



Peralta Community College District

Talking Points Checklist

To be reviewed with parent/guardian during the time of enrollment.

The following information has been shared with the enrolling parent/guardian. Please initial each statement.

_____ **Contract Hours:** Each family has their own contract hours based on their family's eligibility and need. There's a 15-minute grace period at drop-off and pick-up. It is family's responsibility to notify the office staff of any schedule changes (Ex. school or work). If needed a family may request to change their contract hours, please contact the Center's office staff.

_____ **Arrival & Departure Policy:** Each child must be signed in and out every day in his/her classroom for every scheduled program day. This includes absences and best interest days. These daily signatures must be the same as your signatures on all your legal documents. If a family fails to comply with the signature policy, a letter will be sent to notify parents of their responsibility, if parents continue to not comply with a signature a letter will be sent for a meeting with the coordinator and clerk. If a family does not comply with the signature procedure a Notice of action will be sent to the family terminating care.

_____ **Hours of Operation:** The Center's hours of operations is Monday-Friday 7:45am-5:15pm, but each family has their own contract hours based on each families need and eligibility.

_____ **Late Fees & Late Pick Up:** All families will be charged a late fee if their child is not picked-up by 5:15pm. The Centers close at 5:15pm and from 5:16pm-5:30pm there's a \$5.00 late fee, then from 5:31pm on there is a charge of \$2.00 per minute until your child is picked up. The enrolling parent is responsible for payment of late fees. Non-payment of late fees will result in termination.

_____ **Absence & Tardiness/Late Drop-off:** We encourage all families to arrive on time. If your child will be late or absent, please call the Center by your contract hour start time or by 10:00am for contract hour start time after 10:00am. If a family is late 3 times or consistently absent, a meeting will be scheduled with office staff to discuss contract hours. If consistent absenteeism continues your child care services will be terminated.

_____ **Excused & Unexcused Absences:** Excused absences are child, parent, or sibling illnesses, doctor and dentist appointments, court ordered visitation, 10 Best Interest days for the school year, family emergencies, and social service appointments (Ex. WIC, CalWORKs). Unexcused absences are not allowed, they include car or transportation problems, alarm did not go off, child does not want to come to school, child's sibling is out of school, and insufficient documentation of a child's absence. After 3 unexcused absences, child care services may be terminated.

_____ **Children's 30 Day Trial Period:** The Center uses a 30-day trial period policy when your child enrolls in our Centers. At **ANY** time while your child is attending our Centers have the right to place your child on a 30-day trial period to decide if the program can meet the individual needs of your child, and if we cannot during the 30-days we will assist you in finding a new child care center and your child will be terminated.

_____ **Recertification & Change of Status:** A recertification, including the completion of a new application and the submission of documentation to support the parent's eligibility and need will occur every 12 months for families Seeking Employment and 24 months for all other qualifications. **Parents must inform the program within five (5) days of a change** of address, phone number, marital status, birth of a child, family size, work or training schedule, income, need status, etc.

_____ **UCP-Uniform Complaint Procedure:** Please see page 31 of the family handbook.

_____ **Grading Policy:** All students must maintain a cumulative 2.0 GPA and must turn in their grades at the time of recertification. If a student's GPA drops below 2.0 or the student is on academic probation, Children's Centers will only provide child care for one semester/quarter to see if your GPA increases to a 2.0 or the academic probation is removed. If the student's GPA does not increase to a 2.0 or continues to be on academic probation the child care services will be affected.

_____ **Medication Policy:** Children's Centers staff will only administer medication that is prescribed by a doctor (**Prescription label must be on medication or the doctors written instructions**). No over the counter medicine will be given to a child unless prescribed by a doctor. (**Tylenol, Robitussin, Advil for example will not be administered**)

_____ **Sick Child Policy:** All children must be free from fever, vomiting, and diarrhea for **24 hours** without medication before returning to school. Children will be sent home from school if they have a fever of 100 degrees or higher and 2 incidents of vomiting or diarrhea or can't participate in regular school activities. **The child must be picked up within an hour of calling the parents or authorized adult.** If your child has been absent for five (5) days because of illness a doctor's note saying your child is now healthy is required for your child to return to school. If your child has any contagious condition/illness, rash, or lice a doctor's note saying your child is no longer contagious is required for your child to return to school.

_____ **Two Week Notice:** If a family decides to leave our program please notify the Center two weeks in advance!

_____ **Best Interest Days:** All families have 10 best interest days per school year. (Ex. Spending time with parent, vacation, spending time with relative from out of the area.)

_____ **Registration Fee:** All families pay an annual \$25 registration fee to support inexpensive local fieldtrips, classroom pet food & bedding, and classroom incidentals.

_____ **Food Services:** Peralta Children's Centers provide breakfast, lunch, and afternoon snack with no charge to the families, our program participates in the Child & Adult Care Food Program (CACFP). **All snack and meals must be eaten in its entirety where they are served. No food or drinks are to be taken home.**

_____ **Campus Walks:** From time to time the children will go on campus walks with the classroom teachers. If there is a fieldtrip scheduled a parent will be given a permission slip to grant permission.

_____ **Tooth Brushing:** All children brush their teeth after lunch. Please donate a tube of toothpaste to the Center and the Center will provide a toothbrush for every child.

_____ **Blankets/Sheets:** The Peralta Children's Centers will provide a blanket and sheet for nap time. Families are welcome to bring a small pillow for their children to use during nap time. Blankets and sheets will be washed weekly at the centers.

_____ **Change of Clothes:** Each child must have at least two extra sets (shirt, pants, underwear, and socks) of clothing at the Center to ensure that your child can change after water play or a potty accident. Please mark all of your child's clothing with permanent ink or name labels. This includes hats, gloves, coats, underwear, socks, pants, shirts, and sweaters.

_____ **Clothing:** Please provide your child with comfortable clothes to wear to school. Your child will play, climb, paint, glue, and get covered in sand/water while in the program. Children need to wear closed toes shoes or sandals with secure straps. **No heels, flip-flops, tight pants, ill-fitting clothes, halter tops, spaghetti straps, or tops showing midriffs.**

_____ **Sand/Water/Paint Play:** Your child will be exposed to sand, water, and paint play on a daily basis. The Centers will provide smocks, but children still get dirty. Please be sure to dress your child appropriately for school.

_____ **No Personal Items:** The Peralta Children's Centers will not be responsible for personal items brought to the Center. The Center will not be responsible for any item that is lost, damaged, or stolen. (**Ex. Jewelry, toys, electronics, sippy cups, bottles, stuffed animals**). The Center is not responsible for any injuries resulting from personal items because we do not allow them to be brought to the Center.

_____ **Children's Center Curriculum:** The Peralta Children's Centers use *Creative Curriculum*. The *Creative Curriculum* is designed to be a blueprint for our teacher to plan and implement a developmentally appropriate program for your children, introducing them to topics that are interesting to them.

_____ **Desired Results:** The *Desired Results Developmental Profile – Preschool (DRDP 2015)* assessment tool was developed by the California Department of Education, Child Development Division (CDE/CDD). The DRDP-2015 is designed for teachers to observe, document, and reflect on the learning, development, and progress of all children in an

early care and education program. The assessments results are intended to be used by the teacher to plan curriculum for individual/ groups children and to guide continuous program improvement.

_____ **Parent/Teachers:** Individual conferences are scheduled twice annually. Parents or staff may request a conference at any time. These conferences are a requirement of Desired Results and the California Department of Education. The first conference will be within 60 days of your child beginning the program and the second is six (6) months later. In these conferences, you will meet with your child's teacher to discuss your child's strengths and goals.

_____ **Parent Meetings:** Parents meetings will be held at each Center. This is a time when Center information and events are shared, and fund-raising events are planned/announced; a professional may do a parent training. This is an opportunity to network with other parents and learn more about the Center.

_____ **Parent Participation:** Parents/guardians are a vital part of our program. Parents are encouraged to participate in activities, chaperone field trips, and help with special events and committees. We expect you to be an active part in your child's Center through a variety of ways. **We ask that all parents who volunteer must a TB test, MMR and TDAP vaccination, and write a self-declaration of good health for our records.**

_____ **Birthdays:** If you do not celebrate birthdays, we ask that you let us know. Your child will be invited to be a part of an activity to celebrate their birthday. Please ask your child's teacher for details. **No pre-made cakes or cupcakes will be allowed. Please no sweets of any kind.**

_____ **Holidays:** The children center serves a variety of families with diverse cultural beliefs and practices. In order to honor all families, we refrain from religious instruction and worship; instead you are invited to our center events. We look forward to your participation!

_____ **Cell Phone Policy:** The Peralta Children's Centers are a **Cell Phone Free-Zone**, please finish all your calls and conversations before you enter the center. We encourage you to engage with your child with conversation about his/ her day.

_____ **Adult Inappropriate Behavior:** While enforcing program rules and regulations and providing a positive environment for your child, the staff will not tolerate unpleasant or negative behavior from adults. Parents must treat staff and other parents with respect at all times. This includes but is not limited to yelling, using profanity, making threats, threatening physical violence, and/or using physical violence. Child care services for the family will be suspended for a period of one to five (1-5) days. The Center Coordinator determines the length of suspension. The incident will be reported to appropriate campus authorities for additional action. Continued negative behavior will result in termination.

_____ **Late Family Fees:** If payment is not received by the fifth (5th) for full fee of the month of service, the fees will be considered to be delinquent/late, and a late fee of \$25 will be charged to full-fee families. Subsidized families fees must be paid on or by the fifth (5th) of the month, and fees shall be considered delinquent after seven (7) calendar days from the date the fees were due for subsidy families. A Notice of Action shall be issued for termination of services stating that services shall be terminated two (2) weeks from the date of the Notice unless all delinquent fees are paid before the end of the two (2)-week period.

_____ **Enrollment Days:** Parents are required to attend or have an excused absence for all days of enrollment for the school year. This means all days the Center is open providing service regardless of campus closures.

I have reviewed, discussed and understand the above mentioned items.

Parent/Guardian's Signature: _____

Staff's Signature: _____

Date: _____

Center's Phone Number: **Laney- (510) 464-3575, Merritt- (510) 436-2436**

Updated July 2020