



# Long Beach Day Nursery



## Parent Handbook

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# Parent Handbook

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## **Welcome**

**Welcome to the Long Beach Day Nursery. Our not-for-profit community agency, established in 1912, has a successful history of working with children and their families in Long Beach.**

**We are here to provide the best possible care and early education for your child. Our program offers the opportunity for learning through play and planned activities each day. We are proud of our enriched program; our spacious and well-equipped facilities; and our qualified Teachers and Administrators.**

**We have prepared this PARENT HANDBOOK to acquaint you with our program and your responsibilities. For the purpose of this handbook, “parent” is defined as any person living with a child who has responsibility for the care and welfare of the child. Please become familiar with this handbook and refer to it often. It will answer many questions you may have regarding our policies and daily procedures.**

**We will make every effort to inform you of your child’s activities and development at the Nursery. The cooperation and communication between the home and school is important to your child’s progress.**

**We look forward to having your family in our program.**

**Patrice Wong  
Executive Director**

**Amy Bigelow  
Program Director**

## **Mission Statement**

The mission of the Long Beach Day Nursery is to provide quality early care and education for young children of working parents.

## **Philosophy**

The Long Beach Day Nursery is dedicated to being a partner with working parents for the personal growth and development of each child. It is a program that provides a balance of physical nurturance and exercise; emotional support and encouragement; and intellectual stimulation and growth.

Young children develop rapidly. In fact, more development occurs during the first five years than at any other stage of life. A balance of physical, social, emotional and intellectual stimulation is essential for this development to be optimal. In our program we support or enrich this development:

- ❖ ***Physically***, by providing a well-balanced diet and an outstanding playground;
- ❖ ***Socially and Emotionally***, by listening, encouraging self-care and independence, taking care of hurts, hugging and playing, as well as providing structure and consequences;
- ❖ ***Intellectually***, by talking, exposing the children to new experiences, explaining new ideas and generally preparing them for future life experiences.

## **Goals for Children**

- ❖ Children are personally and socially competent.
- ❖ Children are effective learners.
- ❖ Children show physical and motor competence.
- ❖ Children are safe and healthy.

## **Goals for Families**

- ❖ Families support their children's learning and development.
- ❖ Families achieve their goals.

## **Admission Policy**

The Long Beach Day Nursery is dedicated to providing the finest in early care and education for young children ages six weeks to six years, whose parents are working or attending school/training programs full-time. Eligible children are served without regard to sex, race, religion, ethnicity or physical handicap. The program does not include religious instruction or worship.

## **Annual Registration**

**An initial registration fee is charged at the time of your family's enrollment. An annual registration fee will then be charged each year in July. There is no guarantee of re-enrollment if your child leaves the program during the year. A re-enrollment fee is also charged if your child re-enters the program. All registration fees and re-enrollment fees are non-refundable.**

## **Enrollment Process**

**Long Beach Day Nursery maintains a waiting list of families desiring care at each facility. Once it is determined that space is available, families will be contacted to come to the Nursery for an Enrollment Interview with the Center Director or Associate Center Director. During the Enrollment Interview, parents will become familiar with policies and procedures, complete enrollment forms and have an opportunity to share information regarding their child and family.**

**After the Enrollment Interview, a time will be scheduled for the child and parent to come and visit their classroom. During this one-hour visit, parents will have an opportunity to see the classroom environment in action. Parents will have a chance to meet the Teachers, briefly share pertinent information regarding their child and find out where things are located within the classroom. They will be able to observe how the Teachers interact with their child, the other children in the room and the adults in the room. Parents will stay with their child during this one-hour visit.**

**The next step in the enrollment process is for the child to stay by him/her self for a half day. This is done in the morning half of the day. Children should arrive in the morning at the time they normally would be attending and will remain at the Nursery until after lunchtime. All required enrollment forms need to be submitted to the office on the morning of the half-day attendance. Tuition begins on the half day of attendance. After the half-day attendance, children will attend on their normal schedule. This process of a gradual introduction to the Nursery is designed for a smooth transition into the program.**

## **Enrollment Forms**

**The California Department of Social Services' licensing regulations stipulate that all children entering the Long Beach Day Nursery must have the following forms completed and signed before attendance:**

- ❖ Physician's Report – Child Care Centers (LIC 701)**
- ❖ Child's Preadmission Health History – Parent's Report (LIC 702)**
- ❖ Consent for Emergency Medical Treatment (LIC 627)**
- ❖ Parent's Rights (LIC 995)**

- ❖ Personal Rights (LIC 613A)
- ❖ Identification and Emergency Information (LIC 700)

In addition to the forms above, Long Beach Day Nursery requires the following information and/or forms completed and signed before attendance:

- ❖ Copy of the child's current immunizations (must be up to date for enrollment)
- ❖ Long Beach Day Nursery Admission Agreement (last page of Parent Handbook)
- ❖ Long Beach Day Nursery Family Enrollment Information
- ❖ Long Beach Day Nursery Application
- ❖ Financial Report and documentation and/or Training Verification
- ❖ Needs and Services Plan (Infants and Toddlers only)
- ❖ Long Beach Day Nursery Health and Social Services Assessment
- ❖ Child Care Food Program Center Eligibility Application
- ❖ Copy of Parent's driver's license or Identification Card

Other required by the Nursery may include:

- ❖ Birth Certificate for verification of child's birth date
- ❖ Documentation of negative TB results for child within one year of entrance

It is important that the Nursery maintain current and accurate records on each child so that parents can be contacted in case of an emergency. The above listed forms must be kept current at all times. This information includes address, home and work telephone numbers, work location and names of at least two authorized persons to pick up your child. Your child's current immunization record must be received prior to or at the time of enrollment and must be kept current at all times. It is your responsibility to notify the Center Director of any changes. Failure to do so may result in termination of services.

It is the responsibility of the enrolling parent or legal guardian to accurately complete and sign all enrollment forms and keep the information updated as needed. By signing the enrollment forms, the enrolling parent or legal guardian is also certifying that they have legal authority for the child. California law is clear that parents who have joint legal custody have equal access to all information regarding the child including enrolling the child and making changes to the enrollment information. Court orders are required to prevent a parent or legal guardian from certain activities such as picking up the child or visiting the child at the Nursery. We reserve the right, however, to prohibit individuals from being at the Nursery if the health and safety of any child or staff is threatened or compromised.

Our policies do not allow Nursery staff to make copies of forms and other documents or provide testimony, verbally or in writing, about any child, unless subpoenaed by court order. Designated administrative personnel in our Administrative office may review subpoenas. It is not in the best interest of any child for Nursery staff to act with partiality to one parent or the other.

If you should have any questions, please speak with your Center Director.

## Tuition

Long Beach Day Nursery (LBDN) is a not-for-profit organization that receives its funding through a variety of sources, including the State of California and the City of Long Beach, along with generous contributions from corporations, foundations and individuals. However, tuition does represent the largest source of income for LBDN and we rely on these fees to assure that we can continue to provide quality early education and care for your child at the most affordable rates possible. The cost of meals is included in your weekly fee. Please refer to the current tuition rate schedule, which is available at the Nursery. Tuition fees are subject to change at any time with a 30-day written notice.

Since full and timely payment of tuition is critical to our ability to maintain our operations, we would like to outline our policies and procedures regarding the payment of fees to LBDN, as follows:

- ❖ Tuition is due in advance on Monday morning of each week for the current week and should be given to the Receptionist or Center Director on duty when your child is dropped off on Mondays. Tuition may be sent to the Nursery by mail, but must be received by the due date (Monday morning).
- ❖ Tuition may be paid by personal check or money order payable to Long Beach Day Nursery or LBDN. Cash and credit cards are not accepted. Returned checks will be subject to a \$20.00 returned check fee. If a check is returned, you will be notified and will be expected to obtain a money order for the original check amount plus the returned check fee. Henceforth, you will be required to pay your weekly tuition with a money order. Checks will no longer be accepted as payment.
- ❖ Tuition may be paid up to one month in advance. Tuition may not be paid in installments or on later days of the week.
- ❖ Tuition is charged on a weekly basis, Monday through Friday, including Holidays and Staff In-service days when the Nursery is closed.
- ❖ There is no reduction in the weekly tuition amount if your child is sick or on vacation. Payment of your tuition assures that your child's place in our program is maintained during his or her absence.
- ❖ If your child is ill or the family is going on vacation, the Nursery should be notified so that your child's place in the program is maintained. An absence of more than five (5) consecutive days when the Nursery has not been notified will result in termination of enrollment.
- ❖ If your child is not picked up by the end of your contracted day or by the time of the Nursery's closing at 6:00 p.m., a late fee of \$15.00 for each ten minute period (or portion thereof) will be charged. All parents are personally

responsible to pay late fees by the Monday following the week in which the late fee is assessed. For those parents receiving tuition assistance, please note that Children's Home Society (CHS), Greater Avenues for Independence (GAIN), California Work Opportunity and Responsibility to Kids (CalWORKs), Stepping Stones Scholarship and the State Department of Education will not pay late fees on your behalf. This late fee covers the costs of staff overtime necessary to care for children who are picked up after their contracted hours or the Nursery's closing time.

- ❖ Parents are responsible for the weekly tuition until Long Beach Day Nursery has been notified that you plan to discontinue enrollment. If you wish to withdraw your child from the program, you are required to notify the Center Director by giving a written notice at least two (2) weeks in advance of your child's intended withdrawal from the Nursery.
- ❖ Long Beach Day Nursery reserves the right to discontinue services if tuition and any late fees are not paid in a timely manner as detailed above.

### **Refund Conditions**

There are no refunds for the weekly tuition or registration fees (initial or annual). Please refer to the above stated policy, which requires at least two weeks written notice to discontinue your child's enrollment.

### **Hours of Operation and Holidays/Days Closed**

**6:30 A.M. to 6:00 P.M., Monday through Friday except the following:**

- ❖ New Year's Day
- ❖ Martin Luther King Jr. Day
- ❖ President's Day
- ❖ Memorial Day
- ❖ Independence Day
- ❖ Labor Day
- ❖ Thanksgiving Day
- ❖ Friday following Thanksgiving Day
- ❖ Christmas Day
- ❖ 3 Staff In-service Days (To Be Announced)

If a Holiday falls on a Saturday, we will be closed on the Friday before. If a Holiday falls on a Sunday, we will be closed the Monday after. We reserve the right to close early on Christmas Eve and New Year's Eve. At the beginning of each calendar year parents will be provided with a list of days and dates of closures for the year.

## **NAEYC Accreditation**

**Long Beach Day Nursery is proud to be accredited. Very few centers in the Long Beach area have achieved this nationally recognized standard of quality. Early childhood programs accredited by the National Academy of Early Childhood Programs—NAEYC's (National Association for the Education of Young Children) accreditation department—have voluntarily undergone a comprehensive process of internal self-study, invited external professional review to verify compliance with the Criteria for High-Quality Early Childhood Programs, and have been found to be in substantial compliance with the Criteria. The criteria addresses all components of a high-quality early childhood program:**

- ❖ Interactions among teachers and children,**
- ❖ Curriculum,**
- ❖ Relationships among teachers and families,**
- ❖ Staff qualifications and development,**
- ❖ Administration,**
- ❖ Staffing,**
- ❖ Physical environment,**
- ❖ Health and safety,**
- ❖ Nutrition and food service, and**
- ❖ Evaluation.**

**A copy of the Criteria can be obtained from NAEYC's Academy ([www.naeyc.org](http://www.naeyc.org)).**

## **Early Childhood Program**

**Long Beach Day Nursery provides an educational program designed to meet the needs of the whole child. This program is based on the knowledge that young children are active learners involved in a process that uses all their senses as they work, and play with people and materials. Professionally trained Teachers and Caregivers plan activities and arrange stimulating learning environments which are appropriate for the different developmental stages of a child's life.**

**The Infant and Toddler program provides a warm, nurturing atmosphere in which Caregivers play and talk with children as they care for their needs. They are cared for in a manner that will assist them in developing trust in their surroundings and their Caregivers. Infants and young Toddlers will have stable, consistent routines that are based on their own schedules for eating, resting and playing. Planning for these age groups includes many sensory activities and outdoor play.**

**Our curriculum at Long Beach Day Nursery is based on the premise that children learn by doing. We believe that your child will discover and learn by making the decisions needed to work through an activity, rather than being told exactly how to**

accomplish a task. As a result of this process-oriented approach, you will find that no two-art projects look the same, and your child will discover many individual approaches to accomplish a task; thus, your child will not be asked or required to complete activities in a specific manner. Rather, we support the interest of each child, helping them to grow in their socio-emotional and cognitive skill development through hands-on experimentation with materials and concepts. Our curriculum is built around ideas of interest to the children. Each day there are opportunities for all children to explore materials and create meaningful experiences. We call our curriculum “Emergent Curriculum”. The activities *emerge* from the daily life of the children and adults in the program, particularly from the children’s own interests; it reminds us that spontaneity always has a place in the environments where young children play and learn. Nevertheless, as the word *curriculum* conveys, there is also Teacher planning in such environments, there *is* a curriculum.

Our Emergent Curriculum provides opportunities in several basic areas:

- ❖ **Language and Literacy**—children are encouraged to talk, sing, listen, or otherwise use language and experience written material. Examples are flannel board stories, books, dramatic storytelling, dictations and puppet play.
- ❖ **Mathematical Thinking**—children are encouraged to develop a sense of number and quantity. Examples are activities that include counting, determining more or less, larger or smaller, how many, recognizing patterns and shapes and developing a sense of time awareness.
- ❖ **Scientific Thinking**—children focus on the world they know and understand. Knowledge grows from the child’s innate need to discover. Examples are measuring, comparing, using the five senses, questioning, predicting and analyzing results.
- ❖ **Social Studies**—children explore the roles of relationships in their world. Examples are dramatic play, block building, recognizing similarities and differences in people, families and professions, and understanding the reasons for social expectations.
- ❖ **Personal and Social Development**—children are encouraged to develop a self-concept and self-control through interacting with others, problem solving, and conflict resolution.
- ❖ **Physical Development**—includes large and small motor development, and an understanding of personal health and safety.
- ❖ **The Arts**—encourage children to express their creativity through art, self-expression, music, and dramatic play.

The day is a blend of child-initiated and Teacher-initiated activities including group time, free choice times, outdoor play, appropriate meals, snacks and rest times.

## **Infant Program**

**Infants are those children between birth and about eighteen months of age. This is a time of extremely rapid physical and mental growth. In these first two years, babies learn about the world through their senses and through motor activities of their bodies, they develop close bonds with special adults, and they begin to control more and more aspects of their behavior. Our roles as Caregivers in the infant program are to facilitate the development of curious children who are challenged by problems, who enjoy doing things for themselves, and who trust in adults.**

**Infants will be assigned a Primary Caregiver. Although all Caregivers are responsible for all of the children, the Primary Caregiver is there to meet the needs of your child, know your child best and to be your main contact person regarding your child. It is our goal that as your child develops and moves on throughout the Infant and Toddler programs, your child's Primary Caregiver will move with your child. Occasionally it does become necessary to change Primary Caregivers, but continuity of care is our goal. To help ensure consistency in the Infant and Toddler rooms, a Lead or Head Teacher is assigned to these departments to train incoming staff as to the operation of the classroom.**

**Upon enrollment into the Infant program, parents will complete an Infant Needs and Service Plan. This is where you will share information regarding your child with us in areas such as eating, sleeping and play activities. Infants will be placed on their back for sleep. If you would like your child to be placed in another position, you must sign a release for us to do so.**

**Diapers are checked every two (2) hours. Parents supply all diapering needs for their child (diapers, wipes, cream, powder). There should be enough of a supply for at least three (3) full days. If your supply runs low, your Caregiver will give you a reminder to replenish your supply, but it is the parent's responsibility to check that the supply is adequate. If your supply is depleted, you will be called to bring a supply in immediately. Your child may not be admitted until a sufficient supply has been provided.**

**Parents will also need to supply a blanket for their child; we will supply a crib sheet. The blanket should go home weekly for washing.**

**Please label all of your child's items (diapers, wipes, creams, powder, pacifiers, bottles, blanket, etc.) with his/her name.**

**When dropping off your child, please remember to allow yourself enough time to complete your child's daily report and to perform the diaper check and change if necessary.**

**Our program believes that each infant has his or her own schedule. The day will include: napping, eating, diapering, quiet play, active play and outside time. Your child's daily report will reflect his/her day.**

**Play for Infants not yet moving about:**

**Infants at this stage require very few toys. For these children, sights, sounds, and movements of the environment are stimulating enough. Once a baby begins to touch surfaces and move objects back and forth, we encourage exploration and curiosity by providing soft balls, squeeze toys, plastic rings and soft toys.**

**Play for Older Infants**

**At this age, most of their exploration is done with their hands, eyes, and mouth. We provide small dolls, balls of different sizes, and nesting toys. They enjoy objects that have moving parts. Toys with hinged doors and lids that open and close easily and books with cardboard pages are provided.**

**Please remember for the safety of the Infants, only adults are allowed in the room. Siblings and other young guests may wait in our lobby or outside the classroom doorway.**

## **Toddler Program**

**Children ages eighteen months to thirty-six months are growing rapidly in every area of development—socially, physically, intellectually and emotionally. Developmentally appropriate activities and routines are planned and offer each child many opportunities for challenge and success. Our curriculum includes both child and Teacher directed activities in areas such as art, language development, science, drama, math readiness, social skills and music.**

**Our program offers opportunities for fostering independence, creativity and self-esteem. Children have the freedom to make choices in a safe and stimulating environment that has been designed to meet all of their needs. Improving self-help skills and strengthening decision-making abilities develops independence. Lesson plans are posted near the parent area.**

**Toddlers will be assigned a Primary Caregiver. Although all Caregivers are responsible for all of the children, the Primary Caregiver is there to meet the needs of your child, know your child best and to be your main contact person regarding your child. It is our goal that as your child develops and moves on throughout the Infant and Toddler programs, your child's Primary Caregiver will move with your child. Occasionally it does become necessary to change Primary Caregivers, but continuity of care is our goal. To help ensure consistency in the Infant and Toddler rooms, a**

**Lead or Head Teacher is assigned to these departments to train incoming staff as to the operation of the classroom.**

**Upon entering the Toddler program, parents will complete a Toddler Needs and Services Plan. This is where you will share information about your child in the areas of eating, rest time, activities, and potty training.**

**Diapers are checked every two (2) hours. Parents supply all diapering needs for their child (diapers, wipes, cream, powder). Please provide diapers and not the “pull-up” style of diapers. There should be enough of a supply for at least three (3) full days. If your supply runs low, your Caregiver will give you a reminder to replenish your supply, but it is the parent’s responsibility to check that the supply is adequate. If your supply is depleted, you will be called to bring a supply in immediately. Your child may not be admitted until a sufficient supply has been provided.**

**Your child’s Caregiver will watch your child for signs of readiness for toilet training. Some of these signs include staying dry for long periods of time, asking to have their diaper changed and interest in other children who are using the toilet. If the Caregiver sees these signs over a period of time, parents will be contacted to discuss the toilet training process. A plan will be developed that meets the mutual needs of the child, parent and the Nursery. Parents should plan on using the thick cotton training underwear and bringing in at least three extra changes of clothing. We do not allow “pull-ups” to be used at the center and discourage parents from using them at home during the toilet training process. The “pull-up” style of diaper is much more difficult, and sometimes messy, for the Caregiver to remove from the child. Additionally, it is similar to a diaper in terms of absorbency and the child isn’t able to recognize the difference in feel on their skin like they do with the training underwear. They need to be able to make the connection that since they didn’t use the toilet for their elimination, they are now uncomfortable because their pants are wet.**

**Please label all of your child’s items (diapers, wipes, creams, powder, jackets, sippy cups, extra clothes, etc.) with his/her name.**

**When dropping off your child, please remember to allow yourself enough time to complete your child’s daily report and to perform the diaper check and change if necessary.**

### **Play for Toddlers**

**Toddlers enjoy push and pull toys, simple wheel toys, large beads to string, stacking cones, containers and collections of small objects. Toddlers also enjoy sensory experiences. Activities such as water play, sand play and corn meal play are provided.**

## **Preschool Program**

**The Preschool program is for children ages 33 months through the time they enroll in Kindergarten. Children in the Preschool program should be out of diapers as diapering facilities are not available. Children are no longer assigned to a Primary Caregiver. The classroom team (two or three) Teachers work together to meet the needs of the children, arrange the environment, and plan and implement activities. Lesson plans are posted near the parent area.**

**Mixed age classrooms support our curriculum in the Preschool program. The Teacher sets up activities in which children make choices and take responsibility for their work as members of a group. Children with special needs learn to work in a democratic society that includes people who are different in many ways (including by age). All children in the group have an opportunity to learn to work with those whose abilities are different from their own.**

**For each child, mixed age grouping offers a different advantage. For older children, being able to engage in play with younger children is an important emotional and cognitive support. Others may develop new leadership abilities and cooperative working skills. Self-esteem is enhanced by these opportunities. Younger children can learn a variety of new social and intellectual skills from observing and interacting with older children. Both younger children and older children benefit cognitively when their ideas conflict and they must think through and articulate their differences.**

**Children who are four or older participate in field trips away from the Nursery. These excursions provide the opportunity for extended learning and experience in the local community. Parents must sign permission forms for each trip and are invited to participate. Low adult to child ratios are maintained and all children wear their Long Beach Day Nursery t-shirt. Children are transported on chartered school buses and emergency information accompanies the classes. There is always a CPR and First Aid trained staff person present. Children are supervised closely at all times.**

## **Transition Process**

**Children are promoted when the following conditions occur:**

- 1. There is an opening in the age-appropriate class.**
- 2. The child is developmentally ready (emotionally, socially, intellectually, and physically).**

**When a child is ready to move to the next age group, your child's current Primary Caregiver and Head/Lead Teacher will recommend class placement to the Center Director. Your child's Primary Caregiver will informally discuss with you that this transition will be happening in the future. Once it is determined when the transition will begin, the Center Director will notify you in writing. We follow a two-week**

**transition period during which the child will visit his or her new classroom with his/her Primary Caregiver for a short period of time, then extending the period of time (sometimes without their Primary Caregiver when going to the Preschool program), staying through lunch and staying through rest time. You will also have an opportunity to visit and meet the staff in your child's new classroom during this time. If you would like to see the classroom and meet the staff, just set up a time to do so with your Center Director.**

**If you have any concerns regarding your child moving to a new classroom or program, you should discuss them with your Primary Caregiver and/or Head/Lead Teacher. It often takes great coordination on the part of the Center Director to arrange for room for Toddlers to move to Preschool, Infants to move to Toddlers and new enrollees to enter the Infant program.**

### **Staff Qualifications**

**Long Beach Day Nursery's staff is composed of professionals trained in Early Childhood Education. It is important to select the employees with the best education and experience. All Teachers and Teacher Aides meet or exceed qualifications as required by California Licensing. Most staff have their Child Development Permit issued by the State of California's Commission on Teacher Credentialing. Several staff members have their Associate's or Bachelor's degree. Long Beach Day Nursery encourages Teachers to continue their training at the college level and also provides additional in-service training. Qualified Substitute Teachers are provided when needed. Regularly scheduled staff meetings and professional development activities encourage staff members to continually increase their knowledge of developmentally appropriate Teacher practices so that they may better serve young children. At times, other paraprofessional Aides may be involved in our program.**

**The staff/child ratio in the Infant program is 1:3; in the Toddler program 1:4; in the Preschool program 1:8 for the greatest portion of the day. At certain times of the day, as children and staff are entering and departing the center, the ratios may increase or decrease slightly, but are still within state Licensing requirements (1:4 for under 2 years of age, 1:12 for 2-5 years of age).**

**All staff are fingerprinted for submission to California's Department of Justice (DOJ) who then completes a criminal background check. Prospective staff are not allowed to work with children until we have received clearance from the DOJ. Parents will receive more information regarding the Caregiver background check at the time of their enrollment interview.**

Long Beach Day Nursery is licensed to operate by the California Department of Social Services, Community Care Licensing Division and California Department of Education, Child Development Division.

## **Communication Systems**

Open communication is vital to your child's successful experience at the Nursery. We have an open door policy. Parents are welcome visitors at any time. We welcome your comments, suggestions and concerns. Several communication channels are established so we encourage you to take advantage of these or make additional suggestions.

### **Parent Board**

This bulletin board or information area is used for information such as menus, daily schedules, and general announcements. There is a parent board in each classroom as well as in the lobby. Some classrooms also use a dry erase board to communicate the highlights of the day to families.

### **Infant and Toddler Daily Reports**

Daily reports provide feedback to parents on their child's eating, sleeping, diapering/use of toilet, and activities their child participated in that day.

### **Parent File**

Each family has a parent file located either in their child's classroom or in the lobby area. Communications from the center, receipts for payment and Scholastic Book order forms can be found in your parent file.

### **Center Updates and Classroom Calendars**

The center staff publishes Center Updates and Classroom Calendars. They contain important information such as field trips, general classroom news, and announcements, such as special events or meetings. These can be found in your parent file.

### **Children's Sign-In/Out clipboards**

Notices requiring your immediate attention and children's injury reports can be found attached to the clipboard.

### **Face-to-Face Conversations**

It is always helpful for Teachers to know when major changes happen in a child's life. These changes could include a family death, moving to a new residence, loss of a parent's job, a parent away for business, someone from the immediate family moving out of the home, etc. Children often are worried about these incidents but do not know how to express their concerns. The child's behavior may be affected. We are

**better able to assist your child when we are aware of these changes in the home. Staff are available and open to your comments and suggestions. We are here for you and your child, so do not hesitate to communicate with them frequently. Please check with the Center Director as to the best times for extended conversations.**

## **Early Intervention Program**

**Long Beach Day Nursery believes strongly that the early detection of possible learning and behavior problems is important. Many children are able to overcome mild to moderate behavior and learning disabilities when discovered at an early stage and appropriate activities are initiated.**

**Since 1983, Long Beach Day Nursery has utilized the services of a Child Psychologist to guide our Early Intervention Program. The Psychologist spends one morning a month at each of the three branches of the Nursery, observing children in a group setting. The Intervention Teacher is a qualified Teacher who follows through with the suggestions of the Psychologist, providing specific activities that address the individual needs of each child.**

**The Psychologist meets with Teachers, the Intervention Teacher and parents and makes appropriate recommendations for individual children, or may refer the child to appropriate community agencies. Parents of children who are meeting with the Intervention Teacher are kept informed of the child's progress.**

## **Health and Safety**

**Children are expected to be in good health and able to participate in the planned activities. The Nursery has several policies and procedures that are strictly followed for the health and well being of each child in the program. Please read these carefully and talk to the Center Director if you have any questions.**

### **Health Information Required**

**Current immunization, TB records, and a physical examination are required to be on file for each child.**

### **Daily Health Check**

**Your child's health status will be checked each day. This health check may be informal; however, if your child appears to be showing signs of illness, s/he may not be admitted into the program.**

**These daily health inspections allow staff an opportunity to check each child for any potential illness. It also allows time for communication between parents and staff to**

**discuss how the child has been feeling and whether there has been an exposure to any contagious diseases.**

**When doing the daily health check, we are looking for signs of illness such as, but not limited to, the following:**

- ❖ **Unusual behavior (Examples are crankiness, pain, discomfort, very sleepy, the child may not “look or act like themselves”, or doesn’t appear well enough to participate in routine school activities)**
- ❖ **Fever over 101 degrees**
- ❖ **Skin that is flushed, pale or unusually warm to the touch**
- ❖ **Sores on any part of the body that are open, have fluid in them or appear infected**
- ❖ **Unexplained skin rash, especially when accompanied by fever or behavior changes**
- ❖ **Red eyes with white or yellow discharge and/or crusty eyes**
- ❖ **Sore throat with fever and swollen glands or mouth sores with drooling**
- ❖ **Head lice or nits**
- ❖ **Runny nose—A child with a runny nose (green, yellow or clear) should only be excluded if they also appear ill, are too sick to participate and/or have any other symptoms that they need to be excluded for.**

**Once at the center, if a child develops the following symptoms, the parent or other authorized persons will be called and may be required to pick up the child within a reasonable amount of time:**

- ❖ **Fever—over 101 degrees**
- ❖ **Flu symptoms**
- ❖ **Cough—severe or uncontrolled coughing, wheezing or difficulty breathing**
- ❖ **Diarrhea—runny or watery stools more than two times in an hour. Any bloody diarrhea**
- ❖ **Vomiting—more than two times in 24 hours**
- ❖ **Stomach ache—pain lasting more than one hour**
- ❖ **Ear ache or foreign body/injury in the ear that causes pain or bleeding**
- ❖ **Head injury—if the child has associated symptoms**
- ❖ **Lacerations—a wound that will probably require sutures**
- ❖ **Unexplained skin rashes—especially accompanied by fever and/or behavior changes**
- ❖ **Unusual behavior**

**Please remember that staff are making “judgments” regarding potential illnesses and they are not medical personnel. They look at each child’s case individually and are sensitive to the fact that family members need to go to work and school. Exclusion from the center is to protect your child as well as the others at the Nursery. If there is**

a disagreement between the parent and staff member regarding exclusion, please talk with the Center Director or Associate Center Director.

**Plan ahead:**

- ❖ Parents should keep emergency phone numbers current
- ❖ Make plans for who will care for your child if they are too sick to attend the Nursery or need to go home unexpectedly

**When your child is sick, please be sure to promptly notify the Long Beach Day Nursery office staff of their diagnosis and treatment. Also notify them if your child has a contagious disease or has been exposed to one. Such reports are treated with confidentiality. When necessary, staff will need to notify families at the Nursery of a potential exposure to a contagious disease.**

**Guidelines for Returning to School**

Children may return to school as long as none of the aforementioned symptoms are present. Children who are prescribed antibiotics, in any form, are required to be on the medication for a period of 24 hours prior to returning to school. A permission to return to school note from the Physician is required for:

- ❖ Pink eye or conjunctivitis
- ❖ Contagious looking rashes e.g., scabies, impetigo, scarlet fever
- ❖ Strep throat or mouth sores with drooling
- ❖ Hepatitis in family
- ❖ Meningitis in family
- ❖ Any child that has been sick and doesn't seem to be improving
- ❖ Any time a child is hospitalized or has a procedure done as an "outpatient" basis

Long Beach Day Nursery has the right to request a permission to return to school note at any time it is in the best interest of the Nursery. The Nursery also reserves the right to exclude a child with signs of illness even if a permission to return to school has been obtained. If you felt it was serious enough to seek medical assistance, please remember to ask for a permission to return to school note while still at the Physician's office.

**Injuries**

The staff work very hard to keep children safe and well, however, occasionally typical childhood accidents, such as bumps, scrapes and falls, occur while in care. Long Beach Day Nursery staff will tend to minor injuries that can be adequately dealt with by using soap, water, antiseptic solution, ice and bandages. A pink injury report will be completed to inform you of the type of injury, location on the child's body, how the injury occurred, where the injury occurred, treatment and the child's reaction to the injury. Please sign the injury report and leave it with your child's Teacher. If you

would like a copy of the report, please check the box on the form indicating so. Parents will be notified of accidents requiring more extensive intervention.

**If your child becomes injured while at the Nursery, these steps will be followed:**

- 1. The seriousness of the injury will be assessed.**
- 2. First-aid will be administered.**
- 3. If necessary, parents will be contacted.**
- 4. Persons listed on your emergency form will be contacted if we are unable to contact you. It is essential that you notify the Nursery if you are not going to be at your regularly scheduled work or training site, and leave an alternate phone number.**
- 5. Arrangements will be made to have the child taken to an emergency room if necessary.**
- 6. You or the person you designate (must be on emergency form authorizing them to pick up) must pick up your child as soon as possible if you are called.**
- 7. After a medical evaluation and/or treatment is administered, please contact the Nursery to inform us of your child's status.**

### **Medications**

**It is encouraged for parents to give medications to their children at home. However, if it is necessary for your child to receive medication while at the Nursery, the following will apply:**

#### **Prescription Medication**

- ❖ Container must have the original pharmacy label listing the child's name, physician's name, name of medicine, issue date, dosage, expiration date, and directions for administration and storage.**
- ❖ Container should be child resistant.**
- ❖ Medication must be prescribed in the United States.**
- ❖ Medication must be for the current illness.**

#### **Non-prescription Medication**

- ❖ Must be in the original container which gives directions for safe use, expiration date, list of active ingredients, name and address of manufacturer, and be labeled with the child's name and date.**
- ❖ Dosage instructions and reason for receiving medication from a Physician must accompany the medication. Physician's dosage must be in accordance with instructions on label.**
- ❖ Medication must be for the current illness.**

**If your child needs to receive medication during the day, inform your child's Caregiver/Teacher and give the medication to them. Parents will need to complete a Medication Consent Form for all medications (prescription and non-prescription). Parent's instructions on the consent form must be in accordance with the instructions from the Physician. If the consent form is incomplete, medication will not be administered and parents may have to return during the day to give medication until**

the form is completed. A new form needs to be completed whenever there is a change, i.e., dosage. Medications can only be given to the child indicated on the label. Twins and siblings cannot share medications! Parents may ask their Pharmacist to dispense a second labeled medication container for school. Children may not bring self-administered medicines to the Nursery, i.e., aspirin, cough drops, eye drops.

### **Medical Treatments**

If your child is required to have one of the specific allowable treatment procedures, such as a Nebulizer, Epi-pen, or blood glucose monitoring, while in care, you will be asked to complete additional permission requirements, plus demonstrate for staff the proper use of the treatment.

### **Sunscreen**

It is strongly recommended that children wear sunscreen to prevent sunburn. Parents should apply sunscreen of SPF 15 or higher before children come to school. Staff will reapply sunscreen if the parent supplies a bottle labeled with the child's name.

### **Allergies**

If your child has been diagnosed with allergies, you must notify the Center Director or Associate Center Director. We must have a statement in writing from your child's Doctor describing the specific allergy, any special precautions, emergency procedures, or medical treatment equipment your child may require.

If your child has any food allergies for which substitute foods or beverages are required, you must provide a statement from the child's Doctor stating the nature of the allergy and what substitutions are necessary.

### **Emergency Information**

Your child will be instructed on emergency procedures in case of fire or an earthquake while at school. S/he will participate in regular fire drills and learn other rules of safety. In the event of an emergency or natural disaster, staff will continue to care for your child until such time as you or your authorized representative can pick up your child. Each center has sufficient food and water or juice and other supplies to take care of children and staff for up to three days. Staff have disaster/emergency training. At all times at least one staff member on duty has been trained in Infant/Child CPR. In any kind of natural disaster, as long as our facility has been determined to be safe, all children will remain on site unless an injury requires release to an emergency medical facility. In the event of an evacuation, signs will be clearly posted at the Nursery giving destination of evacuated children. Only adults previously authorized on the emergency forms will be able to sign out children.

### **Emergency Center Closure**

The center may close or delay opening if the following conditions are present:

- ❖ Natural disaster which prevents use of the facility,
- ❖ Room conditions prevent adequate ventilation and breathing,
- ❖ Disruption of utilities which prevent meeting the nutritional needs of the children or natural light is diminished to be a risk to children and staff,
- ❖ Presence of live wires,
- ❖ Loss of water that disrupts appropriate diapering, hand washing, and toileting with clean running water.

If possible, the outgoing message on the phone answering system will give information regarding closure and signs will be posted outside of the facility.

## **Nutrition**

Meals served at Long Beach Day Nursery are planned, prepared and served following the Child and Adult Care Food Program guidelines. All Infants, Toddlers and Preschoolers enrolled receive breakfast, lunch and snack daily. Weekly menus are available in the parent areas. Menus reflect nutrition guidelines for children as developed by the United States Department of Agriculture (USDA). The Nursery reserves the right to make adjustments to the menu as needed.

Meals are served family style in each classroom. A Teacher is present and adequate time is given for eating and pleasant conversation. Children are encouraged to serve themselves and try all foods, but are never forced to eat. Active involvement in food service, table set-up and clean-up is included.

The Nursery offers Infant formula and cereal, but parents may choose to bring in their own if they wish. Parents may supply jarred or home made Infant food if they wish. A suitable variety of Infant food should be on hand at the Nursery. Please check your Infant's supply of food regularly.

**Meal times are:**

**Breakfast—8:15 a.m. – 8:45 a.m.**

**Infant & Toddler Lunch—11:15 a.m. – 11:45 a.m.**

**Preschool Lunch—11:30 a.m. – 12:00 p.m.**

**Snack—2:45 p.m. – 3:15 p.m.**

**A light late snack will also be available at 5:30 p.m.**

**Our Food Program policy requires all Nursery food be consumed on our premises.**

**Please do not bring in any food for your child to consume while at school. If it is necessary for your child to arrive with food, you will be asked to stay with your child while the food is consumed outside of his/her classroom. Please do not remove food from our kitchen for your child.**

If your child has any food allergies for which substitute foods or beverages are required, you must provide a statement from the child's Physician stating the nature of the allergy and what substitutions are necessary. You may be asked to bring in substitutions if we are unable to make the necessary substitutions.

#### **Child Care Food Program Application**

You will be asked to complete a Child Care Food Program Application when you enroll and annually in September thereafter to be eligible for meal service.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, or political beliefs. Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14<sup>th</sup> and Independence Avenue, SW, Washington, DC 20240-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

### **Parent Involvement**

The Long Beach Day Nursery wants parents to feel involved and knowledgeable concerning their child's experience at the center. Parents are invited to visit their child's classroom or join the children for lunch whenever possible. You will be notified of events such as holiday parties, Sunshine Day (open house) or special luncheons. Please plan to attend!

#### **Parent-Teacher Conferences**

Parent-Teacher Conferences are offered twice a year in April and November. If you wish to have a conference with your child's Caregiver/Teacher, simply sign-up on the schedule in the lobby and one will be arranged for you. The conference is usually 15-20 minutes long and provides time for you and your child's Caregiver/Teacher to discuss your child. Conferences may be scheduled as needed at the request of the parent or the Nursery during the year to discuss your child's progress.

#### **Parent Advisory Committee/Parent Meetings**

A representative group of parents will be invited to serve on a volunteer basis on the Parent Advisory Committee. The purpose of the Parent Advisory Committee is to support the center's philosophy and goals by evaluating the program; making recommendations and participating in solutions or innovations that help the center reach its goals. If you are interested in serving on this committee, please inform your Center Director.

Special workdays and fundraising events are held periodically during the year. Parent education meetings, workshops and/or special family involvement activities are scheduled, as well.

## **General Policies**

### **Sign In and Out**

It is a State Licensing requirement that each child must be signed in and out by a parent or authorized parent representative every day on the Sign In and Out sheets located in the classrooms. A full signature and the time are required. Failure to do so may result in termination of services.

Children will be released only to those authorized persons (at least 16 years old) designated on the Emergency Form. Picture identification will be required. The name on the identification must match the name on the Emergency Form and the picture must match the person presenting it. A photocopy of the identification card will be taken. It is the parent's responsibility to notify office personnel of any changes on the Emergency Form. You may update this form at any time. We will ask you to update the form once a year. We do not accept any notes or phone calls from parents stating that someone not on your Emergency Form will be picking up your child; they must be listed on the Emergency Form. **NO EXCEPTIONS!**

State law requires that all children must be secured in an appropriate child passenger restraint (safety seat or booster seat), until they are at least 6 years old OR at least 60 pounds. Never leave any child alone in the car no matter how short the time! It is not only unsafe, but also illegal.

### **Confidentiality**

The use or disclosure of all information pertaining to the child and his/her family shall be restricted to purposes directly connected with the administration of the program.

The California Department of Social Services has the authority to interview children or staff, and to inspect and audit child or child care center records, without prior consent. The Department also has the authority to observe the physical condition of the child (ren), including conditions that could indicate abuse, neglect or inappropriate placement.

Appropriate identification from the Department will be obtained prior to the interview.

Written consent is required if parents want the Long Beach Day Nursery to share information regarding their child to another agency (school district, health provider).

### **Child Abuse Reporting**

All Long Beach Day Nursery staff are mandated by California law (California Penal Code 11165.7) to report cases of suspected child neglect and/or abuse (physical, emotional, and/or sexual) immediately to a child protection agency. Child Abuse law considers discipline that results in bruises and any other injuries caused by spanking to be a form of child abuse. If you need information about disciplining your children or help with other parenting issues, please see your Center Director or Associate Center Director to get information, assistance and/or referrals to appropriate services.

### **Parent Responsibility**

It is the goal of Long Beach Day Nursery to maintain a safe, caring, respectful environment for children, staff and parents. Unacceptable behavior will not be tolerated. Unacceptable behavior includes, but is not limited to, the following:

- ❖ Use of abusive or offensive language including, but not limited to, harassment, threats, yelling, rudeness and profanity.
- ❖ Theft or damage to property.
- ❖ Physical or verbal abuse of children, staff or other parents.
- ❖ Defiance of authority.

Alcoholic beverages, illegal drugs and smoking are prohibited on the Nursery's premises. No child will be released to anyone who appears to be intoxicated or under the influence of drugs.

Parents, children and staff are expected to maintain a respectful relationship with each other. Parents demonstrating any of the above unacceptable behaviors may be terminated from the program.

It is not appropriate for parents to approach other parents or children to address an incident that happened at the Nursery. Parents must deal with such concerns through the Teacher, Associate Center Director or Center Director.

1. If an incident occurs, the parent will be asked to leave the premises.
2. The parent will be required to meet with the designated administrative staff person in order for the child to remain in the program.
3. Continuation in the program will be determined on a case-by-case basis depending on the severity of the incident.
4. If the family continues in care, another such incident will result in termination from the program.

### **Clothing**

Active play is very important to your child's overall development. Your child will regularly participate in "messy" activities such as painting, cooking, sensory activities, etc. Sturdy and comfortable play clothes that are easy for little hands to manage are

appropriate and helps children to become self-sufficient. Play shoes that are low-heeled, lace-up or have Velcro closure, and a rubber sole are recommended. All sandals must have a back strap.

Mark all clothing with your child's name. Staff will encourage children to take care of their belongings; however, we cannot be responsible for lost or damaged items including clothing, books, games or toys. There will be a Lost and Found Box at each center. Please help your child learn to take care of his/her belongings.

We reserve the right to restrict a child's activities or offer them alternative clothing if it is determined that a child is inappropriately dressed.

Parents must provide an extra set of seasonal clothing, including underwear and socks, in case of accidents or spills. An extra pair of shoes is optional.

### Weather

Children are outside on a daily basis. Children should come to school wearing appropriate clothing for the season in order for them to be comfortable while outdoors. On days of extreme temperatures (cold or hot) the amount of time outside may be reduced, but nonetheless, children will still spend some time outdoors. Cold temperatures do not make children sick, germs do. On days of poor air quality, AQMD index of unhealthy or higher, children's active outdoor activities will be restricted.

### Toys

Please help your child keep toys at home. Security objects such as a favorite stuffed animal are an exception and are welcome. Books and items related to the current unit of study are encouraged at any time; just check with your child's teacher before bringing them in. Please mark these items with your child's name. Toy guns and other weapons are not allowed at the Nursery.

Children in the preschool rooms have designated days to bring items from home to share with their class. You are strongly encouraged to help your child find something that ties in with the current unit theme or has educational value to bring on this day.

### Birthdays

A child's birthday is a day of celebration for some families and we will be happy to help make this a special occasion at the Nursery. Children start talking about their birthday weeks ahead of time, telling the Teachers, "It's going to be my birthday." Because there are often several birthdays within the month in a classroom, the celebrations need to be kept low key.

If you want your child to share his or her birthday with the class, you must make arrangements with your child's Teacher one week ahead of time. You may bring one

**cupcake per child or one or two cookies per child. The Nursery will furnish milk or juice. We are required to serve our regular snack first.**

**The Teacher will make a birthday crown or birthday card for the birthday child. Please refer to the parent letter regarding birthdays that you will receive approximately 4 to 6 weeks prior to your child's birthday.**

### **Visitors**

**All visitors to the Nursery need to sign-in at the front desk. Any visitors to see children need to show their picture identification and be listed on the Emergency Form as an authorized individual.**

**Staff members who receive visitors will be asked to meet their visitor in the lobby or be accompanied by a Nursery Administrator.**

### **After Hours Care**

**Staff are not permitted to solicit or provide care for Long Beach Day Nursery children outside normal working hours. Staff are not permitted to provide transportation for children enrolled.**

## **Discipline and Guidance**

**The goal of the Nursery's discipline policy is to assist children in developing emotional regulation and self-discipline through respectful interactions that support children's emotional growth. The early years are a time of immense cognitive, physical and emotional growth for young children. Young children are still egocentric, meaning they still think mostly of their own needs and wants as opposed to the needs of others. Because of this, it is not unusual for young children to use physical or verbal aggression in an attempt to get their needs met. It is our job as the adults in the environment to guide children through this time by setting clear limits and following through appropriately and consistently. Staff help children understand the expectations for reasonable behavior by discussion, example and by redirecting children to an appropriate activity. Gradually, children are helped toward self-control and a sense of pride in their ability to care for themselves and each other.**

### **The "Rules"**

**In our environment there are three basic rules, or behaviors, that need to be stopped by adults:**

- 1. Physical aggression is unacceptable**
  - Hitting, slapping, pinching**
  - Throwing objects at others**
- 2. Willful destruction of school property is unacceptable**
  - Ripping books**

- Breaking toys
- 3. Engaging in activities that the Teacher has determined may be physically or emotionally harmful to themselves or others
  - Teasing, name calling or threatening language
  - Using equipment in a dangerous way

This list is not meant to cover every eventuality that may occur. It is important that the adults in the environment manage each case individually.

### **Procedures for Dealing with Unacceptable Behaviors**

If a child has a specific unacceptable behavior that persists over time, the following procedure will be followed:

- ❖ The Teacher will attempt to help the child change the behavior. Methods may include redirection, positive reinforcement, and choices between acceptable behaviors. If the behavior continues to be disruptive to the classroom environment, further action will be taken, including parent conferences, observations, consultations, and referrals. If the behavior continues, and is a detriment to the program, the child may be removed from the program.

Corporal punishment, such as spanking, striking, jerking, shaking or any other humiliating or frightening experiences is strictly prohibited. If a child is in danger of hurting him/herself and is seriously out of control, the staff may physically hold the child to keep him/her and others safe until the child has regained some measure of composure.

### **Biting**

Periodically, outbreaks of biting occur in Infant and Toddler rooms, and sometimes among preschoolers. This is an unavoidable result of young children in group care. When it happens, it can be very scary, very frustrating and very stressful for children, parents and Teachers. But, however unfortunate, it is a natural occurrence, not something to blame on children, parents, or Teachers. There isn't a quick and easy solution.

Children bite for a variety of reasons: the simple sensory exploration of Infants, panic, competition for toys, crowding, or seeking to be noticed. Repeated biting becomes a pattern of learned behavior that is often hard to stop because it achieves results: the desired toy, excitement, and attention. Some children become "stuck" for a while in a biting behavior and it is frustrating for the parents of the victims that we are unable to "fix" the child quickly or terminate care. We make every effort to stop the behavior and balance our commitment to the family of the biting child with that of other families. Parents of children who are doing the biting will be informed of incidents and actions being taken by the staff to prevent further incidents.

### **Procedure for Bites**

- 1. Comfort and TLC (Tender Loving Care).**
- 2. Wash with soap and water.**
- 3. Antiseptic solution and ice on bitten area.**
- 4. Parents will receive an injury report.**
- 5. Parents will be notified by phone if skin is broken.**
- 6. We will not disclose the name of the biter.**

### **Grievance Procedure**

**We feel communication between parents and staff is important in achieving and maintaining a high quality program. We encourage parents to have informal daily communication with their child's Teacher. The next level of communication is with the Head/Lead Teacher, and then with the Associate Center Director or Center Director.**

**If an issue remains unresolved, the Program Director can be contacted at the East Branch. In the event the Program Director is unavailable or the issue remains unresolved, the Executive Director is the next appropriate contact and can be reached at the West Branch. Please do not contact the Program Director or Executive Director until you have communicated first with the Center Director.**

### **Termination Policy**

**Long Beach Day Nursery reserves the right to exclude a child and/or family when it is in the best interest of the program. Reasons for termination may include, but are not limited to:**

- ❖ Chronic non/late payment of fees.**
- ❖ Excessive absences.**
- ❖ Fraudulent information of records.**
- ❖ Safety and/or Health Concerns (Child or Nursery's best interest).**
- ❖ Failure to follow policies and procedures that govern the operation of LBDN.**
- ❖ Failure to comply with State regulations and guidelines.**
- ❖ Failure to maintain a current, accurate list of at least two persons to call in case of emergency.**
- ❖ The Nursery is unable to meet the physical, social or emotional needs of the child.**

## **Ways Parents and Teachers/Caregivers Can Work Together**

- 1. Visit the Nursery whenever you can. Observe classroom activities and get to know your child's Teacher/Caregiver and friends.**
- 2. Talk with your child about his/her day at school. Read to your child.**
- 3. Tell the Teacher/Caregiver what your child likes—special foods, games, things to talk about.**
- 4. Show your child you are happy about all the new things s/he is learning to do by displaying his/her artwork or special projects and talking about them at home.**
- 5. Share your ideas or concerns about the children's activities with the staff. Tell us what you like or don't like.**
- 6. If you have some time and talent to share such as singing, drawing, carpentry, etc., please let us know. Parent speakers are welcome.**
- 7. Tell us how we can help you with your child. You are encouraged to request a conference at any time.**
- 8. Special programs on a variety of topics of interest to you and other parents will be held about three times a year. If you want to know more about an area (i.e., children's toys, discipline, or how children learn to read), please let us know.**
- 9. Encourage your child to dress and feed him or herself, to the best of their ability. Invite your child to help you at home (i.e., cooking, setting the table).**
- 10. Attend scheduled parent conferences and meetings.**
- 11. Join us for field trips, special activities or meals.**
- 12. Share your culture and ethnic background with us. We want to learn about and appreciate you and your child.**

## **Affordable, Quality Child Care and Early Education is a Tradition at Long Beach Day Nursery**

**Affordable, quality child care and early education at Long Beach Day Nursery is made possible thanks to the volunteer leadership of our Board of Directors, the support of the community and a variety of funding sources, some of which are listed below.**

### **Alternative Payment**

**LBDN participates in a variety of state and federally funded programs that assist families with child care costs. Information for such programs is available through Children's Home Society (310) 816-3600, 4001 Via Oro Avenue, Suite 100, Long Beach, CA 90810.**

### **California Department of Education, Child Development Division**

**Long Beach Day Nursery is under contract with the State Department of Education for a limited number of children whose family meets established criteria.**

### **Child and Adult Care Food Program**

**The Nursery participates in the Child and Adult Care Food Program through the United States Department of Agriculture. For more information regarding the Food Program, please see the Nutrition section of this handbook.**

### **City of Long Beach Social Service Grant**

**LBDN receives annual grants from funds awarded by the Long Beach Department of Health and Human Services to assist us in offering the finest in early childhood care and education to families who meet income and residency guidelines.**

### **Stepping Stones to Success Scholarship Fund**

**Each year, the Board of Directors conducts a campaign to raise scholarship funds from foundations, corporations and individuals in our community. Scholarship funds are used to reduce the weekly tuition for a limited number of families who qualify.**

### **United Way**

**The Long Beach Day Nursery has received community support through United Way for many years.**

# Long Beach Day Nursery Admission Agreement/Parent Handbook Receipt

Date: \_\_\_\_\_

**Please initial each agreement:**

I understand that the Department of Social Services has the authority to interview children or staff, to inspect and audit child or center records without prior consent. The Department has the authority to observe the physical condition of a child, including conditions that could indicate abuse, neglect or inappropriate placement.

I agree to pay the established tuition required for services based on Long Beach Day Nursery rates for such services. I understand that I will receive notice of any change in fees thirty (30) days prior to the date when such changes are in effect.

I understand that my child will be discontinued after five consecutive days of absence, if I have not contacted the Center Director.

I hereby certify that all information I have supplied is true and correct. I understand that my child may be excluded from attendance at the Nursery if I do not comply with the terms outlined in this Admission Agreement.

I have received a copy of the Long Beach Day Nursery Parent Handbook dated January 2004. I have read all policies of the handbook and this form and agree to them. I understand that failure to follow these policies may lead to termination of services.

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Child's Name

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Parent/Guardian Signature

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Director's Signature