



Multi-Cultural
CHILD DEVELOPMENT CENTER

Parent Handbook

Covid-19 Policies and Procedures

(Page 36-44)

P.O BOX 7346 SANTA ROSA, CA. 95407

1650 WEST THIRD STREET, SANTA ROSA, CA 95401

707-544-0104

LICENSE # 49-0105516

Last update – August 16, 2020

During our Virtual "Parent's Orientation", we will play the "Get to Know the Parent Handbook Game" – Questions will be asked to random parents, if they respond correctly, they will receive a price. Be ready to win and be informed about our school! 😊

Table of Contents

WHO WE ARE	5
INTRODUCTION	5
EDUCATIONAL PHILOSOPHY AND CURRICULUM	5
WHAT WE DO	6
LANGUAGE DEVELOPMENT	6
DAILY SCHEDULE	6
PARENTS AND TEACHERS WORK TOGETHER	7
PARENT ORIENTATION	7
NEW STUDENT ORIENTATION	7
FIRST DAY OF SCHOOL	8
ARRIVAL PROCEDURE	8
PICK UP PROCEDURE	8
EMERGENCY INFORMATION FORM	9
ABSENCE PROCEDURE	9
ABSENCE POLICY	10
VALID EXCUSED ABSENCES	10
LIMITE “BEST INTEREST OF THE CHILD” ABSENCES	10
PARENT PARTICIPATION	11
PARENT EDUCATION	11
ADULT CONDUCT CODE	12
CONFIDENTIALITY POLICY	12
PARENT-TEACHER CONFERENCES	12
PARENT MEETINGS AND EVENTS	13
PARENT-SCHOOL COMMUNICATION	13
SPECIAL EVENTS AND STUDENT PRESENTATIONS	14
PARENTS AS MEMBERS OF THE BOARD OF DIRECTORS	14
PARENT ADVISORY COMMITTEE	14
CLOTHING	15
TOYS FROM HOME	15
STUDENT PROJECTS & ART WORK	15
SPECIAL EVENTS AND CULTURAL ACTIVITIES	16
CHILDREN’S BIRTHDAY CELEBRATIONS	16
PROTOGRAPHS	16
HEALTH AND NUTRITION	17
DAILY INSPECTION	17
KEEP YOUR CHILD AT HOME IF THEY HAVE...	17
MEDICATION	18
ASTHMA	18
LIMITING CONTAMINATION AND SPREAD OF DISEASE	18
POLICY FOR PREVENTION ON INFECTIOUS DISEASE	18
HAND-WASHING	19
HAND-WASHING PROCEDURES	20
FOOD PROGRAM	21
FOOD ALLERGIES & SPECIAL DIETS	22
GUIDELINES FOR SAFETY	22
BASIC CENTER GUIDELINES	22
INSIDE	22
OUTDISE	22
FRAGRANCE-FREE SCHOOL	23
FIRE SAFETY	23

ACCIDENT SAFETY	24
PARKING LOT SAFETY	24
HANDICAP AREA PARKING	24
DISCIPLINE POLICY	25
Positive Descriptive Acknowledgements (PDA)	26
Redirection	26
Problem Solving	26
Consequences	26
PROTOCOLE FOR CHALLENGING BEHAVIORS	27
CAREGIVER BACKGROUND CHECK PROCESS	
CALIFORNIA DEPARTMENT OF ED.	28
OTHER POLICIES AND PROCEDURES	29
ADMISSION POLICY	29
SONOMA COUNTY PILOT PROJECT STATEMENT	29
PRIORITY REGISTRATION	29
ADMISSION APPLICATION	29
POLICY ON ACCEPTING CHILDREN WITH SPECIAL NEEDS	30
NON-ENROLLED CHILDREN AS VISITORS	30
TERMINATION OF SERVICES	30
POLICY FOR USING FOOD IN THE CURRICULUM	31
RESPONSIBILITY TO REPORT CHILD ABUSE	31
CHILD'S PERSONAL RIGHTS	32
NON-RELIGIOUS PRACTICES	33
POLICY FOR A DRUG-FREE WORKPLACE	33
OUR COMMITMENT TO EQUAL OPPORTUNITY	33
NON-DISCRIMINATORY STATEMENT	34
CLOSING NOTE	35
THE MOST IMPORTANT THINGS TO KNOW	35
COVID-19 POLICIES AND PROCEDURES	Pages 36-44

This handbook is intended to inform you about our center and program. It explains our policies and procedures. If you have questions about the program, check this book first.

WHO WE ARE

INTRODUCTION

Welcome to the Multicultural Child Development Center (MCCDC)! Our program is funded by the State Department of Education and licensed by the State Department of Social Services.

The West Santa Rosa Local Action Council operates the Center through a Board of Directors composed of parent and community volunteers. Under the Board's leadership; the Executive Director oversees all areas of the program including curriculum, environment, health, nutrition, cultural experience, and supervision of all staff. In addition to the Director, our staff includes two Supervising Teachers, two Teachers, six Assistant Teachers, a Family Services Coordinator, a Bookkeeper, a Cook, and a Custodian. The Staff and the Board of Directors look forward to assisting you in the education of your child.

EDUCATIONAL PHILOSOPHY AND CURRICULUM

The staff of MCCDC is dedicated to providing the very best in early childhood education. Our purpose is to create an enriched environment that will stimulate learning in all developmental areas; physical, social-emotional, intellectual, language and literacy, and also to foster wonder, curiosity and a genuine pleasure in learning. We provide an environment that will affirm the culture of all the children who attend our center and encourage them to appreciate and respect the culture of others, promoting a strong sense of self-esteem and cultural identity. Our instruction uses the child centered approach, which allows the child to make choices, giving freedom to think, experience, create, explore, wonder, question, and search for answers, and ultimately work cooperatively with their peers and teachers.

Our curriculum also emphasizes the multicultural similarities of our families and instills respect for differences in people, customs and beliefs. Occasionally, our center will provide experiences and activities representative of a variety of cultures, with a special focus on activities which reflect the population of children present in our program.

Our curriculum is prepared by our dedicated staff to ensure age-appropriate instruction in all areas. Our objectives are:

- To establish a learning and developmentally appropriate program for children 3 to 5 years of age.
- To initiate a curriculum program that establishes a pattern of early success in a child's life. This should provide for the physical needs of the child as well as the social-emotional, nutritional, and intellectual needs of the child.
- To provide a cultural approach to education. Including the child's cultural heritage and background in the school environment will develop a feeling of self-esteem, self-appreciation, and appreciation of others.
- To appreciate, encourage, and use the talents of parents and paraprofessionals in the program.

- To formalize a learning and development model that will be useful to others in our community.
- To create a curriculum based on children's developmental levels and which connects with the children's actual interests.

WHAT WE DO

LANGUAGE DEVELOPMENT

Our preschool children typically speak several different home languages and most are English learners. Your child will be exposed to multiple languages at MCCDC, providing an enriching experience for all students.

Our goal is to support each child's home language as they acquire English. Several staff are bilingual in English/Spanish, increasing our ability to support the children's transitioning from home to school and from their home language to English. As the school year progresses and children feel proud and secure in their home language, they begin to increase their knowledge of English. As the school year progresses, we will speak more English in the classroom and children will begin to increase their knowledge of English.

Families may have specific goals for their child's language development in our program. Please share these goals with your child's teacher so that your child's needs will be considered in developing a plan for the entire class.

A child who has difficulty speaking the language of their home, may need special help. We can help you obtain the services your child may need. Please discuss any questions or concerns you have about your child's language development with the teacher as soon as possible.

Children who grow up bilingual have a tremendous advantage. We strongly encourage families to continue speaking and reading books to their children in their home language. Children will acquire English throughout their school years. Give them experiences that will increase their vocabulary in both languages by visiting the beach, park, library, zoo and talking about these experiences with them.

DAILY SCHEDULE

The morning session is 9:00 a.m. to 12:00 p.m. The afternoon session is 12:30-3:30 p.m. Both sessions contain the main components: Circle Time, Outdoor Activities, Indoor Activities, Small Group Time, Clean up Time, Lunch and Snack. **The schedule for each morning and afternoon program is posted in the classrooms.**

- **Outdoor Activities include:** Climbing, running, swinging, sand box and other sensory activities, games, art activities, dramatic play, riding bikes, gardening, carpentry, and much more.
- **Indoor Activities include:** Sensory Activities (play dough, water, rocks, etc.), science center (cooking projects, light table, etc.), math center (counting, patterning, classification, etc.), books and puzzles, manipulative activities (legos, linking toys, etc.), block-building, art activities, drawing/writing center, and pretend play.
- **Group Time Activities include:** stories, music, movement activities, drama, group games, and special activities such as visiting librarians and storytellers.
- **Literacy Activities include:** reading stories, dictation of children's words/ideas/stories, environmental print, book handling, and rich oral language experiences through pretend play and drama. Our writing center provides continuous experiences in drawing, writing, cutting, and other pre-writing skills. Pre-reading and pre-writing is supported in all classroom centers and activities.

PARENT AND TEACHERS WORK TOGETHER

PARENT ORIENTATION

We schedule a “**Parent Orientation Day**” soon after the school begins. Parents will get information about the curriculum, the assessment process, school policies, and other topics of interest and a chance to meet the entire staff and have a Question & Answer moment. Your attendance is highly encouraged.

NEW STUDENT ORIENTATION

Due to Covid-19, The MCCDC is following the CDC and Local Health guidance. Please refer to the Covid 19 Policies and Guidance for more information.

During Open House or First Day of school:

- Only one parent will be aloud to accompany the student.
- Only one child per group will tour with his/her teacher.
- Each child is assigned a cubby to keep his/her personal belongings.



- We will take Only an individual picture for each cubby, and we will give each student a name tag.
- **Each family will send a Family pictures via email to mccdc.info@gmail.com**

FIRST DAY OF SCHOOL

Due to Covid-19, The MCCDC is following the CDC and Local Health guidance. Please refer to the Covid 19 Policies and Guidance for more information

Many children are ready to be left at school on the first day. Sometimes either the child or parent has a difficult time in separating. Our staff is prepared to assist with this transition.

Frecuently a child remains upset ,but usually for a short period of time, Please feel free to telephone to see how your child is doing.

We want to provide a rich educational curriculum that is safe and engaging for children.

ARRIVAL PROCEDURE

- Children are to be dropped off at the center at 9: 00 Am (Morning Program) or 12:30 p.m. (Afternoon Program.)
- The parent/guardian must sign the child in, using a full signature.
- In the event of a late arrival, sign the child in, have the child enter the room as quietly as possible and bring him/her to a teacher for a greeting and health checkup.

P.O. Box 7348 707-544-2148 (Ph) 707-544-2148 (Fax)		SEPTEMBER 2014 Sign-In/Sign Out			Child's Name (label) <u>John Penn</u>	
Date	Day	Time IN (Hora de entrada)	Parent/Guardian Signature (Firma del Padre o Guardian)	Time OUT (Hora de salida)	Parent/Guardian Signature (Firma del Padre o Guardian)	Reason for Absence (Use if any)
1	MON	CLOSED	LABOR DAY	CLOSED	LABOR DAY	
2	Tu	9:00	Louis Penn	12:00	Louis Penn	
3	Wed	9:00	Louis Penn	12:00	Louis Penn	
4	Thu					X
5	Fri	9:00	Louis Penn	12:00	Louis Penn	
8	MON	9:00	Louis Penn	12:00	Louis Penn	
9	Tu					
10	Wed					
11	Thu					
12	Fri					
15	MON					
16	Tu					

Due to Covid-19, The MCCDC is following the CDC and Local Health guidance. Please refer to the Covid 19 Policies and Guidance for more information.

PICK UP PROCEDURE

- Children must be picked up on time by parents or persons whose names are listed on the Emergency Information Form.
- Be sure to sign out, using your full signature.
- Children leaving school early must be signed out.
- **In the event of an emergency that prevents you from picking up your child on time, please notify the Center at once.** This will help to avoid fears and distress in your child's experience as well as help our staff to provide appropriate

emergency care. **The person picking up your child must be 18 year of age and show a photo I.D.**

- If you are unable to pick up your child, please notify us which person on the emergency list will do so. You must notify us if someone else who is not in the list is picking your child up.

EMERGENCY INFORMATION FORM

Emergency Information Form is MCCDC's only **way to contact** your family in the event of an emergency or child need. Therefore, it is extremely important that you keep us updated with any changes to this form (new phone numbers, persons to pick up your child, etc.) **We will not give your child to anyone who is not on the Emergency Information Form or has not been authorized by you.**

ABSENCE PROCEDURE

If your child has symptoms of illness, she/he should remain at home for the protection of the child and fellow students. The office or your child's teacher should be notified regarding the child's absence. If the child arrives at the Center ill or becomes ill during the day, you will be notified so she/he can be picked up and taken home. Upon returning to school, please indicate date and reason for absence on the back of sign-in sheet.

Absences - Ausencias

Date / Fecha	Signature of Parent/Guardian or Staff Firma de Padre/Guardian o Maestro(a)	Reason for Absence (Check one) Razón por ausencia (Marque una)
09/04 2014	<i>Low Pinner</i>	<input checked="" type="checkbox"/> Illness or quarantine of child or parent. <i>Enfermedad o cuarentena del niño o padre.</i> <input type="checkbox"/> Medical appointments (Ex. Check up, speech therapy, counseling, etc.) <i>Citas médicas (Chequeros, terapias de lenguaje, consultoría, etc.)</i> <input type="checkbox"/> Family emergency (Absent to spend time with parent or other relative as required by a court of law or that is in the best interest of the child). <i>Emergencia familiar (Ausencia para pasar tiempo con padre u otro pariente requerido por la corte. Se considera lo mejor para interés del niño(a))</i> <input type="checkbox"/> Other: (Please Explain) Otro: (Por favor explique) <i>cold fever</i>
		<input type="checkbox"/> Illness or quarantine of child or parent. <i>Enfermedad o cuarentena del niño o padre.</i> <input type="checkbox"/> Medical appointments (Ex. Check up, speech therapy, counseling, etc.) <i>Citas médicas (Chequeros, terapias de lenguaje, consultoría, etc.)</i> <input type="checkbox"/> Family emergency (Absent to spend time with parent or other relative as required by a court of law or that is in the best interest of the child). <i>Emergencia familiar (Ausencia para pasar tiempo con padre u otro pariente requerido por la corte. Se considera lo mejor para interés del niño(a))</i> <input type="checkbox"/> Other: (Please Explain) Otro: (Por favor explique)
		<input type="checkbox"/> Illness or quarantine of child or parent. <i>Enfermedad o cuarentena del niño o padre.</i> <input type="checkbox"/> Medical appointments (Ex. Check up, speech therapy, counseling, etc.) <i>Citas médicas (Chequeros, terapias de lenguaje, consultoría, etc.)</i> <input type="checkbox"/> Family emergency (Absent to spend time with parent or other relative as required by a court of law or that is in the best interest of the child). <i>Emergencia familiar (Ausencia para pasar tiempo con padre u otro pariente requerido por la corte. Se considera lo mejor para interés del niño(a))</i> <input type="checkbox"/> Other: (Please Explain) Otro: (Por favor explique)
		<input type="checkbox"/> Illness or quarantine of child or parent. <i>Enfermedad o cuarentena del niño o padre.</i> <input type="checkbox"/> Medical appointments (Ex. Check up, speech therapy, counseling, etc.) <i>Citas médicas (Chequeros, terapias de lenguaje, consultoría, etc.)</i> <input type="checkbox"/> Family emergency (Absent to spend time with parent or other relative as required by a court of law or that is in the best interest of the child). <i>Emergencia familiar (Ausencia para pasar tiempo con padre u otro pariente requerido por la corte. Se considera lo mejor para interés del niño(a))</i> <input type="checkbox"/> Other: (Please Explain) Otro: (Por favor explique)

Absences Form (behind the Sign In/Out Form)

If your child is having a health problem, please contact MCCDC. After absences of 3 days, the staff will call home to inquire about the child. The Multicultural Center provides information to parents and staff regarding any health concerns as well as on related matters such as health resources in the community.

ABSENCE POLICY

All enrolled children must attend the school regularly, Monday through Friday. When a child attends only sporadically, the child misses out on valuable educational experiences. It makes it difficult for the child to maintain friendships, and it is difficult for the child to learn daily routines and affects the child's learning continuity.

Also, when a child misses school regularly, he/she is not using the services of our agency and preventing another child from being able to attend who needs our services. It is important for you to keep the staff informed when your child is absent.

Excessive unexcused absences (more than 5) or tardiness could result in disenrollment. A child is considered tardy if they are 15-30 minutes late.

VALID EXCUSED ABSENCES

- Illness of child or parent
- Serious injury
- Medical or dental appointment
- Counseling
- Court appointments and court ordered visits
- Family emergency. Family emergency" includes: Illness, injury or death of a member of the household or person in charge of providing transportation of the child to the center, vehicle break down or lack of usual transportation, natural disasters such as flood, heavy storm, or fire, and lack of adequate available child care before or after school hours.

LIMITED "BEST INTEREST OF THE CHILD" ABSENCES

In the best interest of the child" includes:

- special religious or cultural observance,
- special occasion with significant person in the child's life (parent, grandparent, etc.)
- travel in order to visit significant person in the child's life.
- These absences must be approved in advance by the Director
- The child is allowed to have **5 absences "in the best interest of the child"** in a school year. If a child exceeds these 5 days of "best interest," child's services shall be terminated.
- The Director of the program may permit an exception to the 5 absences rule if the leave does not jeopardize the program. The reasons for exemptions may include a family visit to out-of-town relatives at a great distance, family crisis or an emergency trip.

PARENT PARTICIPATION

PARENT EDUCATION AND VOLUNTEER DAY

- We will organize Parent Education Opportunities via Zoom. You will be notified with time to plan and be able to attend.

Due to Covid-19, The MCCDC is following the CDC and Local Health guidance. Please refer to the Covid 19 Policies and Guidance for more information.



PARENTS AS SPECIAL GUESTS

Cancelled.

ADULT CONDUCT CODE

Probably the most important service we provide the children in our care is a safe environment. In a safe environment, children can feel secure that adults coming into the center will be treating them with respect and consideration. Adults must remember that when they are in a school setting they are expected to act in ways that help children feel safe. The following are examples of adult behavior that will help our children feel safe while at preschool:

- Speak in a friendly, calm voice; refrain from yelling.
- Use positive language when speaking with your child, teachers, parents, or other children. Refrain from threats and never swear or name call.
- Use words rather than any form of physical punishment while at MCCDC, even if physical punishment is used at home.
- Inform a teacher of the misbehavior of a child not your own, and allow them to correct that child's behavior.
- Refrain from smoking while at the center.
- Do not come to the center while under the influence of alcohol or drugs.
- When picking up your child, allow your child adequate time to finish what they are doing and separate from friends. Use these few minutes to check their belongings and exchange information with the teacher. If you are comfortable in the preschool, the children will feel comfortable.
- Thank you for helping us to create a pleasant atmosphere for our children.

CONFIDENTIALITY POLICY - This works even when we meet briefly and/or virtually

Every family's applications and records are maintained in strict confidence. The Board requires that all staff and parents respect the confidentiality of all children and their families in the program. Please do not talk about another child or your own child in front of the child. Gossiping may seem harmless, but can be devastating under some circumstances.

It should be noted that as a non-profit, state-funded preschool all our records are subject to access by representatives of Local, State and Federal agencies for purposes of review, certification and audit. These agency representatives must also maintain a family's confidentiality.



MCCDC will release no information, including immigration status, unless given written permission by the family. This would be necessary if a family wants records sent to another school or if a consultant has been brought in to work with the child and family. The only exception is if a referral to Child Protective Services is necessary as mandated by law.

PARENT-TEACHER CONFERENCES

Individual conferences may be initiated at any time by the parent or by the teacher in order to cooperatively design a plan of development for your child.

At least two times each school year the supervising teacher and support staff will schedule conferences with parents. This is an opportunity to share information and for families to address any questions or concerns you may have about your child's development or about our program.

We will let you know how the Parent-Teacher Conferences will be performed this 2020-21 School Year: TBD



PARENT MEETINGS AND EVENTS

We will organize Parent Education, Events and Fundraiser Opportunities Virtually. You will be notified with time to plan and be able to attend.

Stay tuned by checking our 20-21 Private Facebook Page o nuestra página web.

Due to Covid-19, The MCCDC is following the CDC and Local Health guidance. Please refer to the Covid 19 Policies and Guidance for more information.

PARENT-SCHOOL COMMUNICATION

It is very important for you, your child and our center's staff to maintain a good communication flow, especially this year. Building a healthy relationship is crucial to us.

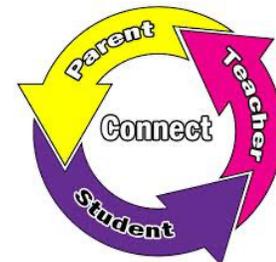
Whenever we need to communicate:

About Your Child (allergies, medication, behavior, absences, participation, friends, name tags, etc.)

About the program in general (absences, your volunteer days, paper work, allergies, medication, etc.)

To maintain communication with the school's staff, stay informed or simply, share something about your child, use any of these forms:

- **In person:** we will do our best to provide you with a time to talk or set up a meeting as soon as is possible.
- **Posts:** In the Entrance court Board
- **Facebook Private Group 2020-21:**
<https://www.facebook.com/groups/2020N21Multicultural/>
- **Facebook Public Page:** <https://www.facebook.com/multiculturalpreschoolorg>
- **Facebook Public Page Messenger**
- **Email:** mccdc.info@gmail.com (Please put your child's name)
- **REMIND APP.** Make sure the office has your cell phone number correctly to receive text notices
- **Our own website:** www.multiculturalpreschool.org
- **Call:** 707-544-0104
- **Leave personal notes in Box** in the main courtyard.
- **The Parent Survey** form is given to parents in January in order to find out if we are meeting the needs of families in our program. We hope all families will participate in the survey.



SPECIAL EVENTS AND STUDENT PRESENTATIONS

Stay tune for emails or notifications.

PARENTS AS MEMBERS OF THE BOARD OF DIRECTORS

This is a special opportunity for parents to become a member of the Board of Directors, known as the WEST SANTA ROSA LOCAL ACTION. Parents of enrolled children, whether currently enrolled or alumni, are the pillars of our Board. There are also community members who serve on this board.

Our Board of Directors guides our center through the establishment of regulations on the program and personnel, so that decisions on expenses and collection of money complies with all legal requirements. The Board is very important. If there is no Board of Directors, there is no school.

If you want your community to have a good pre-school, if you want an opportunity to learn leadership and organizational skills, and if you have at least a couple of hours one night each month, talk to our Director or a member of the Board of Directors, and tell them you have an interest. We need you!



PARENT ADVISORY COMMITTEE

The Parent Advisory Committee consists of all parents of children currently enrolled. As members of the PAC (Parent Advisory Committee), parents:

- Communicate ideas to the MCCDC community
- Support fundraising activities.
- Work with the school in the development of parent education programs.
- Participate in the annual self-evaluation of the program to ensure a quality program that responds to the needs of families.

Please notify the Director if you are interested in taking a leading role in this committee. All parents are invited to attend PAC meetings, without the need to have a leadership role. We have a minimum of 2 meetings a year, which occur as soon as you drop off your child in the classroom. Please join us! Look in the Calendar of Events to learn the dates of meetings.

Due to Covid-19, The MCCDC is following the CDC and Local Health guidance. Please refer to the Covid 19 Policies and Guidance.

Email the Center's Director for more information via email:

mccdc.info@gmail.com

We will conduct Virtual (via Zoom) meetings this year

CLOTHING

- To avoid “fashion distraction” our center highly encourages our parents to dress their children in **plain clothes for school**. Plain color shirts and bottoms, avoiding popular characters (Disney, Super heroes, i.e.) are best. Please save your child’s best clothing for occasions other than school.
- Dress your child simply and comfortably in washable play clothes. Children must wear shoes (gym or tennis shoes are best); sandals are difficult because of the gravel ground cover on the playground. Open toe shoes are not recommended (flip flaps for example.)
- **Label clothing, especially jackets.**
- Children should dress for outdoor weather each day.
- We use paint aprons. However, there will be times when paint will get on clothing. We have found that the best procedure for removing paint is to soak the garment in cold water, rub some detergent into the spot and wash as usual.
- Check our “lost and found” box for missing items.
- Please keep an extra set of clothing in your child’s cubby at all times: pants, shirts, underwear, and socks. Spills and the occasional accident happen to many children. When the child uses the extra clothing, please **replace the extra clothes as soon as possible**.

TOYS FROM HOME

PLEASE! Leave ALL toys, blankets, backpacks, etc. at home.

Due to Covid-19, we are extra cautious.



Due to Covid-19, The MCCDC is following the CDC and Local Health guidance. Please refer to the Covid 19 Policies and Guidance for more information.

STUDENT PROJECTS & ART WORK

All the student`s art work will stay in the school for a large period of time. We will share those via Child Folio, the assessment application teachers use.

SPECIAL EVENTS AND CULTURAL ACTIVITIES

The children's cultural heritage, holidays, and special days will be acknowledged throughout the year, according to the needs and cultural heritage of our children and their families. Parents are encouraged to help plan.

Please communicate your ideas, to provide multicultural curriculum that is authentic and reflects the cultures of our children.

Due to Covid-19, The MCCDC is following the CDC and Local Health guidance. Please refer to the Covid 19 Policies and Guidance for more information of How we will organize our Special and Cultural activities.

CHILDREN'S BIRTHDAY CELEBRATIONS

Young children enjoy celebrating their birthdays. Our Center will provide ice cream at lunch (AM class) or snack (PM class). If you prefer not to celebrate your child's birthday for religious or other reasons, please notify the staff immediately.

- All birthdays are celebrated on Fridays.
- **NO OUTSIDE FOOD or BEVERAGES of any kind are aloud in our facility due to Covid-19.** If you would like to contribute food items, such as cupcakes, or small decorations, PLEASE check with your child's teacher and the cook 2 weeks in advance.
- Children whose birthdays occur in the summer will be celebrated before the closing of school.

Your cooperation will help provide a pleasant experience for the children



FIELD TRIPS

Field trips and Visitors are Cancelled this School Year due to Covid-19

PHOTOGRAPHS

MCCDC takes photographs of the children involved in various activities. These photos are used in curriculum activities and in promoting our program to the community in brochures or displays.

Occasionally staff, parents and student teachers take pictures of the children when they are here for a birthday celebration or other special events. If you do not want your child's photograph taken for personal reasons, please notify us at once.



Due to Covid-19, The MCCDC is following the CDC and Local Health guidance. Please refer to the Covid 19 Policies and Guidance for more information.

We save the photos we use in the curriculum and some may be available for families at the end of the school year.

At enrollment time, every parent is given a Photo Permission Form to allow us to use a photo of your child for the classroom, slideshows, events or in our website www.multiculturalpreschool.org and our MCCDC Facebook account <https://www.facebook.com/multiculturalpreschoolorg/>

HEALTH AND NUTRITION

DAILY INSPECTION (LICENSE REQUIREMENT, TITLE 22: 101226.1)

The staff is required by licensing to be responsible to safeguard the health of all children. We are required to accept only children who are in good health. Children with obvious symptoms of illness including but not limited to coughing, fever, or vomiting, cannot be accepted into school. *Added attention shall be given to children who have been absent due to illness or who have been exposed to contagious disease.* Therefore: No child shall be accepted to school without contact between center staff and the person bringing the child to the center. The person bringing the child to the center must remain until the child is accepted for school for the day and the child is signed in. Children arriving late are welcome to attend, but must first check in at the office and with a teacher.

KEEP YOUR CHILD AT HOME IF:

- Has fever higher than 99 F in the last 24 hours
- Vomited in the last 24 hours.
- Had diarrhea in the last 24 hours.
- Has heavy nose discharge.
- Has heavy cough.

Due to Covid-19, The MCCDC is following the CDC and Local Health guidance. Please refer to the Covid 19 Policies and Guidance for more information.



MEDICATION

Medication will not be administered unless accompanied by written instructions of the parent and a note from the physician. If before coming to the school your child (a) has received any medication, please inform the teacher as soon as you sign in upon arrival.

ASTHMA

Children who suffer from Asthma must have an "Asthma Plan" with instructions from the child's doctor on file as well as emergency medication here at the center.

LICE & NITS: Our center's staff will perform regular head inspections on random days and random children throughout the school year.

Children who have lice/nits will be sent home, and in order to come back to school, they must not have anything, even dry nits.

LIMITING CONTAMINATION AND SPREAD OF DISEASE

POLICY FOR PREVENTION OF INFECTIOUS DISEASE

1. All children, parents and staff must be in good health in order to be in attendance. Those who are sick for longer than three days with an infectious disease may be required to bring a doctor's release in order to return to school, upon Director request.
2. Children who appear ill when arriving at school or become ill during attendance at school will be sent home. Parents are required to provide current emergency numbers at all times. Children who become ill at the Center will be separated from other children until they are picked up.
3. All persons are required to stay home until they are free of symptoms (i.e. fever) for a 24-hour period.
4. Parents are required to notify the staff of all contagious illness (such as chicken pox, flu, strep infection, rashes, head lice, pinworms, and others) IMMEDIATELY.
5. Parents are required to telephone the Center to report absences whenever possible. Parents will write absence excuses on the sign-in sheet in the space provided.
6. Children with serious cuts, scrapes, or sores will stay home until the healing process is well developed (not runny or infected and scabbed completely).
7. Children with medical conditions will be admitted only when their doctor and the Director determine the child's health, neurological development, behavior, and immune status are appropriate for attendance at the Center.

The following precautions will be followed in accord with the Center for Disease Control recommendations:

- Children will be taught complete hand-washing technique using liquid soap, running water, and disposable towels. Hand-washing by staff and children will be required before meals, after toileting, and encouraged frequently as needed.
- Tables will be cleaned with a bleach solution (1 tablespoon bleach to 1-quart water) before and after every mealtime and at other times when soiled or as necessary for other activities. Before meals and after the tables are cleaned, they will be sanitized with bleach and wiped with a clean paper disposable towel.
- Staff will use disposable gloves to clean up body fluids (urine, stool, vomitus, blood). After wiping up, the surface will be cleaned with a 1:10 solution of bleach and water.
- Contaminated or soiled items will be placed in a plastic bag and kept in a place inaccessible to children.
- Bodily fluids will be disposed of in the toilet whenever possible.
- Toilet brushes, mops, etc., will be soaked in diluted bleach solution after use.
- Toilet handles, sink faucets, and doorknobs will be sanitized on a daily basis or more frequently as needed.

Our licensing regulations require that we report confirmed or suspected reportable disease/infection. While reporting incidences of illness, the Center will at all times maintain the confidentiality of the children in the Center. The Public Health Department will be consulted as needed for guidelines or recommendations. Parents will be notified of this policy and be reminded of their responsibilities at Parent Orientation and as needed.

Prevention of illness requires each person's cooperation. With your help we can provide a safe, healthy environment for our children. We feel that the health of our children is of utmost importance and is worth the inconvenience these precautions may cause us from time to time.

HAND-WASHING

Frequent hand washing is the most important way we can control the spread of illness. Parents should teach their children proper hand washing habits. Teachers will reinforce the following good habits at school.

- Parents and teachers are responsible to train children about the correct hand washing techniques:
- Children and adults should always wash hands:
 - When arriving at the center before first meal
 - After using the toilet
 - After blowing nose
 - Before mealtimes
 - Before and after sanitizing tables at mealtimes

- Before assisting with setting tables or in kitchen
- Before participating in cooking project in classroom
- When coming inside from the playground
- After messy play activities such as painting or sand box
- Adults, please wash hands after using latex gloves for toilet or any messy cleanup. Gloves **do not** take the place of hand washing.
- Teachers are responsible for encouraging good hygiene habits and for providing adequate supervision and training of children using the bathrooms.
- Parents must assist teachers by training their children at home in these proper hands washing and toileting procedures.
- Children will be allowed to use the toilet at any time when they have the need and will be aided as needed, while being encouraged to do as much as they can for themselves.
- Many children have accidents from time to time. All children must keep extra clothes in their cubby at all times.

HAND-WASHING PROCEDURE

1. Moisten hands with warm water and add liquid soap.
2. Rub hands together for a minimum of 10 seconds. (sing a song to show children how long)
3. Rinse hands by rubbing them under running water until free of soap.
4. Dry hands using disposable paper towel.

PARENTS: PLEASE TEACH YOUR CHILD TO FOLLOW THESE ROUTINES AT HOME



FOOD PROGRAM

The MCCDC Child Development Center provides our children with two healthy meals daily. Often, our staff will create lively activities and conversations with our children about nutritious food options, encouraging them to try new foods, the importance of physical activity (at least an hour a day), “screen” time (no more than 30 min. for a preschool age child) and the positive effects on our bodies.

We highly encourage our families to continue these healthy standards at home. There is plenty of information about Healthy Food Choices and Physical Activity in the lobby. You can always request more information from our Family Services Coordinator, our staff or cook

- Morning program: Children will be served a snack and lunch daily.
- Afternoon Program: Children will be served lunch and a snack daily.



These meals are prepared according to the Federal Food Program guidelines for balanced nutritional meals. The menus are planned to include foods of various cultures. We appreciate your suggestions and recipes. If you would be interested in helping to prepare a special meal, please let us know!

New foods will be presented to the children to expand their knowledge of nutritious foods. Trying a small amount of each food is encouraged before second helpings are offered.

Sadly Due to Covid-19 Our meals Will Not be served “family style.”

Conversation is encouraged at meals. All the children will sit down together at meal times. Children who do not want to eat may leave the table to quietly read a book, when excused by the teacher. Teachers or other responsible adults will sit with the children at meal times.

***Due to Covid-19, The
MCCDC is following
the CDC and Local
Health guidance.
Please refer to the
Covid 19 Policies and
Guidance for more
information on Meals.***

FOOD ALLERGIES & SPECIAL DIETS

Parents need to let the staff know if your child has any allergies to foods. The information provided will be in the child's records and posted in the kitchen and classroom. If your child has any allergies to foods, you must provide a note from a doctor describing the type of allergy and the recommendation for a supplement. We try to accommodate special diets, but if, for religious or other personal reasons, our menus are not appropriate, please understand it is your responsibility to work with us to find solutions.



You can find detailed information about our Food Program in the Wellness Policies Binder displayed in the lobby.

GUIDELINES FOR SAFETY

BASIC CENTER GUIDELINES

These rules apply to everyone in the Center and serve as a guide to all who volunteer in the Center.

Inside

- Children must walk inside; no running. A large number of people and objects make running too dangerous. Remind the children to “walk” instead of saying “don’t run.”
- Children are encouraged to put toys away before taking out others, and to clean up what they are using in one area before moving on to another.
- Toys are to be kept in appropriate play areas.
- Children are to play in the water only when there is a specific water play activity set up.
- Aprons should be worn for painting and water projects. Remember to roll up long sleeves.
- Large blocks may be stacked no higher than chin level (usually three large blocks).



Outside

- Stand near the swings, and remind the children walking nearby to avoid the swings so they won't get hurt.
- Stand near the monkey bars, and remind children to avoid walking or running under the bars.
- The sand and sand toys stay in the sandbox area.
- Children may not enter the storage sheds.
- Children may not climb on the fence.
- Shoes must be worn outside unless a specific activity allows bare feet.
- Children must not have any toys in hand while climbing the play structures or playing in the swings.



If you have any questions, please ask a supervisor or director.

SAFETY IS OUR FIRST CONCERN

FRAGRANCE- FREE SCHOOL



As a licensed childcare facility, we are required to maintain a **smoke-free** environment.

Additionally, please **refrain from using any perfumes and fragrances** while at the center, due to allergies in many children and adults.

Parents, especially do not use fragrances on your volunteer day. Children and other adults could be seriously affected. Thank you for your cooperation!

FIRE SAFETY

We hold monthly fire drills, and earthquake and shelter in place drills twice per year with the children. During Fire Drills: when the bell rings, adults and all children leave by the nearest exit and go to the back of the playground. In each room there is a map to show the nearest exit.

Smoking is not allowed in the building, campus or around the children. Second hand smoke is dangerous for all children and especially those with health concerns.

Smoking in your house or in the car when your children are present puts them at serious risk for more illness.

ACCIDENT SAFETY

Minor injuries sustained at the Center will be handled by the Director or Teachers. Parents will be notified in case of any severe or questionable injury. If parents are unreachable, we will contact the doctor and relative/friend listed on the child's emergency card while continuing our efforts to contact the parent. 911 will be called if the situation merits it.

In the event of a major emergency (such as an earthquake) we request that you come to the Center as soon as possible to pick up your children. Please remember to sign out. The Center has a written emergency/disaster plan in the office for your review if you wish to see it.

Our designated evacuation site in case of disaster is J.X. Wilson Elementary School located at 246 Brittain Lane, 525-8350.

PARKING LOT SAFETY

SUPERVISE YOUR CHILDREN IN THE PARKING LOT AT ALL TIMES
DO NOT LEAVE CHILDREN UNATTENDED. IT IS AGAINST THE LAW TO LEAVE A CHILD ALONE IN A CAR EVEN FOR A BRIEF TIME.



When arriving at and leaving MCCDC:

- Be sure your child waits for you; Do not let any of your children run ahead of you.
- Hold their hand in the parking lot.
- Use sidewalk.
- Drive SLOWLY with caution.
- Buckle up and use car seats.

HANDICAP AREA PARKING

- Drivers may park in the Handicap areas ONLY WITH the Handicap permits.
- Drivers who do not have the appropriate Handicap permit, MUST NOT PARK in the Handicap area; not even for short periods of time. Your car may be towed.



DISCIPLINE POLICY

*Parents and Teachers working together is the best way to support our children.
Please communicate any ideas and/or concerns to us.*

This policy is intended to serve as guidance for staff, parents, and volunteers in their interactions with children at the MCCDC. Our purpose is to achieve continuity and consistency in how we guide children's behavior that will serve the best interests of the children. Our goal is to provide a safe environment where children will gain trust in others and children develop self-control and responsibility for their actions.

MCCDC uses the **Teaching Pyramid**, a systematic framework developed by CSEFEL that incorporates Early Childhood Positive Behavior Support (EC-PBS) through promoting social-emotional development, providing support for children's appropriate behavior, preventing challenging behavior, and addressing problematic behavior.

It is our belief that, first and foremost, children learn by what they see. Therefore, all adults should attempt to **model appropriate behavior** for the children. Additionally, respect for each individual child shall be given. Adults will be sensitive to the needs of each individual child.

Confidentiality is essential. Adults will not discuss any child related issues in the presence of any child or other adults. Ask for help from a teacher, supervisor, or Director if a behavior becomes too overwhelming. Teachers will provide opportunities to discuss issues of concern at an appropriate time.

We will **focus on positive behavior** rather than negative behavior. It is better to say, "Walk in the hall," than, "Don't run." It is better to say, "Use your inside voice," rather than, "Don't yell." Children desire attention. When we acknowledge the child when they are demonstrating positive behavior, all children have a good example to follow. For example, notice when the child you want to sit is finally sitting, immediately acknowledging them with a positive comment, "Jose, you are sitting quietly at the table." This reinforces appropriate behavior.

Because many of our children may not understand English, extra patience may be required. Does the child understand what behavior is expected of him or her? Often our expression and tone of voice or a gesture will be all that is necessary to communicate approval or disapproval. Children who don't understand English will often be sensitive to non-verbal communications.

At MCCDC we do not allow the use of any physical punishments such as grabbing, spanking or shaking. We believe that punishment such as spanking or shaking leads to resentment, rebellion, withdrawal and undermines self-esteem. Therefore, our aim will be to model and guide children in appropriate behavior.

Positive Descriptive Acknowledgments (PDA) leads to self-confidence and a positive self-image. “You are helpful, you picked up all the toys from the table,” or “You’re responsible, you put away all the blocks,” “You are healthy, you washed your hands before eating,” or simply a smile of approval.

Redirection Frequently, a child who is misbehaving can be “redirected.” For example, “We don’t throw rocks here, someone might get hurt. Let’s go find a ball to throw,” or “John was playing with that bucket. Let’s see if we can find another bucket.”

Because conflict is often a necessary learning opportunity, adults will **guide children to solve their problems**. Given a chance, children often can do this on their own without help from adults. Sometimes they need the support of an adult to model this behavior and give them the words. When conflict results in physical or emotional harm to a child, i.e. through hitting or name-calling, it is necessary for adults to respond. Children need to know that their feelings are valid and accepted. When a child feels he is understood, he won’t have to act out those feelings in a negative way. Example: “Sally, I know you are really angry right now, but I can’t let you hit and hurt Johnny. Let’s try asking Johnny if we can have a turn.”



Problem solving with children can be helped along by recognizing how each child is feeling about the situation. “Maria and John, you both want to swing.” Ask for a solution: “What can you do so you both get a turn to swing?” Help children come up with their own solutions: “Maria agreed to let John go first and John will give Maria a turn when he is done. Does that sound like a fair solution?” It may be necessary to follow through to remind John of the agreement they made when it is time for Maria’s turn.

Consequences of unwanted behavior should be related to that behavior, and should be immediate whenever possible. For example, “If you throw sand again you will have to leave the sandbox.” A warning about the consequence will teach children that they are responsible for their behavior. It’s important to follow through.

If serious behaviors occur repeatedly that cause injury (such as biting, causing head injuries, pushing from high places, etc.), and are a danger to self and others, they will result in swift action and will be treated on a case by case basis. A conference will be scheduled with the family to develop a plan of action that allows the child to remain in the

program, whenever possible. In most instances, with parents and teachers working together, the child is able to gain control of his or her behavior. The goal is to teach the child self-regulation.

MCCDC retains the final right to determine whether this program is able to meet the needs of a child who is consistently unable to abide by the rules established at the center. We want all the children to experience a happy, safe, and successful learning experience here at MCCDC.

PROTOCOL FOR CHALLENGING BEHAVIORS

1. When a staff identifies a child with a challenging behavior, she/he will work with the child to change the behavior, with the support and guidance of Supervisor, Director and other school staff.
2. If the behavior continues and is impacting the child and peers, the primary teacher and supervisor will communicate with the parents and seek support from the family and the Behavioral Consultation Project (You may request information about this program.)
3. If behavior continues, a meeting will be scheduled with the child's parents or guardians, the child's primary teacher, and the supervisor and/or Director to set up goals and a plan of action.
4. Follow up meetings may be scheduled to continue supporting the child's progress.
5. If the child's behavior disrupts a learning environment, the child may be brought to the office to rest and continue the positive guidance from the office staff. (*Note: This is not a "time out".*)
6. If the child's behavior places him/her self or other children in danger, we will ask the parent or guardian to pick up the child and take him/her home for the day.
7. If these steps do not result in decreases in the behaviors, it may be an indication that our program does not meet the child's needs and the Director and/or supervisors will work with the family to help them find a suitable program for the child.



IMPORTANT INFORMATION FOR PARENTS

CAREGIVER BACKGROUND CHECK PROCESS CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

The California Department of Social Services works to protect the safety of children in child care by licensing child care centers and family child care homes. Our highest priority is to be sure that children are in safe and healthy child care settings. California law requires a background check for any adult who owns, lives in, or works in a licensed child care home or center. Each of these adults must submit fingerprints so that a background check can be done to see if they have any history of crime. If we find that a person has been convicted of a crime other than a minor traffic violation or a marijuana-related offense covered by the marijuana reform legislation codified at Health and Safety Code sections 11361.5 and 11361.7, he/she cannot work or live in the licensed child care home or center unless approved by the Department. This approval is called an exemption.

A person convicted of a crime such as murder, rape, torture, kidnapping, crimes of sexual violence or molestation against children **cannot by law be given an exemption that would allow them to own, live in or work in** a licensed child care home or center. If the crime was a felony or a serious misdemeanor, the person must leave the facility while the request is being reviewed. If the crime is less serious, he/she may be allowed to remain in the licensed child care home or center while the exemption request is being reviewed.

How the Exemption Request is Reviewed

We request information from police departments, the FBI and the courts about the person's record. We consider the type of crime, how many crimes there were, how long ago the crime happened and whether the person has been honest in what they told us.

The person who needs the exemption must provide information about:

- The crime
- What they have done to change their life and obey the law
- Whether they are working, going to school, or receiving training
- Whether they have successfully completed a counseling or rehabilitation program

The person also gives us reference letters from people who aren't related to them who know about their history and their life now.

We look at all these things very carefully in making our decision on exemptions. By law this information cannot be shared with the public.

How to Obtain More Information

As a parent or authorized representative of a child in licensed child care, you have the right to ask the licensed child care home or center whether anyone working or living there has an exemption. If you request this information, and there is a person with an exemption, the child care home or center must tell you the person's name and how he or she is involved with the home or center and give you the name, address, and telephone number of the local licensing office. You may also get the person's name by contacting the local licensing office. You may find the address and phone number on our website. The website address is <http://cclcd.ca.gov/contact.htm>.

OTHER POLICIES AND PROCEDURES

ADMISSION POLICY

The MCCDC Center is required to follow California Department of Education guidelines, rules and regulations when enrolling for our part day program. State funded programs such as ours are designed for low to moderate income families. We are a subsidized program.

Sonoma County Pilot Project Statement

As of October 2, 2018, Sonoma County is operating a Child Care Subsidy Pilot project. The Pilot is a five-year project that intends to better meet the early education and child care needs of families in Sonoma County through policies that support low-income families and promote stable child care. Sonoma County is fortunate to have full participation of subsidized child care providers. This creates an easier system that reduces access barriers to children and families, reduces contractor administrative burden, and keeps subsidized funds serving Sonoma County.

PRIORITY REGISTRATION

Children who meet the criteria below receive priority for enrollment at state preschool programs:

1. Those referred by Child Protective Services and those with a documented referral by a licensed professional as being at-risk of abuse and/or neglect,
2. Children whose family receive Public assistance.
3. Continuation of Care – When child is already enrolled in a state-subsidized program, and is about to lose care.
4. Sibling priority – When child has a sibling enrolled in a state-subsidized program.
5. Income eligibility – Includes family monthly gross income and family size.

We first enroll children who are four-years old within the admission priorities who will be entering kindergarten in the following school year; then we offer spaces to three-years old within the priorities above.

ADMISSION APPLICATION

A personal interview (in person or by phone), with the parent or guardian will occur prior to enrollment. At this time, we will provide all needed information about the program and review the completed application materials to determine eligibility. Children who meet the admission criteria will be enrolled or placed on the waiting list. Upon inquiry, application materials will be provided. These include forms required by the California Department of

Education (Child Division of Fiscal Services), the California Community Care Licensing and our Center.

POLICY ON ACCEPTING CHILDREN WITH SPECIAL NEEDS

Our agency assists in meeting the developmental and educational needs of children eligible for our program. We work closely with families to assure that our program meets the needs of children with special needs. Many children with special needs have successful preschool experiences in our program. We are committed to mainstreaming children with special needs when we are able to provide the child with a positive and successful experience.

In some cases, our staff may find it is beyond our ability to provide a suitable environment and that we lack the resources to serve a child in our program. We will work with the family to either acquire those resources for our program or assist the family in finding a program able to provide appropriate resources for the child.

NON-ENROLLED CHILDREN AS VISITORS

Due to licensing and insurance requirements, we cannot allow non-enrolled children to visit during session. Only those children enrolled at the Center are insured. Additionally, our school environment is not set up for the safety of infants and toddlers.

TERMINATION OF SERVICES

Termination of services for a child and family is rare. Usually by working together, families will have a successful experience here at MCCDC and that is our goal. However, the following circumstances may result in termination:

- Family decides to dis-enroll their child for personal reasons. If this is the case, please notify the office at least 2 weeks in advance, so that we enroll another child from the waiting list.
- Excessive unexcused absences (more than 5), or tardiness (arriving 15-30 minutes late.) Parents must inform the center of the reasons for the absences or tardiness as soon as possible. If there is no communication from the parent or guardian for up to 5 days, MCCDC shall decide to disenroll the child.
- Inappropriate adult behavior as described in "Adult Conduct Code".
- Failure of the parent to provide the information and documentation requested by us and required by us, and the funding terms and conditions from the State of California.
- We may determine that we are unable to meet the child's social, emotional or physical needs and that our program is not a suitable match for the child.
- Other circumstances in the best interest of the program and children.

POLICY FOR USING FOOD IN THE CURRICULUM

Children need real experiences where they can touch and manipulate things in their environment. Preschool age children need sensory experiences to grow and develop optimally. An absolute rule regarding food in the curriculum is difficult to make because some foods clearly are wonderful curriculum material. Staff will observe the following principles in deciding on the use of food products for curriculum activities;

- Is it safe? It is difficult to find inexpensive sensory materials that are safe for very young children. Foods that are edible are known safe materials for children to handle. Synthetic (man-made) substances make it hard to know if something is toxic or not. We will avoid foods that are allergens and foods which spoil quickly.
- Is it respectful of others feelings? Staff members will use their own best judgment about what feels right for all concerned, considering that some basic foods such as rice and beans may be found inappropriate play material by some families.
- Is there a substitute available? For example, shaving cream or fingerpaint may be used instead of chocolate pudding.
- Can it be used in a cooking project? For example, flour or corn meal may be included in the curriculum by making tortillas or bread.

RESPONSIBILITY TO REPORT CHILD ABUSE

Our community is deeply concerned about the safety and welfare of all its children and preventing child abuse. Abuse can be physical injury, neglect (a child's needs are not met), psychological abuse or sexual abuse.

You as a parent have the primary responsibility for your child's well-being. With time, attention, and effort you may prevent your child from being injured in an abusive situation. Be aware of these forms of abuse, especially if your child is left in the care of others. Be alert to signs: unusual marks, bruises, etc. or unusual behavior. If you are having difficulty controlling your own anger around your child, seek help before harm occurs to your child. Shaking a child, for example, can cause serious brain injury, blindness, or death in a very young child.

While everyone should report suspected child abuse and neglect, the California Penal Code provides that certain professionals and persons must report suspected abuse to the proper authorities. The mandated reporters of child abuse are any child care provider or teacher, social workers, medical personnel, clergy and others. Therefore, the staff at MCCDC are mandated reporters. If abuse is suspected, we must report. Our goal in reporting is the safety and welfare of each child in our care.

Failure to report suspected abuse by a mandated reporter within 36 hours is a misdemeanor punishable by up to 6 months in county jail, a fine of not more than \$1,000. or both. You may access the database maintained by the Department of Justice.

www.meganslaw.ca.gov. This database includes names and addresses of people convicted of assaults against children,

Good communication between parents and teachers is very important. The teachers and staff are here to help. Please ask at any time for assistance regarding your child or to receive more information about the state child abuse policy.

CHILD'S PERSONAL RIGHTS

Each child shall have personal rights that include, but are not limited to, the following:

- 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.



NON-RELIGIOUS PRACTICES

MCCDC is funded by the State of California, Department of Education. We give instruction in cognitive, physical, social/emotional, language, and nutritional development. Children do not participate in religious instruction or worship.

POLICY FOR A DRUG-FREE WORKPLACE

It is the policy of *MCCDC* that this agency be declared a drug-free workplace. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited at the MCCDC Child Development Center, as required by California Government Code, Section 8355. An employee's or volunteer's violation of this status impacts not only the program and the children adversely, but also may result in the suspension of payments under our contract with the state or termination of the contract or both, and therefore will not be tolerated. No smoking in the building or playground is permitted. Second-hand smoke is damaging to our health, especially that of young children.

OUR COMMITMENT TO EQUAL OPPORTUNITY

MCCDC does not discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability in determining which children are served. Our program welcomes the enrollment of children with disabilities. We understand the requirement of the Americans with Disabilities Act (ADA) to make reasonable accommodations for such children.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call 202-720-5964 (voice and TDD). The USDA and the Nutrition Services Division (NSD) are equal opportunity providers and employers.

NONDISCRIMINATION STATEMENT

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027), found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
- (2) Fax: 202-690-7442
- (3) E-mail: program.intake@usda.gov

This institution is an equal opportunity provider.

A CLOSING NOTE

It is our hope that this handbook meets your needs and fulfills its purpose of informing you about the policies of our Center. We plan to make revisions as needed. If you find omissions or care to give us any kind of feedback and/or suggestions, we would be very appreciative of your help.

We also invite you to give your opinion about any matter concerning MCCDC. Please share your thoughts with a staff member or a member of the Board. It will help us improve our Program.

We are Friendly and Kind

We are Respectful

We are Safe and Healthy

THE MOST IMPORTANT THINGS TO KNOW

Bring your child to school every day, unless they are sick.

Communicate with the teachers.

*We are here to support you and your child and
build a relationship with your family.*

You are the most important person in your child's life. Talk to them, read to them, laugh with them, set boundaries for them, hug and kiss them, show up for their events and in their classroom, give thanks for the blessing they are in your life.

Multi-cultural Child Development Center

COVID-19 POLICIES AND PROCEDURES

INTRODUCTION

In response to the COVID-19 pandemic, The Multi-cultural Child Development Center has developed new policies effective immediately. These policies will be in effect until further notice.

We are following guidance from the California Community Care Licensing Department (CCLD), the National Center for Disease Control and Prevention (CDC), and Sonoma County Department of Public Health.

We are receiving constant updated information and guidelines. We are reviewing them as they arrive to ensure best practices during the pandemic therefore, we expect that these policies may change as we adapt to new guidelines and regulations.

Our goal is to provide our Multi-cultural families, children and our staff with a safe, healthy environment as well as keep the school financially viable so that we can continue to provide a quality preschool experience to our community.

Pre-Opening Plans

These temporary pre-opening procedures are to help ensure our program has a plan and is prepared during the COVID-19 pandemic. These procedures were developed to comply with the regulations and guidelines provided by the Sonoma County Department of Health and the Community Care Licensing Division.

Date the program will open to children: Friday, August 21st 2020 with the Open House.

Only one parent will be admitted with the student. Each teacher will only tour with that child and his/her parent. Face masks Must be wore by the adults at all times.

Number of children and ages: During the pandemic our center qualifies to have 12 children per classroom.

The Multi-Cultural Child Development Center will distribute its groups as it follows:

- AM Program - 9:00 AM - 12:00 PM and PM Program: 12:30 PM - 3:30 PM
- Both program's, Front Classroom and Back Classroom will have 12 children and 2 teachers each classroom.
- The front and the back classroom will never meet or mingle.

Children with special health care needs

Families must keep their children at home until they are fully recovered when they show the following:

Outbreak of specific health needs, such as allergies or asthma, experience a flair up of asthmatic or allergy symptoms such as congestion, sneezing, colds, blocked nose, wheezing, or shortness of breath,

Prior to reopening, we will:

- Review cleaning/disinfecting procedures with staff and custodians.
- Ensure we have approved hand sanitizers and disinfectants on site.
- Ensure we have all supplies needed for social distancing.
- Have an established staffing plan.
- Train as needed to include information on special health care needs, medications, infectious disease protocol, and review current COVID-19 signs and symptoms.
- Create a communication plan for parents and staff including new procedures such as drop off/pick up, health checks, guidelines for if/when a child becomes ill.
- Prepare required signage.
- Request updated emergency forms and medical releases from families.

**MULTI-CULTURAL CHILD DEVELOPMENT CENTER
COVID-19 PROCEDURES/PROCESSES**

Drop-off / Sign-in:

- Entrance to site is through the main gate.
- There will be NO outside visitors into the main building; that includes parents, volunteers, etc. The entrance to the facility will only be for essential visitors (licensing, auditors, health providers, etc. as needed).
- All children will be accompanied by one (1) parent to the drop-off main court area.
- Each parent will take their clip board and sign-in with the provided pen clipped into their own board.
- Each parent will wash their own children's hands.
- If more than one family arrives at the same time, please maintain at least a six foot distance (as indicated by signs and/or tape) between family units.
- There will be two (2) teachers attending this process at the main entrance court.
- Before a child is signed in, a staff member will do a wellness check that includes:
 - Temperature
 - General mood and changes in behavior
 - Skin rashes, unusual spots, swelling or bruises
 - Complaints of pain and not feeling well
 - Signs/symptoms of disease
 - Reported illness in child or family members
 - Be aware that parent temperature check may be taken randomly.
- Parent/caregivers are not allowed to enter the school at this time. Each child will be escorted by a staff to the classroom individually or in a small grouping.
- Until children are signed-in and in the care of the staff, parents must and children should(encouraged) wear face covers.
- Upon entering the building, the children and staff will use the shoe disinfecting tray and dry off.
- Children must wear closed-toe shoes, with velcro – avoid shoes with fabric material.
- Staff will wear face coverings while at work.

Pick-up / Sign-out:

- All children are to be picked up in the courtyard at the school's entry.
- Children will be waiting in the fenced picnic area.
- Parents MUST be at the preschool for pick up 5 minutes before the scheduled pick up time.
- Sign-out location is at the front school courtyard hanger.
- Parents/caregivers sign out using the same process as for sign in.
- Social distancing should be maintained using the same procedure as for sign in.

Child and Teacher Wellness checks:

- Each staff member will have her/his temperature and wellness check at arrival by an office staff.
- Logs will be kept daily to ensure checks are completed at the arrival of each program, and as appropriate.
- All MCCDC staff will be wearing a uniform. Double shift staff will change uniforms prior to their second shift.
- All MCCDC staff will wear appropriate shoes that can be disinfected when entering rooms.
- Each Administrative staff/food program coordinator will wear a covered up apron prior to enter a classroom. There is a separate apron per classroom per AM or PM program.

Parents and staff will be required to answer questions upon arrival which will be logged by office staff on the **Child/Staff Health Screening Form**.

- If a child or staff is ill, it will be logged on the screening form and they will not be accepted that day.
- If your child's, or a staff's, temperature is between 99.2-100.1 degrees F, we will monitor their temperature once per hour throughout the day. If it goes up to 100.2, we will ask that they go home.
- If we call you to pick up your child, you need to arrive within 30 minutes.
- If a child or staff is absent, we ask that you call and give a reason. If they are ill, it will be logged on our daily log.
- If a child or a staff member is diagnosed with COVID-19, we need to be informed immediately. We will use protocols from the CDC and Sonoma County

Department of Health in circumstances where positive COVID-19 cases have been identified in the building. All families will be notified if this occurs.

Staff/Children will be sent home or not admitted to the preschool if they show symptoms such as:

- Cough or sore throat
- Shortness of breath
- Fever (temp of 100.2 or higher)
- If child or staff has had close contact with someone with COVID-19 or displays any symptoms of COVID-19
- In order for a child or staff to be in our center, they must be 100% symptoms free.

Designated isolation area:

- There will be a designated space for isolating sick children who are waiting for a parent.
- The isolation area will be in the office and will be disinfected after every use.
- Staff supervising a sick child will use personal protective equipment.
- If there is more than one sick child at a time, children will be kept 6 feet apart and moved to the conference room.

Cleaning, Sanitizing & Disinfecting Procedures:

- All cleaning requirements have been documented and a schedule created.
- Only Environmental Protection Agency (EPA) registered products will be used.
- Children and staff from front and back classrooms will not be in contact at all while in session.
- There will be large bins designated per shift containing the learning materials that correspond with each learning area. At the beginning of the day, each classroom/group will only be using the materials in their corresponding bins. Staff will clean and sanitize the shelves when their shift ends or as needed.
- Used materials will be cleaned and disinfected (as needed) at the end of the day and returned to their corresponding bins.
- Outside play equipment will be disinfected at the end of each shift by the staff.
- The classroom will be disinfected by the custodian each evening.
- Children and adult bathrooms: Staff will sanitize the toilets after each use.

Face Coverings

- Masks and social distancing are required for all staff at all times.
- Staff can take brief mask breaks, when they can ensure they are 6 feet apart from other adults or children.
- All the preschool staff will have face shields available when needed, but they are not required.
- Parents and every person entering the school premises are required to wear a face mask the entire time.
- We will encourage children to wear masks while inside and outdoors, but it is not mandated.
- We will be considering the cognitive and developmental capabilities of each child when enforcing our facial covering practices.
- If a child has a simple (no cold/flu related) runny nose, he/she will be highly encouraged to wear a Disposable Mask.

Parents will bring a face mask to school for each child. Our preschool will also provide our children with 3-5 additional face masks as needed. Those masks will be left at school.

All masks will be washed at the end of each day.

Meals

- Our school will provide food for all children; Morning shift (snack or lunch) and afternoon shift (lunch and a snack).
- We have 3 water dispensers, one in each room and one for the outdoor patio; children will be able to drink water using disposable cups.
- Indoor water features have been removed and the playground water feature has been disabled.
- All the food is purchased, cooked, and packaged safely in our school kitchen by our meal program coordinator and kitchen and teacher aide.
- We will not accept drinks or food of any kind that come from outside
- The children will eat their meals outside, as many times as possible outside, on the playground or picnic area.
- It is essential that children wear warm clothing and in layers, as cold days are approaching.
- In the classrooms, the children will eat their meals at a large table with their own cohort group and their teacher (6: 1).

Social Distancing

- We will encourage social distancing by arranging tables so that the children can sit and see each other and carry on conversations but still be physically separated.
- Each child will have their own bin and tray with individual materials. We will set up some small tables with individual activities.
- We will still have some group meetings and activities; there will be marks on the floor to make sure children sit safely separated from each other during group meetings.
- Supervision will be intensified, in order to maintain social distancing as much as possible, and act immediately in to prevent cross-contamination (put their hands or toys in their mouth, are getting sick, etc.).

Indoor and Outdoor Activities

- Children will play outside whenever possible.
- Each program has two separated classrooms; when one classroom is outdoor, the other classroom will be having indoor activities.
- Staff will make sure the used outdoor areas will be sprayed with disinfecting solution before the other group utilizes them.
- Each group will bring their own, labeled outdoor materials and put them away in a closed bin before the other group comes out and brings their own bin full of materials.

Toys and Learning Materials

- Hard to clean toys/materials will not be used.
- Each classroom (4 total) will have their own materials in separated bins and will be storage at the end of each program, close with a lid and put away from children's reach.
- Each item(s) used will be cleaned and disinfected each day or as needed.
- Toys or any other materials from home are not allowed.
- **Sensory activities:** Group sensory, water and sand tables will not be used .
Sensory activities will be provided in personal/small containers and will be disinfected after each use or labeled. Individual bags of sensory items may be kept in each child's activity bin.

Hand-washing

- Our regular, consistent hand-washing procedures will continue (please refer to the Parent's Handbook for more on Hand-washing procedures).
- Staff and children will be washing hands every time they change activities or work with any materials, either indoors or outdoors

Personal Items

Items of any kind may not be brought from home to the preschool. Any child made items will not be sent home. Our activities will focus on the process and not the product.

Emergency Forms and Medical Releases

Children attending school at this time will need new emergency forms and medical releases. All persons who are allowed to drop off and pick up your child will given the main gate entry code.

Access to School

- Only staff and children may enter the school building.
- All deliveries will be directed to the courtyard. Signs will be posted on the main doors, barring entry to the school.
- There will be no tours,(other than your scheduled Open House orientation).
- Visitors, outside vendors, or volunteers at the school, other than the school's personnel and the custodian will not be aloud inside the facility.
- The school's custodian will enter to perform cleaning and disinfecting in the evenings.

Classrooms

Our center has two rooms, one in the front and one in the back. Each room will have two groups of six children with their teacher, a total of twelve children and two teachers per classroom.

The Multi-Cultural Child Development Center will distribute its groups as it follows:

- AM Program - 9:00 AM - 12:00 PM and PM Program: 12:30 PM - 3:30 PM
- Both program's, Front Classroom and Back Classroom will have 12 children and 2 teachers each classroom.

- The front and the back classroom will never meet or mingle.
- After each session, tables & chairs, and storage units, will be sprayed with a disinfectant solution.

Parent/Family Communication

(Please Refer to Parent-School Communication in the Parent's Handbook for more)

All required signs will be posted both in and outside the school as well as on our website and Facebook accounts, in both languages. These include:

- Do not enter the building if you are experiencing symptoms of sickness of any kind. (Parents might have to enter the building in situations such as, pick up a sick child). Please make sure to send someone else who is not sick.
- Hand washing signs at each sink
- No entry other than students and staff
- Social distancing markers
- Sonoma County Social Distancing Protocol
- Disinfecting and Sanitizing Instructions

VIRTUAL VISITS to the preschool: The Multicultural Child Dev. Ctr. Is known for its Open Dood Policy, however, now due to the Covid 19 restrictions, your presence in our preschool will be impossible.

We are Organizing a Weekly Zoom schedule, where each parent can schedule a 10 minute maximum Zoom connection to get into the classroom virtually, to be able to see your child in action.

The link to the schedule will be given to you, as soon as possible.

Toileting

- Teachers will take 3 children at a time to use the toilets. Children are welcome to use the toilet when needed.
- Bathroom fixtures will be cleaned and sanitized between use.
- Bathroom's used by staff members will be sanitized after each used.
- All bathroom's fixtures will be deeply cleaned and sanitized every evening by the school's janitor.

Please save this handbook in a safe place so that you can refer to it from time to time. If you have any questions or concerns, please ask any of the staff members at MCCDC