroom will have individual notices go home to notify parents of important information for that particular class.

Parent/Teacher Conferences

Parent/Teacher conferences are held once a year. The conferences are a time for teachers to share assessment information and to learn about your child's unique development within the preschool setting.

Room Parents

The function of a preschool room parent is to help with classroom activities, field trips, and auction gifts as well as facilitate communication between staff and parents. Each class has 1-2 room parents and their names are listed in the school directory. Please feel free to contact them should you need information on the class or the school.

General Information

Parent Orientation

The first day of school is a visitation day. One half of the students will attend class from 9:00- 10:00. The other half will attend from 10:30- 11:30. This is a time for children to meet their teachers, see the classroom environment and for parents to ask questions about the program. Families will be notified in early August as to their visitation day and time.

Arrival and Greeting

Arrival time is 8:30 a.m. Parents are required to sign their child in upon arrival.

Dismissal

Children should be picked up promptly at 12:00, unless they are enrolled in the Lunch Bunch program, which ends at 2:30 p.m. Parents are required to sign their child out when they pick her/him up. *No child will be released to any person other than his or her parent without written authorization.*

Lunch Bunch

Lunch Bunch is an optional program that runs from 12:00 until 2:30 and offers children additional social time. Lunch Bunch is offered five days a week to the 5-day class and three and three days a week to the 3-day class. The July billing will include information regarding enrollment in the Lunch Bunch program. Children are required to bring their own lunch.

Discipline

Guidance consists of direct and indirect actions used by the adults to help children develop socially acceptable behavior. Effective, positive guidance maintains the child's self-esteem and produces growth and desired changes in the child's behavior. The long-term goal of guidance is inner self-control. Teachers provide a respectful, supportive climate in which children are helped to make decisions, observe the consequences of their actions and take responsibility for their own behavior.

Biting

Biting is taken very seriously. If a child bites, he/she will be immediately dismissed for the remainder of the day. Parents of all parties involved will be notified.

Attendance and Reporting Absences

Attendance is taken daily in each classroom. If your child is absent you can notify the teacher by leaving a message on the teacher's voice mail. Messages will be picked up daily. For the five day class call Cherie at ext. 250, and for the two/three day classes call Lisa at ext. 251.

Parent Absences

When parents leave on vacation or business without their children, they should give the head teacher a note indicating the dates of the absence and the name of the persons responsible for their children during their absence.

Bringing Things to School

Children need to leave personal toys at home. If a child needs a "security" item (such as a blanket or stuffed animal) it must fit into a cubby. Children are asked to keep that item in their cubby during school hours.

Snack

Healthy snacks will be provided daily by the preschool. All allergies are to be listed on the emergency information card and kept current with any and all changes.

Birthdays

Birthdays are a special time to celebrate. In each class we have a slightly different celebration. The birthday child gets to sit in a special chair in the front of the children at group time for the celebration. There's a special song all the children sing, a pretend birthday cake with candles, Happy Birthday is sung, the child has a special crown and more. We encourage parents to come and share in this special celebration. We tend to celebrate at 11:10 in the 5 day class and 11:45 in the 2/3 day classes. Please do not bring party bags or balloons to school.

Field Trips

Children may have field trips to various points of interest throughout the program year. A permission slip will be sent home in advance of each outing. Please return this form promptly. Your child will not be permitted to participate without the signed slip. All children must be properly restrained in car seats/booster seats that follow legal age and weight requirements. Please refer to the Child Passenger Safety Law handout in the back of this handbook.

Playground

The Kindergarten playground is off limits to preschoolers in the morning (8-8:30) and in the afternoon (12-3). School will still be in session for the upper grades and many children will be using the playground through out the day. Preschoolers are welcome in the preschool yard from 8-8:30 with **an adult**. Teachers will be setting up for the coming day and there will *not be any supervision* for your child. During school hours (8:30 – 3:10) all yards are reserved for multiple programs and are closed to students after pick up.

No Smoking/No Dogs

Smoking is not permitted on campus at any time. Dogs are forbidden on campus at all times. These rules apply to the Preschool yard as well.

Tuition Billing

Upon acceptance to the Preschool, a non-refundable deposit of \$250 is required. The deposit will be applied to your final tuition bill. In early July, an invoice for September tuition will be mailed, along with an enrollment packet of forms to be completed and returned to the school office. Payment for September must be received before the start of school. Beginning in October, invoices will be sent out on a quarterly basis: October 1 and January 1 for 3 months each, and April 1 for 2.5 months. Payments are due within 30 days of invoicing.

Change of Enrollment Status

Enrollment in the program is for one school year. In January of each year, parents will be asked if they wish to continue for the following year. If it becomes necessary for you to withdraw your child from the program during the year, a 30 days notice is required. Tuition responsibilities beyond the 30 days will be forgiven. There can be no tuition adjustment for withdrawals after April 1st.

Additional Policies

Before beginning school children must be ready to separate from their parents and be able to interact positively with other children and adults. A child who cannot adjust socially may be asked to withdraw and apply for admission at a later date. Any advanced tuition fees paid will be refunded. At this level of education, academic goals are secondary to the development of the whole child.

Health & Safety Policies

State law requires that each child have an updated immunization record on file. Your child's health is an important part of his general well being. We need to be aware of any physically limiting or potentially life threatening conditions, which may cause your family harm if improperly handled.

Observable Symptoms: If your child has any of the following observable symptoms he/she should not be sent to school.

- Diarrhea
- Severe coughing
- Difficult or rapid breathing
- Yellowish skin or eyes
- Pinkeye
- Unusual spots or rashes
- Sore throat or trouble swallowing
- Infected skin patch(es)
- Unusually colored urine/stool
- Headache or stiff neck
- Vomiting
- Loss of appetite
- Severe itching of body or scalp
- Temperature over 99 degrees

Please keep your child home for at least 24 hours after either vomiting or having a fever, and report all communicable diseases (strep. throat, chicken pox, pink eye, slap cheek ect.) to the school office. Students who have been exposed to a communicable disease will receive an "exposure notice" which explains the symptoms of the disease, and requirements to return to school.

For H1N1 Flu information, please visit our website at www.woodside.k12.ca.us

Lice

Please report any case of head lice as quickly as possible to the office staff. All students with suspected cases of head lice will be sent home for treatment. All students must be free of nits before returning to school. Students who have head lice or nits will not be allowed back into class. Please refer to **Appendix C** Head Lice.

Medications

Whenever possible the medication should be given at home before and after school, providing this meets with the physician's approval. Children are not to handle or transport medication in any way. Any pupil who is regularly receiving medication should have the medication noted on the child's emergency card and emergency form, which should be updated as needed.

Medication Cont.

Any pupil who is required to take, during the regular school day, medication prescribed for by a physician, may be assisted by school personnel if the school district receives, (1) a written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken and (2) a written statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the physician's statement.

All medication must be in the original prescription container with the pharmacy label including the date dispensed, physician's name, student's name, medication and instructions for administering the medication.

First Aid

The school office is equipped to handle all minor ailments and injuries. Parents will be notified and asked to come for the child if the student exhibits any of the following: injury requiring further treatment or observation, temperature above normal, nausea or vomiting, severe headache, or evidence of a communicable disease.

In the event of a health emergency the following procedure is followed:

1. The parents are notified. If they are not available, the person listed as an available contact on the child's record is notified.
2. If no emergency contact can be located and the child needs further emergency care, the child will be taken to your family doctor or hospital in the company of a school employee.
3. The Woodside Fire Department paramedics will be called in the event of a major emergency.

Emergency and Disaster Information

In case of a disaster such as a major earthquake or a prolonged power outage, children will be supervised at the school site until a parent or emergency contact person picks up the child. Earthquake and fire disaster drills are held throughout the year and the children are familiarized with all emergency procedures. First aid and emergency supplies are stored on campus and in the classroom in case of emergency. (See Appendix A for Earthquake emergency Procedures).

Accurate emergency information must be on file for each child from the first day of school. Should a child become ill or have an accident, parents or persons listed on the emergency form will be contacted.

Appendix A

Earthquake Emergency Procedures

1. In the event of an earthquake during school hours: Teachers will give the command "Drop" and everyone will drop to the floor, away from windows, under "Cover" where possible. They will "Hold" on to the legs of tables when possible so that their protection does not scoot away. They will remain in safety positions as long as necessary. After the initial shock students and staff will leave buildings using evacuation routes and go to prearranged sites on the back fields. No one will be permitted to return to buildings until re-entry has been declared safe by person in charge. Students will be held at school until released to parent, authorized person listed on student emergency forms or the person designated by the person in charge of disaster releases the student to a responsible adult.
2. The entire student body will move to the main back field behind the art and science wing or the Willy McCovey field as soon as evacuation and attendance has been completed. Parents will be directed to the field to check their children out.
3. Injured students will be transferred to appropriate emergency care facilities. With this in mind, if your child's emergency form is not up to date, request a new form from the school office.
4. All parents, or designated parties who come for students must sign out through the "disaster center". During an emergency, teachers will be expected to take roll several times to be certain of the safety of each child, and the disaster center will keep a record of students picked up by authorized adults.
5. DO NOT try to telephone the school. Information will be released by radio emergency broadcast stations if the earthquake is severe. If conditions are STABLE at regular school dismissal times, normal dismissal procedures will be followed. If conditions are NOT STABLE at regular dismissal times, children will remain at school.
6. All parents coming to school should remain CALM and obey all traffic guidelines (no parking in office parking lot) in regard to school parking areas, paying particular attention to emergency access areas to allow entrance for emergency equipment and vehicles.
7. Should an earthquake occur while children are on their way to school, parents should instruct them to continue in that direction and to take shelter in a friend's home if possible and to pay particular attention to hazards such as trees, power lines, concrete walls and buildings. If an earthquake should occur on their way home they should follow the same procedures, only to continue in the direction of their homes.
8. In a severe earthquake, we would appreciate having any parents who are able to do so report to the school's disaster center (near the evacuation site) to help with first aid, both physical and psychological, or general clean up.
9. Families are strongly urged to prepare at home for an earthquake by taking first aid and CPR courses, holding earthquake drills at home, initiate home hazard surveys, and plan how family members will meet should they become separated after a disaster.

Appendix B

School Board Frequently Asked Questions

What is the Role of the School Board?

The California School Board Association, a statewide organization dedicated to California's public school boards, lists four major board roles:

1. ***Establishing a vision for the community's schools.*** In order for a school board to govern the public schools effectively, it must be able to articulate a clear and coherent vision of the schools' primary mission. This vision is necessary to set the direction for the school district and drives every aspect of the district's program.
2. ***Maintaining an effective and efficient structure for the school district.*** The board must establish and maintain an organizational structure that supports the district's vision and empowers the professional staff to carry out their work. Specifically, board members are responsible for:
 - Employing and supporting the superintendent and setting policy for hiring personnel;
 - Adopting policies;
 - Adopting the curriculum;
 - Adopting the budget and overseeing facilities issues; and
 - Adopting collective bargaining agreements.
3. ***Ensuring accountability to the public.*** The school board is ultimately responsible for the success or failure of the public school system to educate the children. The board exercises their oversight of the system by:
 - Evaluating the superintendent;
 - Evaluating policies and serving as a judicial and appeals body of adjudication;
 - Monitoring student achievement and adopting program changes;
 - Monitoring and adjusting district finances; and
 - Monitoring the collective bargaining process.
4. ***Providing community leadership.*** The members of the school board advocate for the children in the community to ensure that they are receiving the finest education possible within in the constraint of limited resources.

What is the role of the School Board versus the Superintendent?

The Board makes policy and the superintendent implements policy. For example, the board establishes policies that guide the hiring of competent and qualified personnel. The superintendent is responsible for the actual hiring and assignment of specific positions. (Source: "A practical guide to effective school board meetings", by Rene S. Townsend)

Where can I find the Woodside School Board policies?

All policies related to the role of the School Board can be found at <http://www.woodside.k12.ca.us/Pages/board/bp/9000.pdf>

How can I provide input into board decisions?

Attend the school board meetings. At the start of every meeting there is an open forum where you can address the board on any topic that is not on the agenda. If a topic is on the agenda, the board always allocates time for public comment when that item is addressed. You can also email the Board at wsboard@woodside.k12.ca.us.

Who is on the school board and when are elections held?

To serve on the governing board of a school district you must be a resident of the school district and a registered voter. The Woodside School board consists of five members. School board members are generally elected or appointed to a 4-year term. The terms are staggered so there are openings every two years in November. If the number of candidates exceeds the number of required board positions, an election is held and the names appear on the ballot in conjunction with the general November election. If the number of candidates that file does not exceed the number of school board positions required to be elected, candidates are appointed to take office in December and no election is held.

What qualities are important for a school board member?

The CSBA School Board Leadership standards recognize that to be an effective trustee, an individual board member:

- Keeps learning and achievement for all students as the primary focus;
- Values, supports and advocates for public education;
- Recognizes and respects differences of perspective and style on the board and among staff, students, parents and the community;
- Acts with dignity, and understands the implications of demeanor and behavior;
- Keeps confidential matters confidential;
- Participates in professional development and commits the time and energy necessary to be an informed and effective leader;
- Understands the distinctions between board and staff roles, and refrains from performing management functions that are the responsibility of the superintendent and staff; and
- Understands that authority rests with the board as a whole and not with individuals.

What should I do if I am interested in running for school board?

Get informed. Talk to any of the current school board members, meet with our Superintendent/Principal and come to an upcoming school board meeting. Check out the California School Board Association website, www.csba.org. Review the board policy and board meeting packets on our school website.

To learn about filing for candidacy and the possible election process, the County Elections Office provides seminars and resources for potential candidates at www.shapethefuture.org. The filing period for the November election begins July and runs through August. If an incumbent does not file at this time, the filing period is extended in the month of August.

How are the School Board officers selected?

Each December at the school board meeting, the five elected board members elect among themselves the officers that serve as School Board President, Vice President and Clerk.

Appendix C

Head Lice

The Identification and Cure of Head Lice

Definition

- Nits (white to chocolate brown eggs) are firmly attached to hairs
- Unlike dandruff, nits can't be shaken off
- Gray bugs (lice) are 1/16 inch long, move quickly, and are difficult to see
- The scalp itches and may have a rash
- The back of the neck or around the ears are favorite areas
- The nits are easier to see than the lice because they are white (but can vary in color to chocolate brown) and are very numerous

Cause

Head lice only live on human beings and can be spread quickly by using the hat, comb, or brush or an infected person or simply by close contact. **Head lice are almost always transmitted from one person to another by head to head contact.** Anyone can get lice despite good health habits and frequent hair washing. The nits (eggs) normally hatch into lice within 1 week.

Expected Course

With treatment, most lice and nits will be killed. A recurrence usually means another contact with an infected person or the shampoo wasn't left on for 20 minutes. There are no lasting problems from having lice and they do not carry other diseases.

Home Treatment

There are several anti-lice shampoo treatments on the market and are available at any pharmacy. Nix is useful in that it kills most eggs, nymphs & adults. Other treatments (Rid, A-200, Triple X, Clear, R & C) kill nymphs and adults and 50% of the eggs. Nix may require, and all other products definitely require, another treatment after 7 days to prevent re-infection.

Removing Nits

Remove the nits by back combing with a fine-tooth comb (Lice Meister, Inomed, or LiceOut) or pull them out individually. The nits can be loosened from the hair shafts using a cream rinse to make combing easier. The hair does not need to be shaved to cure lice. Woodside Elementary School has a nit free policy and infected students need to stop by the front office before re-entering school.

Cleaning the House

Lice can't live for more than 72 hours off the human body. Your child's room should be vacuumed. Combs and brushes should be soaked for 1 hour in a solution made from the anti-lice shampoo. Wash your child's sheets, blankets, and pillowcases in hot water. Anti-lice sprays or fumigation of the house is unnecessary.

Contagiousness

Check the heads of everyone else living in your home. If any have scalp rashes, sores, or itching, they should be treated with the anti-lice shampoo even if lice and nits are not seen. Your Child can return to school after one treatment with the shampoo and with the nits removed. Re- emphasize to your child that he or she should not share combs and hats.

Call your pediatrician if:

- The rash & itching are not cleared by 1 week after treatment.
- The sores start to spread or look infected.
- The lice or nits return.
- You have other questions or concerns.

PERSONAL RIGHTS**Child Care Centers**

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

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

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

NAME

ADDRESS

CITY

ZIP CODE

AREA CODE/TELEPHONE NUMBER

DETACH HERE

TO: PARENT/GUARDIAN/CHILD OR AUTHORIZED REPRESENTATIVE:

PLACE IN CHILD'S FILE

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

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

(PRINT THE NAME OF THE FACILITY)

(PRINT THE ADDRESS OF THE FACILITY)

(PRINT THE NAME OF THE CHILD)

(SIGNATURE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(TITLE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(DATE)

Community Care Licensing



CHILD CARE CENTER



NOTIFICATION OF PARENTS' RIGHTS

THIS NOTICE MUST BE POSTED IN A PROMINENT, PUBLICLY ACCESSIBLE AREA OF THE CHILD CARE CENTER

AS A PARENT/AUTHORIZED REPRESENTATIVE, YOU HAVE A RIGHT

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.
7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive from the licensee the Caregiver Background Check Process form.

<http://www.cclcd.ca.gov>

For the Department of Justice
"Registered Sex Offender" database, go to
www.meganslaw.ca.gov

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

Licensing Office Name: _____

Licensing Office Address: _____



Licensing Office Telephone Number: _____

CALIFORNIA Child Passenger Safety Law

4 STEPS FOR KIDS

1	INFANTS		rear-facing seats in the back seat from birth to at least one year old and at least 20 pounds.	
2	TODDLERS		forward-facing seats in the back seat from age one and 20 pounds to about age four and 40 pounds.	
3	PRE-SCHOOL		booster seats in the back seat for children over 40 pounds to at least age six or 60 pounds.	
4	CHILDREN		safety belts for children who are at least six years old or weigh at least 60 pounds.*	

*For best practice, NHTSA recommends booster seats for children until they are at least 8 years old, unless they are 4'9" tall. All children age 12 and under should ride in the back seat. For more information on Child Passenger Safety, visit the state health department web site www.dhs.ca.gov/epp/epp/epp.

Protect your child, it's the law!

Effective January 1, 2005, changes to the California CPS Law (VC 27360 and 27360.5) will cite the percentage for each child who is not properly restrained in the rear seat unless the child is 6 years old or older, or weighs 60 pounds or more.

Exemptions:

- Your vehicle has no rear seats.
- Rear seats are side-facing jump seats.
- The child restraint system cannot be properly installed in the rear seat.
- Child/er under age 12 occupy all rear seats.
- Medical reason (permitted by the podiatrist) requires that child not be restrained in the back seat.

A child may **NOT** ride in the front seat with an active passenger airbag.

- Under one year of age.
- Weighs less than 20 pounds.
- Riding in a rear-facing CPRS.

Children who weigh at least 60 pounds or who are at least 6 years old, but less than 16 years old, must be properly secured in an appropriate restraint system. (Vehicle Code 27315, requires every-one 16 years and older who is a driver or a passenger be properly restrained by safety belts).

You can be fined for violating the California Child Passenger Safety Law.

1st Offense: \$100 fine. Court may waive or reduce fine, but must refer you to a violator program if fine is reduced.

2nd Offense: \$250 fine. Same conditions as first offense and your auto insurance rates may increase.

For more information about child passenger restraint systems, call Safety on the Move at 866-705-7586 or SafetyBeltSafeUSA, at 1-800-745-SAFE (English) or 800-747-SANCO (Spanish) or your local health department at _____.

All licensed Child Care Centers need just copies of this app for a sign with the exact same information at the entrance to the facility. This is a condition of licensure under Health and Safety Code Section 159695(g).