



Sonoma State University's
Children's School
A Program of the Associated Students

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Admission Agreement

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****PLEASE REFER TO YOUR CHILD’S CLASSROOM MANUAL FOR POLICIES AND PROCEDURES OF THE INDIVIDUAL ROOMS****

ABOUT THE CHILDREN'S SCHOOL

The Children's School, a program of Sonoma State University's Associated Students, has provided early childhood education services since 1976 for children of SSU students, staff and faculty parents. Our developmental program provides a nurturing, high quality learning environment for children ages 1-5, while parents pursue their educational and career goals. The population of families and staff represents diverse cultural and ethnic backgrounds. We seek to utilize the richness of the campus community while providing optimum services to our families.

Sonoma State University's Children's School is primarily funded by the California State Department of Education, Early Education and Support Division, and the Child Nutrition Division. Supplemental funding comes from the Associated Students, Instructionally Related Activities fees, parent tuition, the California State University Office of the Chancellor, donations, grants, and fundraising. The state funding provides early childhood education services for income eligible families.

Our program is operated on a non-discriminatory basis and gives equal treatment and access to services without regard to race, religion, sexual preference, and national origin or ancestry. The program refrains from religious practice or instruction. We welcome children of all abilities.

PROGRAM PHILOSOPHY

The philosophy of education at the Children's School is based on child development research that finds that children form most of their attitudes about self and learning during the first five years of life. This is when children construct knowledge, experience empathy, extract meaning, and grow exponentially.

The Teaching Staff's goals and objectives are focused on: 1) constructing learning environments for children that enable optimal development of their physical, psychosocial and cognitive abilities, 2) respecting and facilitating each individual child's learning process, and 3) practicing living as a democratic community.

Daily adventures in a shared environment produce new scenarios and gained competence. Our curriculum is steeped in active sensory experience, and grounded in environmental ethics and aesthetics. Together, the teaching staff and children develop meaningful curriculum through ongoing conversations and thoughtful provocations. We also encourage children to take care of the environments around them and to honor the creatures and people therein. We promote community and togetherness throughout our three classrooms; the Rosebuds, the Dandelions, and the Poppies. The teachers and families work together to promote continuity of care and facilitate children's transitions to each classroom as they grow.

Our goal at the Children's School is for all children to become successful in our 3 R's: *Respect* for self and others; *Responsibility* for themselves, their belongings and the environment around them; and *Resourcefulness*, to be able to find solutions to problems. We believe that with practice they will become competent and resilient young children.

GOALS FOR YOUNG CHILDREN

1. For children to develop respect for themselves, other people, and the environment.
2. For children to be responsible for themselves, and for the environment around them.
3. For children to learn resourcefulness and problem solving.
4. For children to develop resiliency and flexible thinking.
5. For children to expand their sense of wonder about the world around them.
6. For children to express themselves creatively (artistically and socially).

7. For children to experience living in a community and developing peer relationships.

DESIRED RESULTS FOR CHILDREN AND FAMILIES

Desired Results are defined as conditions of well-being for children and families. The California Department of Education's Desired Results System (DRS) is a comprehensive approach that facilitates achievements for children and families and is the state mandated set of instruments we use at the Children's School. It provides key information that enables us to assess and improve our programs. The Desired Results are:

1. Children are personally and socially competent.
2. Children are effective learners.
3. Children show physical and motor competence.
4. Children are safe and healthy.
5. Families support their child's learning and development
6. Families achieve their goals

The centerpiece of the DRS is the Desired Results Developmental Profile (DRDP) assessment instrument. The DRDP assessment instrument is designed for teachers to observe, document, and reflect on the learning, development, and progress of all children, birth through 12 years of age, who are enrolled in the early education program. This instrument is conducted within the first 60 days of the child's first day of enrollment in the program and six months later. These results will be shared with families during parent conferences that are held in November and April. These results are compiled and help the teachers create and plan curriculum activities. Annually, parents are asked to complete and submit a parent survey that helps to inform the program how it is meeting the needs of the children.

STAFFING AND ADMINISTRATIVE STRUCTURE

Our teaching staff is composed of **Master Teachers**, **Associate Teachers** and **Assistant Teachers** with Child Development Permits and experience in a wide variety of early childhood settings. We employ, train, and supervise student assistants as well as students with internships, students in teaching practicums, and volunteers. Our **Master Teachers and Associate Teachers** are responsible for the daily operation of the classroom programs, as well as communication with parents, training of support staff, curriculum development, and assessments of children and the program through the Desired Results System and NAEYC accreditation. Our **Student Assistant Teachers** work in collaboration with the professional teaching staff. Our adult to child ratio is aligned with the California Department of Education guidelines: 0-18 months 1:3; 19-36 months 1:4; 37 months+ 1:8.

Our **Health & Nutrition Coordinator**, also known as Captain Cook, is responsible for serving healthy, nutritious breakfasts, lunches, and snacks, as well as overseeing administrative duties for the Child and Adult Care Food Program (CACFP).

The Administrative staff members are the **Director** and **Business Manager**. The **Director** oversees all operational aspects of the program including: federal and state grants, contract reporting, budget, and facility management. The **Business Manager** coordinates the business aspects of the program including maintenance of children's files, accounts receivable and payable, and budget analysis in collaboration with the ASI and University Accountants.

CHILDREN'S SCHOOL ADVISORY COUNCIL & PARENT COUNCIL

All Children's School enrolled parents are members of The Children's School Advisory Council (CSAC) the Parent Council (PC). The PC initiates and coordinates fundraising and special events for the Children's School. The PC meets monthly during the academic year on a day that meets the needs of the participating parents.

The CSAC serves as a forum to address issues, concerns, and policies and procedures. Student parent leads of the PC, usually the President and a Classroom Representative or their designees, report and make recommendations to the Children's School Advisory Council which meets twice a semester, and is chaired by the Vice President for Student Affairs and the AS Vice President of Finance, and includes representation from the campus community. The results of the CS annual Program Self Evaluation for the California Department of Education, Early Education and Support Division, are presented at the first meeting in the fall semester.

PARENT PARTICIPATION POLICY

All members of the community are valued for their participation and support to help us with our sustainability efforts. Parent participation provides a bridge between home and school that enriches all of our experiences together. Parents are always welcome to visit and or volunteer in their child's classroom. Families are requested to choose ways to participate in their child's education and care:

- As a member of the **Children's School Advisory Council (CSAC)** become an "Active Advocate" during the year by attending meetings and getting to know the AS Senators and executive officers and letting them know how valuable the program is to you. Putting your heartfelt thoughts in writing is always the most profound acknowledgment.
- Become involved in fundraising activities with the **Parent Council (PC)** and encourage others to participate. To raise funds, enroll with eScrip and pick up a community card at your local market. Once you are registered every time you shop donations are made to the Children's School at no cost to the shopper. Follow the below steps to sign up.

Step 1: Go online to eScrip.com and sign up for:

SSU Children's School Parent Club, eScrip Group ID – 5824735 and register your credit/debits cards to have a percentage of many of your card's purchases donated.

Step 2: Pick up a community card at your local market (Oliver's Market in Cotati and Santa Rosa, Petaluma Market in Petaluma, Molsberry Market in Santa Rosa etc.) Support your local market and eScrip and the Children's School all in one!

Step 3: Let Lia or the eScrip coordinator know you've enrolled to get your parent participation credit.

The funds from Parent Club eScrip go into the Children's School Club and are accessed by Children's School Club officers for events and supplies during the school year, and instructional materials for the Children's School.

- Volunteer at the Children's School for special classroom projects, special events such as the Family Fun Festival, The Harvest Faire, and work parties.
- Donate to our wish list posted on our website and in classrooms at the school.

ENROLLMENT POLICIES

ELIGIBILITY

To be eligible for enrollment for early childhood education services you must be a student, staff or faculty of SSU.

A waitlist is maintained at the Children's School office. *ADMISSION TO THE CENTER IS NOT GIVEN ON A FIRST-COME, FIRST-SERVED BASIS.*

PRIORITY OF ADMISSION

1. Subsidized Student Families

Parents must be fully matriculated students at SSU. Referrals have first priority if the child is at risk of abuse or neglect.

Next priority is for currently enrolled families.

Next priority is for siblings of returning or currently enrolled families.

Finally new families who meet the criteria established by the Early Education

Division of the CA Department of Education are ranked for priority according to income and family size.

The California State Department of Education requires that subsidized student parents work towards a professional/career goal. We monitor the academic progress of each student parent who is receiving services. To maintain eligibility for subsidized early education parents must provide grades at the end of each semester to document reasonable progress.

To remain eligible a student parent must maintain a cumulative GPA consistent with the University's academic policy (referenced in the university catalog) and the CA Department of Education.

2. Non-Subsidized Student Families

Parents must be fully matriculated students at SSU.

First priority is for currently enrolled families.

Next priority is for siblings of returning or currently enrolled families.

They are prioritized according to date of applications and space available.

3. Faculty or Staff Families

Parents must be Faculty or Staff member at SSU.

First priority is for currently enrolled families

Next priority is for siblings of returning or currently enrolled families.

Next priority is to those seeking to enroll their child/ren at a full time or near full time (90%) schedule, and then date of application and space available.

ENROLLMENT AND DOCUMENTATION

Enrollment means that the parent has completed all necessary paperwork prior to the beginning of the semester and to the satisfaction of the administrative staff. Data collected includes health and emergency contact information requested during your child's intake appointment. Failure to complete enrollment requirements in a timely manner may result in the loss of services. *You are responsible for notifying the office within 24 hours of any address and/or phone number changes.*

Subsidized and Partially Subsidized Families

To ensure ongoing eligibility you are responsible for notifying the administrative staff of any academic, financial, and/or family size changes within 5 days.

All subsidized student recipients of services from the Children's School have the right to appeal any agency decision contained in their Notice of Action.

Extenuating circumstances may be taken into consideration when determining continued eligibility, e.g. severe illness of the parent as documented by a physician, a family crisis which precludes completion of courses as documented by a psychologist, M.F.C.C., M.S.W., P.H.N. or psychiatrist. If you need to take a short time off from the Children's School due to family or medical leave, or a change in your educational program, you may qualify for limited term service leave. It shall not exceed 16 consecutive weeks. Your child/ren will not attend during leave but get the first available opening upon end of leave.

A family eligible for education and care services because a child is *at risk* can receive services for **up to three months**. A second referral from a legally qualified professional in a legal, medical, or social service agency or an emergency shelter will not extend child care and development services beyond three months. A family is authorized to receive education and care services for **up to twelve months** if a county welfare department, child welfare services worker, certifies that the child is receiving protective services and the family requires care for the child. The twelve-month time limit can be extended for the child if the child welfare services worker issues another referral authorizing education and care services.

Any financial or other information maintained in the family file is considered confidential, and kept in locked file cabinets. Only faculty and assigned staff will have access to children's developmental profiles. Only assigned office staff and faculty will have access to children's files. The child's parent or legal guardian may contact the Director for access to their child's file. All files are updated when change of circumstances pertinent to the file, occurs. Files are immediately available to licensing and other regulatory agencies upon request.

A child's individual screening results will be used for the purposes of informing the parent of their child's developmental progress report and curriculum development. No other use of this material will be made without the parent's prior written consent or a court order.

TUITION, FEES and PAYMENT POLICIES

Partially Subsidized Family Fees

Partially subsidized fees will be determined in accordance with the criteria and sliding fee scale established by the California State Department of Education each year. Subsidized fees are determined at enrollment and re-certification, and are based on family size and income. Parents must verify monthly income during the intake appointment, prior to the beginning of the semester. Each subsidized family must be recertified annually or within thirty days after family size, income or student status changes. **It is the parent's responsibility to notify the Children's School office of any such changes within 5 days. Failure to notify our office of any relevant changes may be grounds for termination from the program. A Notice of Action will be issued if fees are not paid by the 7th of the month.** Services will be terminated if the payments are not received within 14 days after the Notice of Action has been given or 19 days after it has been sent:

PENALTIES for NONCOLLECTION or NONPAYMENT of FAMILY FEES

"Families who are delinquent in paying the required fees shall receive a Notice of Action (as noted in the CCR, Title 5, Section 18114, and as stated in the FT&C). Families who do not pay delinquent fees shall have education and care services terminated. Contractors shall provide families at the time of enrollment a written policy regarding fee requirements and the consequences of nonpayment."

Non-Subsidized Student, Staff and Faculty Tuition

Your child's schedule will be determined at the beginning of each semester based on the parent's schedule of classes and study time needs or work schedule. If a child is scheduled for a full day and is picked up early, the charge will still be for the full day. There are no allowances for sick time, vacations, or other times your child does not attend.

Hours can be increased with approval from your child's Master Teacher and the administrative staff. Any permanent reduction of schedule must be submitted in writing and when approved will be in effect the month following the approved request. A discount of 15% for student families and 10% for staff and faculty families is applied for the first child when siblings are enrolled. There is an annual registration fee of \$50 per family.

You will receive a bill via email by the first of the month, for the upcoming month. Copies of bills are available at the Children's School front desk. Payment is due on the first of the month for the month ahead. If monthly payments are not received by the 7th of the month, a \$25 late payment charge will be added, and your child may be excluded from the program until payment is received. (Partially subsidized families will be given a Notice of Action if fees are not paid by the 7th of the month; see above)

Payments should be made to:

***Associated Students Children's School
Student Center, room 2061
1801 E. Cotati Ave.
Rohnert Park, CA 94928***

If you write a check, or set up bill pay from your bank account, make sure to have your child's name on the check or as the account. The Student Activities desk (second floor of the Student Center) takes payments from 8 am to 6 pm M-Th; 8-5 on Fridays.

******We do not take payments at the Children's School******

DETERMINING HOURS

The Children's School hours you request must be authorized by the Administrative Staff and approved by your child's Master Teacher/Teacher. The following defines the daily available time slots:

1/2 day: A block of hours less than 4 hours per day, with an arrival time of no later than 9:00 am.

3/4 day: A block of hours more than 4 hours and less than 6.5 hours per day, beginning no later than 9:00am.

Full day: A block of hours from 6.5 to 10 hours per day, beginning no later than 9:00am.

A minimum of three (3) days of enrollment is required.

For Subsidized Families

Subsidized families receive program hours as follows:

- A. For each unit of non-lab classes, two (2) hours per week are allocated for study;
- B. For each hour of daytime work, internships or volunteer hours, program time is allocated on an hourly basis;
- C. Travel time to and from work or to volunteer hours, a practicum, or internship is allocated on an hourly basis.

Example: If a parent works 10 hours per week and has 12 units of course work, early childhood education services would be figured this way:

10 work hours	10 hours
Travel to and from work (3 days x 30 min. each way)	3 hours
12 units (12 units x 2 hours study time plus class time)	36 hours
Total hours of early childhood education available for child -	49 hours/per week

provided space is available.

Parents taking classes at night may be eligible for program hours. Exceptions are made at the discretion of the Director, who reserves the right to determine that the services provided are appropriate for each child.

ABSENCES

Regardless of any ABSENCE parents must pay the contracted fee amount. There will be no credit issued for any missed days that the school is open and staffed according to teacher/child ratios (this includes family vacations, or other family emergencies). Extra hour fees will be charged when attendance exceeds the contracted hourly schedule.

According to California State Department of Education regulations, a child's absence must be verified. Therefore, on the day the child returns to the school, the parent must specifically state on the sign-in-and-out sheet the reason for the child's absence. If the child has been ill, it is necessary to note the specific illness or symptom, i.e. "stomach ache", "fever", "sore throat", etc. Auditors will not accept "sick" or "ill" as a reason for absence. All parents/or person picking up your child in your place, with your consent, must ALWAYS sign their LEGIBLE, FULL SIGNATURE.

A child will receive an excused absence based on one of the following:

1. Illness or quarantine of the child or parent.
2. Family emergencies such as sickness or death in the family.
3. Court ordered visitation.
4. Class cancellation
5. A reason that is clearly in the best interest of the child, such as a day visiting a grandparent. This type of absence will be limited to ten (10) days per fiscal year.

All other absences will be considered unexcused. Families that develop a pattern of attendance different from their schedule will be asked to discuss a schedule change with the Director.

Parents must pay the contracted fee for early childhood education services regardless of absences. We maintain a full teaching staff anticipating full attendance each day so we are not able to reduce fees due to illness or other reasons for absences.

*****If for any reason your child will be late or not attending school the school requests that YOU CALL THE SCHOOL PRIOR TO YOUR CHILD'S SCHEDULED TIME OF ARRIVAL. Daily planning includes child counts for field trips (on campus only), group times, meal counts and nap set-up. *****

DROP OFF and PICK UP PROCEDURES

You may use the green designated 30 minute parking slots facing the road in the Residential parking lot next to the school while dropping off or picking up your child. Other spaces in this lot may be used providing you have a non-reserved pass. Check in with the front office for details on current parking procedures and stipulations. Please closely supervise your child/ren going and coming from the parking areas. If staff have concerns as to the safety of the child either coming to or leaving from the Children's School, the staff member will notify the Director.

Our classrooms are "cell phone-free environments." Our policy maximizes opportunities for parent-child and staff-parent communication during drop-off and pick-up times. You are welcome to use your phone in building hallways, but not once entering our classrooms. Your polite cooperation is greatly appreciated.

SIGN-IN BINDER

When you and your child arrive at school, sign in using your **LEGIBLE, FULL SIGNATURE**. Attendance sheets will be used during emergencies to insure that all children are accounted for; therefore it is **CRUCIAL** that you sign your child in at drop-off time.

Please accompany your child to their designated room and make sure the teaching staff is aware that your child has arrived. Let the staff know if you and your child need help saying good-bye. You are responsible for your child until you have greeted the teacher on duty and said goodbye to your child. Similarly, when departing, you are responsible for your child after saying goodbye to the teacher on duty.

If someone else will be picking up your child, we CANNOT release your child unless you have designated that person on your emergency forms, in a note to staff, or by phone contact with a staff member. We are firm about this for your child's safety. Please inform the friend or relative picking up your child that we will ask them for photo identification and to sign their signature on the child's sign out sheet.

***** The Sign-in Binder is very important for many reasons at the Children's School. It is a legal requirement to sign your FULL name LEGIBLY, in and out EVERY day. The pocket facing your child's page often has notes for you. *****

You can use the parent board (in each classroom) to leave information for your child's teacher.

LATE PICKUP POLICY

The Children's School closes at 5:30, except for Thursdays when we close at 3:45. All children must be picked up at or before this time. If you are late, you will be charged a fee of \$5.00 with an additional \$5.00 charged for each 5 minute increment thereafter (after 3:50 on Thursdays; 5:35 other days). If there is an emergency, the parents must call the school before closing time and explain the circumstances, so that staffing can be arranged.

PROCEDURE FOR PARENT CONCERNS

Any issues or concerns regarding your child's participation in the Children's School should be first brought to the attention of your child's Master Teacher/Teacher. If further consultation is necessary, contact the Director. In the event of unsuccessful resolution with your child's Master Teacher/Teacher and the Director, concerns may be brought to the Parent Advisory Board or the Children's School Governing Board. In addition:

Sonoma State University Associated Students Children's School UNIFORM COMPLAINT PROCEDURES

It is the intent of the Sonoma State University Associated Students Children's School to fully comply with all applicable state and federal laws and regulations.

Individuals, agencies, organizations, students and interested third parties have the right to file a complaint regarding the Sonoma State University AS Children's School alleged violation of federal and/or state laws. This includes allegations of unlawful discrimination (Ed Code sections 200 and 220 and Government Code section 11135) in any program or activity funded directly by the State or receiving federal or state financial assistance.

Complaints must be signed and filed in writing with
The State Department of Education
Child Development Division
Complaint Coordinator
1430 N. Street, Suite 3410
Sacramento, CA 95814

If the complainant is not satisfied with the final written decision of the California Department of Education, remedies may be available in federal or state court. The Complainant should seek the advice of an attorney of his/her choosing in this event. A complainant filing a written complaint alleging violations of prohibited discrimination may also pursue civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders.

Discrimination Complaint Procedure Regarding the CS Nutrition Program

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is 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. Funding for the program comes from many sources: state, federal, university, and student fees (Associated Students and Instructionally Related Activities).

Persons with disabilities who require alternative means of communication for program information, should contact the Agency where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through 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.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all the information requested in the form. To request a copy of the complaint form, call (866)632-9992. Submit your completed form of 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; or
- 1) Email: program.intake@usda.gov

PROCEDURE FOR SCHEDULE CHANGES, WITHDRAWAL, OR TERMINATION OF SERVICES

Families needing to make a schedule change or withdraw from the program need to give the program at least two (2) weeks' notice and notify us as soon as possible of their circumstances. When the qualifying parent drops out of school, the family will no longer be eligible for services. Families sign a contract before each academic semester; only minor schedule changes are allowed (with their teachers' approval).

Children's School administrative staff reserves the right to terminate services. The following are causes for termination:

1. The program is unable to meet the physical, social or emotional needs of your child.
2. Failure to meet the contractual agreement (i.e. payment of fees, unaccounted absences or lateness, failure to follow the child's schedule).
3. Failure to meet academic progress requirements.

DISCIPLINE POLICY

We use discipline to help children learn acceptable limits to behavior. As many young children are not ready developmentally to learn and respond to a long list of rules, discipline is in the form of redirection, gentle reminders, or more positive attention from adults in the program. Children are given opportunities to work out problems constructively, and to develop a sense of respect for self, other people, and for the environment. The staff at the center will work with the children to follow three basic rules: the children and adults cannot harm one another, they cannot harm the center or the equipment, and the children must play in a safe manner so that they will not be hurt.

In addition, the children in the center are awarded personal rights in accordance with Section 101223 of the Licensing code. These personal rights refer to the children's right to be free from corporal punishment and to be treated with respect. A description of these rights is posted at the school and is included in the enrollment forms.

Should a child display behavior problems, he/she will be removed from the group and remain with a staff member until ready to resume play. Children, who display violent or aggressive behavior that could result in injury to themselves or others, such as biting, may be sent home for the remainder of the day. On-going communication between staff and parent is important so that the two can work together to change the behavior.

If challenging behavior persists, the parents will be contacted to discuss the child's behavior and a plan will be made to further proceed in helping him/her. Outside resources such as the Early Learning Institute, the California Parenting Institute, or the Consultation Project may be called to help in problem solving. Input from these resources may include referrals to a more appropriate placement if the center cannot meet the needs of the child.

Procedure

To assist staff and parents while working with a child who displays challenging behavior, the following procedure will be followed:

1. When a staff member recognizes that a child demonstrates challenging behaviors that result in harm to others, themselves, or the environment, that child's behavior will be discussed by the Director and Master Teacher and the concerns will be brought to the parent's attention. Conferences will be scheduled as needed. The parents will be asked about the following: other group experiences the child has had, home environment, discipline issues at home, areas where the child feels successful, etc. A plan will be developed so that staff and family can work together towards the goal of changing the challenging behavior so that the child feels consistency from both school and home. The Director or Master Teacher will communicate with the parent regarding the progress of the situation. This plan could include seeking assistance from community resources, counseling or parent education. Together the Director, Master Teacher/Teacher and the parent will review the plan to improve the behavior.
2. As the plan is implemented, the Director or Master Teacher will maintain regular contact with the parent (at least weekly) to let him/her know the child's progress at the school, and to hear how things are going at home. This contact will take place in the form of meetings, phone calls or notes. All contacts will be documented.
3. All staff members will be made aware of the plan and work together to help reach the agreed upon goals for the child. Time will be set-aside at staff meetings to discuss progress.
4. If the child's challenging or hurtful behavior decreases, the child may continue at the school, if the Director feels this is safe and appropriate.
5. If the child is unable to be successful in changing her/his behavior or the parent does not follow through with the agreements listed in the plan, the Director will consider reduction of the child's hours at the center or terminating services altogether. If the decision is made to reduce or terminate the child's hours in the center, the Director will contact the parent(s). Subsidized families will receive a Notice of Action which gives fourteen days notification before the reduction occurs. In addition, referrals to alternative early childhood education services will be given if possible.

WELLNESS POLICIES

NUTRITION

The Children's School offers healthy breakfast, lunch, and snacks. All the food is prepared and cooked on a daily basis. The children receive healthy whole grains, fresh vegetables, fresh fruit, milk, and protein from legumes, fish and fowl. Menus are posted weekly on the communication board in each classroom. The meals we serve are at a no cost to the families and it is thanks in part to our participation in the California Nutrition Services program, which allows us to provide healthy, well-balanced meals to the children.

Healthy foods are beneficial to a child's development and growth. Eating a variety of healthy foods can prevent early medical problems and create lifelong good dietary habits. Children are not required to bring any food from home unless directed by a doctor.

ALLERGIES

It is the parent's responsibility to notify the school of any allergies that your child may have including reactions to food, bee stings, medications and animals. Documentation of treatment plans for medication to be kept at school requires a Doctor's signature. If a child's diet must be modified for health reasons, a physician must fill out our medical statement requesting accommodation.

SUNSCREEN

Sunscreens can have harmful ingredients in them; at the CS we are committed to researching and purchasing the sunscreens considered the "safest". We will apply to exposed skin before children go out in the afternoon. Families are requested to apply sunscreen to their children before arrival at school.

WATER PLAY POLICIES

Precautions are taken to ensure that communal water play does not spread infectious disease. No child drinks the water. Children with sores on their hands are not permitted to participate in communal water play. Fresh potable water is used, and the water is changed before a new group of children comes to participate in the water play activity. When the activity period is completed with each group of children, the water is drained. Alternately, fresh potable water flows freely through the water play table and out through a drain in the table.

PHYSICAL ACTIVITY POLICY

Outdoor exploration is a vital part of the program and children may choose activities that include gardening, riding toys, climbing, swinging, and water and sand play. Gross motor play (using our large muscles) helps develop coordination and balance, heightens awareness of spatial sense (where we are physically in relation to the environment), and allows children the physical movement necessary to allow them to concentrate during more focused activities. To ensure children's needs for physical activities are being met, The Children's School has implemented a Physical Activity Policy:

- A minimum of 60 minutes of unstructured and/or structured physical activity is offered daily
- Develop competence in typical development of fine and gross motor skills
- Safe indoor and outdoor areas
- Teachers and parents are informed of their child's motor development via observations, assessments, and parent/teacher conferences, so that families may enhance their child's movement skills

ILLNESS

It is in the best interest of the children and staff that everyone helps to control and reduce the spread of illness in the Children's School. Many young children are susceptible to colds and contagious illnesses until they have developed a resistance to them. A child who appears to be coming down with something may be contagious and should stay home. An ill child does not enjoy being at school and may become worse due to the amount of activity at school. We do not have the staff or space required to care for ill children.

In order to limit the spread of many illnesses, we will observe each child upon arrival at school and discuss any medical problems with the parent. Parents will be asked to keep a child home, or pick up their child early under the following conditions:

1. **The illness prevents the child from comfortably participating in daily activities.**
2. **The illness requires more care than the staff members are able to provide without compromising the health and safety of the other children.**
3. **Children taking antibiotics must be on the medication for at least 24 hours before they return to school.**
4. **Children will be sent home after loose bowel movements. If a child is sent home for diarrhea, fever, or vomiting, they must be kept home 24 hours before they return to school.**
5. **Fever, along with behavior change or other signs of illness such as sore throat, rash, vomiting, diarrhea, earache, etc.**
6. **Symptoms and signs of possible severe illness such as unusual tiredness, uncontrolled coughing or wheezing, continuous crying, or difficulty breathing.**
7. **Body rash with fever. Children with rashes including draining poison oak, impetigo, ringworm, and contagious cold sores, should be examined by a doctor.**
8. **Sore throat with fever and swollen glands or mouth sores with drooling.**
9. **Pinkeye or conjunctivitis with thick mucus or pus draining from the eye.**
10. **Head lice or nits. All nits (eggs) MUST be removed before a child returns to school.**
11. **Severe coughing where a child gets red or blue in the face, or makes high-pitched whooping sound after coughing.**
12. **Child is irritable, continuously crying, or requires more attention and care than we can provide without compromising the health and safety of the children in our care.**

NOTE: Staff may request a clearance from a physician prior to re-admitting a child. If there is a difference of opinion between the Children's School staff and a family physician as to the appropriateness of the child's attendance at school, the Children's School staff's judgment will supersede all others.

*****If your child becomes ill at the Children's School*****

We will check your child/parent schedule form for your location. It is your responsibility to keep that information current. We will call the necessary departments and they will attempt to locate and notify you. We will isolate your child and make them as comfortable as possible. If we are unable to locate you, we will call someone you have listed on your emergency form.

MEDICATION POLICY

It is our policy to NOT give children any type of medication. You are welcome to store medication in the staff refrigerator at school and come during the day to administer it yourself. For your child's safety and the safety of other children do not bring any medication into the classroom or in your child's backpack (this includes even Tylenol). If your child has a chronic medical condition that requires ongoing medication, please see the Director to discuss accommodations.

HEALTH, VISION, HEARING & DENTAL SCREENING

Children are expected to have a Health Screening (Physician's Report) on an annual basis. Each year, usually in the spring, the Sonoma County Assistance League will provide vision and hearing screening on all four year olds. We also have a local family dental office that provides an informational circle time for

children on dental health. Referrals for dental and other types of screening are available from the teaching staff or Director.

REFERAL PROCESS

Results from observations and assessments may lead to an understanding of a child's physical, social, emotional and cognitive development. When a concern arises based on observations and assessment, the teaching staff will: first, discuss the concern with the family; second, develop a behavioral plan with the family; third, if additional support is needed, the staff will refer the family to appropriate services. Staff will collaborate on appropriate strategies to support the child and family.

THE CONSULTATION PROJECT

The Consultation Project has proudly partnered with Sonoma County's childcare and early education community since 2001. The project provides FREE consultation services to providers and teachers serving children birth through age 5 who have not yet begun Kindergarten. The team of consultants includes mental health clinicians, early education specialists, behaviorists, and parent liaisons. Many of the consultants are bilingual and bicultural. They help facilitate positive, culturally sensitive relationships with parents and develop collaborative goals and action plans to address the needs of the child, family, and program.

EMERGENCY PROCEDURES

BLOOD BORNE PATHOGEN EXPOSURE PLAN

Assistant Teachers, Teacher Aides, and interns are **not providers** of first aid. If a staff member witnesses a first aid incident where there is blood, they need to follow these steps:

*Tell a Master Teacher/Teacher immediately.

*If the child is crying and comes to a staff member for assistance, then the staff member should guide the child to the nearest Master Teacher.

*The staff member should avoid any blood.

Only Master Teachers/Teachers are to administer first aid (even application of band aides). If there was an emergency (such as an earthquake) and there isn't a Master Teacher available to administer first aid then the student staff member should use common sense in assisting a child. Gloves should always be used when there is blood, and hands washed after gloves are used. Towels should be used to absorb the blood and then put into plastic bags if laundry facilities are not available.

If a student staff member is exposed to blood or bitten by a child they must notify a Master Teacher immediately. They must wash the affected area thoroughly with soap and water. If a teacher has been bitten, they will go to the Health Center to determine if the bite broke the skin.

***Emergency drills are practiced 3 times during a semester: one fire, one earthquake, and one shelter in place drill. ***

FIRE DRILL PROCEDURE

*When the fire alarm sounds, all children and teachers evacuate their classrooms, exiting to the outdoor play environments. Assigned teachers grab the emergency bags and join the children and other teachers in the outdoor play environments.

*Children and Teachers line up by their exit gate for a head count, and then proceed directly towards the Environmental Technology Center.

*Rosebuds, Dandelions and Poppies gather in their own circles, and teachers insure all children are present.

*Assigned professional staff will check the building to assure no children or staff are in the building and close doors in between rooms. They will then assist the classrooms for the evacuation. A police officer will come to the gathering spot and give the "All Clear" signal before children and teachers return to the school.

EARTHQUAKE PROCEDURE

The children will practice earthquake drills once a semester. The procedures will be the same in the event of an actual earthquake.

*The ground begins to shake (real or imagined).

*Children move to the center of the room, away from windows and "Duck and Cover"—tuck chin to chest, cover head and back of neck with arms and hands, crouch to ground.

*When the ground stops shaking, and the pathways deemed safe, the teachers and children evacuate the building through their door to the playground and follow the same procedure as the fire drill.

*Children and Teachers line up by their exit gate for a head count, and then proceed directly towards the Environmental Technology Center.

*Rosebuds, Dandelions and Poppies gather in their own circles and role is called.

*Lia or Tarik will come to them and give the "All Clear" signal before children and teachers return to the school.

*In the event of a real earthquake, where there is too much damage to re-enter the building, the children and teachers will stay along the fence until someone from Police Services comes. If damage is too extensive, all persons will be evacuated to the SSU Red Cross site. In the event you suspect the campus may be closed due to natural or other disasters, call the EMERGENCY INFORMATION LINE at 888-533-5388. Possible reasons to call may be severe weather conditions, power outages, flooding, or earthquake.

SHELTER IN PLACE PROCEDURE

Once a semester, a practice drill "shelter in place" will be practiced. Master Teachers and administrative staff will lock all doors and close all curtains. Teaching staff will gather children away from the windows and initiate quiet activities until an all clear is issued.

CHILD ABUSE REPORTING

All staff, student employees, and interns are mandated reporters of child abuse because each has direct contact with children and families and so falls into the category of "child care custodian." The primary purpose of the Reporting Law is to protect the child. In addition, a report may provide needed intervention that will ultimately help the parents. All staff, students and volunteers are required to read and sign a STATEMENT BY PERSONS MANDATED TO REPORT UNDER CALIFORNIA PENAL CODE 1165 (K). They are required to report the following types of abuse:

1. A physical injury.
2. Sexual abuse including sexual assault and sexual exploitation.
3. Willful cruelties or unjustifiable punishment.
4. Corporal punishments or injury.
5. Neglect.
6. Any of the above types of abuse or neglect that occur in out-of-home care.

When a staff member, student or interns believes that abuse or neglect may have occurred, the following steps will be taken:

1. The person will immediately report their suspicion to the Director or the designated Teacher in charge. The indicators will be discussed to determine if there is REASONABLE SUSPICION that abuse or neglect has occurred. Documentation of indicators of abuse will be submitted to the Director for inclusion in the child's file.
2. If there is reasonable suspicion, a phone report to the appropriate child protective agency must be made immediately, or as soon as is practically possible. The Director will make the report and document the conversation in the child's file. The parent may or may not be informed that a report has been made based on: a) the nature of the suspected abuse; b) the advice of Child Protective Services; c) the Director's recommendation; d) staff input.
3. A written report must follow the phone report within 36 hours. The report must be sent to the child protection agency reported to, with copies sent to Community Care Licensing, and with one retained for the child's file.
4. If a child protection agency worker or law enforcement officer is to come to the school to interview the child, the Director will remain on site until the interview and follow-up actions have been completed.

If the Director decides not to make a report, and the staff member, student or volunteer still believes that there is REASONABLE SUSPICION of abuse, neglect or exploitation, that individual is required to report their suspicion to the authorities.

CHILD PROTECTIVE SERVICES

1202 Apollo Way

Santa Rosa, CA 95407

INFORMATION: 565-4300

OR

CHILD PROTECTIVE SERVICES

P. O. BOX 1539

SANTA ROSA, CA 95402

CRISIS LINE: 1-800-870-7064 CPS Hotline: 565-4304

ADMISSION AGREEMENT

The Children's School, a program of Sonoma State University's Associated Students Inc. (AS), has provided early childhood education services since 1976 for children of SSU student, staff and faculty parents. Our developmental program provides a nurturing, high quality learning environment for children ages 1-5, while parents pursue their educational and career goals.

We the undersigned, agree to the conditions of this Admission Agreement and to the admission of _____ to the Children's School.
Child's Full Name

I have read the above Admission Agreement and agree to abide by the terms set forth.

Parent's Signature

Date

Parent's Signature

Date

Director's Signature

Date

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