

EL DORADO COUNTY OFFICE OF EDUCATION  
CHILD DEVELOPMENT PROGRAMS

**HEAD START  
EARLY HEAD START  
PRESCHOOL  
GENERAL CHILD CARE**

**PROGRAM INFORMATION**

**2006 - 2007**



Vicki L. Barber, Ed.D.  
Superintendent of Schools  
6767 Green Valley Road  
Placerville, CA 95667

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Dear Parents/Guardians:

Thank you for choosing the El Dorado County Office of Education Child Development Program for your child's early care and education needs. The Child Development Program provides services to children ages birth to 5, through either center base or home base options at various locations throughout the county. Our programs provide a high quality, educational experience for children and families.

The programs do not discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color or mental or physical disability in determining which children are served. Children with disabilities are welcomed in our programs and reasonable accommodations will be made to assure their success. The Child Development programs refrain from religious worship. All of our programs maintain an "open door" policy. We encourage parents to visit and volunteer on a regular basis.

Please use this handbook as a guide to help you understand our programs. If you have any questions, please ask your teacher or call the Child Development Program office at 530-295-2270.

Sincerely,

Kaye Medellin  
Executive Director  
El Dorado County Child Development Programs



**Administrative/Component Staff**

Name of Grantee Agency ..... El Dorado County Office of Education  
County Superintendent of Schools ..... Vicki L. Barber, Ed.D  
President, Board of Education ..... Matt Boyer  
Central Office Address ..... 6767 Green Valley Road, Placerville 95667  
Central Office Phone Number ..... (530) 295-2270  
Executive Director ..... Kaye Medellin  
Assistant Director ..... Gail Healy  
Accreditation/Program Coordinator ..... Susanne Milton  
Program Coordinator ..... Colleen Braunbeck  
Disabilities Coordinator ..... Cara Herger  
Education Coordinator ..... Lorena Reynolds  
Education Coordinator ..... Judi Rehmann  
Health Coordinator ..... Wanda Walling  
Nutritionist ..... Terri Higgins  
Office Manager ..... C.J. Freeland



## Site Locations

### **WESTERN SLOPE CENTRAL OFFICE**

6767 Green Valley Road, Placerville 95667  
(530) 295-2270 // 295-2276

### **AL TAHOE**

1100 Lyons Avenue, South Lake Tahoe 96150

#### **Head Start, State Preschool, Childcare**

Rm. C-1 (530) 541-0284 // Rm. C2 (530) 541-2943

Licenses #093610400

#### **Infant/Toddler Childcare**

Portable (530) 541-3728

License pending

### **BIJOU Head Start, State Preschool**

3501 Spruce Avenue, South Lake Tahoe 96150

(530) 544-6891

License #090318456

### **BLUE OAK Montessori**

2391 Merrychase Drive, Cameron Park 95682

(530) 676-1292

License #093610018

### **BUCKEYE Head Start**

4561 Buckeye Road, Shingle Springs 95682

(530) 677-7216

License #093612133

### **CAMINO Head Start, State Preschool**

(Winnie Wakeley Building)

3060 Snows Road, Camino 95709

(530) 644-4206

License #093605023

### **CAMERADO SPRINGS Head Start, State Preschool**

2480 Merrychase Drive, Cameron Park 95682

(530) 676-3448

License #090319694

### **CHARLES BROWN Head Start, State Preschool**

6520 Oak Dell Road, Diamond Springs 95619

(530) 621-1832

License #093601887

### **EMIGRANT TRAIL Preschool**

2701 Amber Trail, Pollock Pines 95726

(530) 647-0856

License #093609925

### **GEORGETOWN**

Harkness Street, Georgetown, CA 95634

#### **Head Start, State Preschool, Early Head Start**

(530) 333-1905

License #090309074

### **GEORGETOWN School-Age Child Care**

(530) 333-2039

License exempt

### **GOLD OAK Children's Center, Head Start**

3171 Pleasant Valley Road, Placerville 95667

(530) 622-8224

License #093609412

### **INDIAN CREEK Head Start, State Preschool**

6701 Green Valley Road, Placerville 95667

(530) 626-3927

License #093609411

### **KEN LOWRY Children's Center, Head Start, Early Head Start**

6767 Green Valley Road, Placerville 95667

(530) 295-2303 (A1) (530) 295-2308 (B1)

(530) 626-5228 (A2) (530) 621-4983 (B3)

(530) 621-3924 (A3) (530) 622-6992 (B4)

Licenses #093600737, #093603529

### **LATROBE Preschool (Tues-Thurs)**

7680 South Shingle Road, Shingle Springs 95682

(530) 677-5732

License #093612068

### **MT. TALLAC Early Head Start/Cal-SAFE**

1735 Lake Tahoe Blvd., South Lake Tahoe 96150

543-2267 x 111

License #093611314

### **PINEWOOD Head Start, State Preschool**

6181 Pine Street, Pollock Pines 95726

(530) 647-0312

License #090317462

### **PLACERVILLE Children's Center, Head Start, State Preschool**

2870 Schnell School Road, Placerville 95667

(530) 626-8508 - Head Start/Children's Center

(530) 642-0548 - Head Start/State Preschool

License # 090306363

### **RESCUE Head Start, State Preschool**

3880 Green Valley Road, Rescue 95672

(530) 672-6814

License #093610052

### **SUTTER'S MILL Preschool**

4801 Luneman Road, Placerville 95667

(530) 344-9301

License #093609413

### **TAHOE Head Start, Early Head Start**

1286 Kyburz Avenue, South Lake Tahoe 96150

(530)541-7952

License # 093604215

### **WHITE ROCK Children's Center, Head Start**

2200 Valley View Parkway, El Dorado Hills 95762

(530) 916-939-7560

License #093610595

CDP ORGANIZATION CHART, INSERT HERE

## ELIGIBILITY

The Child Development Program offers a variety of services to meet the individual needs of families. All programs provide family centered and community based services and support to promote healthy child growth and development. Each program has specific requirements for enrollment:

**Head Start/Early Head Start** is a federally funded program providing services to expectant families and children birth to 5. Families must meet the income guidelines established by the Department of Health & Human Services. A minimum of 10% of the total enrollment is set aside to provide services for special needs children and 10% to serve over income families.

**General Child Care** provides child care services to families who are working, looking for work, are in a training program or in need of child protective services. With the exception of children with CPS referrals, families also must meet eligibility guidelines established by the California Department of Education, Child Development Division. Child care is provided for children, birth to 5 years old.

**Preschool** services are provided to families who meet eligibility guidelines established by the California Department of Education, Child Development Division. A fee based program is also available to families who do not qualify for subsidized services. The program provides services for children 3 to 5 years old.

## PROGRAM OPTIONS

The Child Development Program recognizes that parents/guardians are the primary educators of their children. As parents/guardians, you will work with your child's teacher in the planning of child activities that reflect the child's interest. Child Development Program activities help your child increase skills in problem solving, socialization, art, music, dramatic and outdoor play, building self esteem, as well as preparing for successful transition into kindergarten.

### Center Base Option

The daily routine of a center based classroom provides individualized, developmentally appropriate opportunities for children following the Creative Curriculum educational approach. Large and small group interaction, outdoor time and child choice activities are scheduled throughout the day. Rest time is provided as needed to meet the needs of each child

### Home Base Option

In a Home Base program teachers will work with and support parents/guardians in their home environment as they gain information that will expand their knowledge and understanding of early childhood development, parenting skills and available community resources. A home base experience will allow the child to participate in different kinds of activities and enhance his/her ability to socialize with others. These visits establish a close working relationship between teachers and families focusing on child development, education, nutrition, health, disabilities, social services, and parent/guardian involvement. Teachers and families also share information and ideas, discuss goals, concerns and plan activities. There will also be a minimum of two opportunities each month for Home Base participants to come together as a class for socialization.

## MISSION STATEMENT

Our mission is to provide high quality early care and education in a safe nurturing environment with highly qualified and motivated staff, committed to educational excellence and service and promoting the idea that the child comes first.

## PROGRAM PHILOSOPHY

The El Dorado County Office of Education is dedicated to the promotion of educational excellence, realizing that how children are cared for today determines how prepared they are for the future.

## PROGRAM GOALS

**Language and Literacy Development:** To provide opportunities for written and oral expression. To understand the importance of language development and literacy in school readiness.

**Cognitive Development:** To develop the skills needed for observation and problem solving through individualized,

developmentally appropriate activities.

**Social-Emotional Development:** To encourage independence and relationships that develop a positive self-concept and empathetic awareness of the individuality of others.

**Parent, School and Community Involvement:** To build partnerships among families, schools and communities that create seamless and strong alliances to enhance each child's development and promote family self-sufficiency.

**Motor Development:** To promote the development of large and small muscles for maximum integration of sensorial and motor experiences.

**Program Evaluation:** To involve children, parents, staff and community for the purpose of a comprehensive review to determine the effectiveness of the El Dorado County Child Development Programs.

## FAMILY INFORMATION

### Sign in and Out

You are responsible for signing your child in and out every day with actual arrival and departure times. **Only an adult 18 years or older may assume this responsibility.** When signing in and out a **full legal signature** is required. Any adults signing the child out must be listed on the emergency card and a picture I.D. may be required before they are allowed to take the child from the center. There are **NO** exceptions. This requirement assures the safety of children in our program.

### Absences

If, for any reason, your child is absent from the center or the family is unable to keep the home visit or participate in other scheduled events, it is the parent's/guardian's responsibility to notify the center or home base teacher of the reason for the absence as soon as possible. illness or quarantine of the child, parent, family emergency, court-reason which is clearly in the 'best the parent calls the teacher the sign-in sheet for that day. Parents for the absence on the sign-in sheet occurred. If, after three days, from the parent, the teacher will has unexcused absences for more attendance, a letter may be sent the child may be dropped from the



Excused absences include illness or quarantine of their ordered visitations or a interest' of the child. When absence will be noted on the may also write the reason on the date the absence there has been no contact contact the family. If a child than two weeks or irregular informing the family that program.

State subsidized program absences

are limited by Child

Development Division. Unexcused absences and Best Interest days are each limited to 10 days per child, per year, July 1 to June 30. Full cost family fees will be assessed per contracted days of attendance. Absences are not deducted.

### **Late Pick-ups at Sites**

It is your responsibility to ensure that your child be picked up on time at the end of the program day. If you find that you will be late, you are required to make arrangements for an authorized adult to pick up your child and notify the teacher regarding that change of time and person. **If your child is picked up late more than three times in a 30 day period, services may be discontinued.** Late pick-ups will be recorded on a *Late Pick-Up* form and a copy will be given to you, the Executive Director of the program and a copy will also be placed in your child's student file. A late pick up fee may be assessed.

### **Emergency Procedures**

**Safety is our primary concern for children, families and staff.**

Each center has developed a plan that will be used in the event of an emergency or bad weather. If elementary schools are closed, the child development program site at that school will also be closed. If schools close during their regular school hours because of an emergency or bad weather, (i.e., storms, electricity, heating or telephone outages or road closures) classes will also close. Please be prepared to pick up your child/ren in the event of early site closures. Home visits will be cancelled when conditions are unsafe. For Western Slope school and center closure information, please tune in to KCRA Channel 3 for the most up-to-date information. For Tahoe, please tune in to radio stations KRLT-FM 93.9 or KOWL-AM 1496. Tahoe families can also call "Snowline" 541-4636, for school and center closures. Please refer to the site location list at the front of this handbook for phone numbers to sites.

If a child remains 'unclaimed' after a center has been closed for one hour and site personnel have exhausted all known means to locate the parent/guardian or a responsible party to come for the child, Child Protective Services (CPS) will be called. CPS will call law enforcement. The child will be taken into protective custody by law enforcement and removed from the center. The child may then be turned over to CPS for further action. In order to avoid this action, it is important to make appropriate arrangements for your child's emergency pick up.

If the site staff need to detain the child at the site because a parent or authorized adult appears unable to assume responsibility for the child, another authorized adult from the emergency card may be called to pick up the child. If the adult on site refuses the alternative arrangement and the staff feel the child is in danger, 911 may be called to inform law enforcement of potential danger to the child.

### **Drugs, Alcohol and Tobacco**

Drug, alcohol and tobacco use is prohibited in all facilities owned or operated by the El Dorado County Office of Education, Child Development Program. This includes indoor and outdoor activities and all program vehicles.

### **Siblings**

Centers are licensed for either infant, toddler or preschool aged children through the Department of Social Services, Community Care License. Children who are not enrolled in our programs may not attend during the regularly scheduled day. The only children allowed to participate in classroom activities must be enrolled in the program.

### **Special Activities**

Special activities may be planned during the program year. Permission slips must be dated and signed before leaving on a special activity. Every effort is made for activities to take place within the child's community. Special activities should be relevant and age appropriate for the children. Special trips will be planned to assure that all children may attend.

### **Discipline Policy**

Children enrolled in the El Dorado County Office of Education Child Development Programs are assured discipline practices that maintain their personal rights under Section 101223 of the Child Day Care General Licensing Requirements authorized by Community Care Licensing. Adults and child development staff are responsible for practicing discipline techniques that include the following guidelines:

1. Each child will be treated with dignity.
2. Each child will be made to feel safe and secure, assured that their environment will remain comfortable and

healthy.

3. Each child will not experience corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse or other actions of this punitive nature. It is important for adults to model appropriate reactions to undesirable behavior showing children how to respond appropriately in the classroom and in the home.
4. Every effort will be made to handle discipline problems through redirection, problem solving and through staff and parent/guardian collaboration. Children will be encouraged to practice desirable alternatives to undesirable behavior. If discipline problems persist, a plan of action will be discussed at a parent/guardian conference or during a Child Study Team meeting. The plan of action may include, but will not be limited to, the following solutions:
  - a. Environmental restructuring;
  - b. Classroom preventive practices;
  - c. Social/emotional teaching strategies;
  - d. Other available program options.

### **Confidentiality**

Confidential information or records regarding a child are released only with written approval by the parent/guardian. Personal information concerning children will not be released to any person except under the following conditions:

- a. A court order is presented for the release of information.
- b. The legal parent or guardian requests the information.
- c. A person designated by the parent/guardian requests, in writing, information on the child.
- d. An officer or employee of the Federal Government, State of California, County or City requests the information in the course of their duties.
- e. An officer or employee of a public or private guidance or welfare agency, where the pupil is a client, requests the information.

### **Parking**

Each site has designated parking areas for drop off and pick up of children. Each child is to be escorted into and from the site by an adult. **It is against the law to leave children in a car unattended.**

### **Car Seat Safety**

**Effective January 1, 2005, changes to the California CPS Law (Vehicle Code 27360 and 27360.5) will cite the parent/guardian for each child who is not properly restrained in the rear seat unless the child is 6 years old or older, or weights 60 pounds or more.**

## **SERVICES TO CHILDREN**

### **Emergency Card Information**

Parents/guardians are required to complete an emergency card. If any information on the card changes, contact your child's teacher to update the card. Children will be released only to adults, 18 years or older, authorized by **original signatures** on the emergency card. Adults may be required to verify signatures with a picture I.D. Please be sure to let your classroom teacher know if another authorized adult will be picking your child up from the center. The safety of your child is our primary concern.

### **Illness**

If a child becomes ill while at the center, they will be isolated from the other children and the parent/guardian will be contacted. It is the parent's/guardian's responsibility to make immediate arrangements for the child to be picked up. If a parent/guardian cannot be reached, an alternate adult whose signature appears on the emergency card will be contacted.

### **Injury**

If a child is injured while at the center, the teacher will determine whether the injury warrants that the parent be contacted immediately or reported to the parent in writing, at the end of the day. Accidents requiring medical attention will have forms completed and forwarded to the central office for processing. Copies are sent to the Department of Social

Services/Community Care Licensing and our insurance carrier.

**Daily Health Check**

A daily health check will be performed to assure that children are free from contagious diseases when participating in any Child Development Program. A teacher greets the child and parent/guardian upon arrival at the center or on a home visit. The parent/guardian is required to remain at the center while the teacher conducts the health check and the child is cleared to stay at the center. If the teacher observes symptoms of contagious disease, the child will be excluded from attending until symptoms are gone.

**IS YOUR CHILD WELL ENOUGH TO BE IN SCHOOL TODAY?**

<ul style="list-style-type: none"> <li>• Fever over 100 Degrees within the last 24 hours</li> <li>• Vomiting more than twice in 24 hours</li> <li>• Diarrhea</li> <li>• Earache</li> <li>• Red eyes with discharge</li> <li>• Sores that are draining, open or appear infected</li> <li>• Lice or nits</li> <li>• Not feeling well enough to participate in school</li> </ul>	<p><b>NEEDS TO STAY HOME TODAY</b></p>
<ul style="list-style-type: none"> <li>• Runny Nose</li> <li>• Cough</li> <li>• Rash</li> <li>• Is not acting like himself or herself</li> <li>• Been to the doctor, hospital or emergency room recently</li> </ul>	<p><b>CHECK WITH YOUR CHILD'S TEACHER</b></p>
<ul style="list-style-type: none"> <li>• Feeling well today</li> <li>• Has been well for the last 24 hours</li> </ul>	<p><b>HAVE A GREAT DAY AT SCHOOL!</b></p>

**Medication Policy**

All prescription and non-prescription medications will be administered only with written approval by the child's parent and the **child's physician**, in accordance with label directions. Medications are stored in a locked container and refrigerated when needed. A medication log is kept by staff for each child receiving medication at the center. Medication needs to be in original prescribed container with pharmaceutical label.

**Clothing**

Your child will be involved in many different kinds of indoor and outdoor activities, so please dress them in suitable play clothes for the weather. Layering clothing works well for most seasons. An extra set of clothing to be kept at the center will ensure your child will be dry and comfortable throughout the day. Please mark your child's name in all clothing.

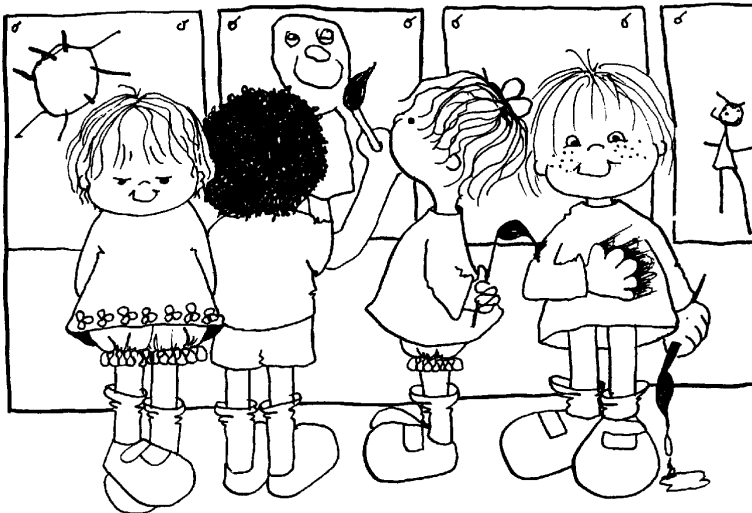
Parents with children in diapers will need to provide their own diapers and wipes.

## ADMISSION OF STUDENTS WITH INFECTIOUS DISEASES

El Dorado County

Office of Education BP 5111

The El Dorado Education responsibility to its students, as individual rights. believes that the leading public that a student disease be based upon circumstances, responsibility. so by a student's



County Board of recognizes its protect the health of well as to uphold their The County Board recommendation of health authorities with an infectious admitted to school, individual acknowledges this dual When requested to do parents, the County

Office of Education will consider admitting a student with an infectious disease to attend classes contingent upon an evaluation of the situation, conducted in accordance with administrative regulations, and with the written concurrence of the student's physician, the County Public Health Officer, and the Infectious Disease Advisory Committee that such admittance poses no significant increased risk to the student with an infectious disease, to his/her classmates, or to employees. The Infectious Disease Advisory Committee shall include, but not be limited to the following: the student's physician, the County Public Health Officer or designee, a school nurse, teacher, school administrator, and County Office legal counsel.

Without the written concurrence of the parties specified above, the student with an infectious disease shall be excluded from admission. A child excluded from the regular instructional program shall be considered for home instruction, when such instruction would benefit the child.

The County Superintendent of Schools shall ensure that there will be no release of information regarding students with infectious diseases in violation of County Office of Education policy governing the confidentiality of student records. In all instances, confidential information shall not be released without parental consent.

Legal Reference: E.C. §§ 48211, 49076  
First Reading: March 7, 2000  
Second Reading: April 4, 2000  
Adopted: April 4, 2000  
Supersedes: Policy adopted April 1, 1986

Infection control procedures shall be developed with appropriate hygienic measures with procedures being implemented to reduce the risk from exposure to known and unknown sources of infection. Practices shall be periodically evaluated to assure compliance with established administrative procedures.

Training shall be provided on an annual basis to students and staff on the spread and control of infectious diseases.

## **PARENT PROGRAM REPRESENTATION**

Parents are encouraged to take an active role in their child's program. Parent involvement is an important component of each child development program. In addition to volunteering in your child's classroom, all parents are encouraged to become involved in program planning and decision making. Meeting schedules are set in advance and parents are encouraged to attend. Parent involvement is vital to the successful operation of the Child Development Programs. Have your voice heard, become involved!

### **Head Start/Early Head Start Program**

**Center and Home Base Parent Meetings** are held monthly at each site or at socializations. Meetings are conducted by parents with teacher support. Elected class representatives attend monthly Component Meetings, sharing class information with other site representatives and program administrators.

**Component Meetings** are held monthly to establish the agenda for the monthly Policy Council meetings. Individual component topics are discussed and pertinent information from class meetings is shared. All parents are encouraged to attend and meet with program administrators.

**Policy Council Meetings** are held monthly. This group is comprised of a representative from each center and home base class, as well as, program administration and community members. This group is designated as the decision making body of the Head Start/Early Head Start program. By-laws indicate how participation takes place and how representatives are elected. Policy Council meetings are open to all parents however only elected representatives may vote. Policy Council information is then shared by each representative at their next class meeting. Policy Council meetings are public meetings. They run according to guidelines described in *Robert's Rules of Order* and a law known as the "**Ralph M. Brown Act**". The "Brown Act" is a California State Law enacted to insure that public commissions, boards and councils and other Public agencies in the State of California exist to aid in the conduct of the people's business. It was created to assure public groups conduct their business meetings in the best interest of their program participants. All group actions must be open to the public. The Policy Council is a "governing body" within the Head Start and Early Head Start Program because it was "created by state or federal law". As a public agency, these programs must conduct these meetings following the Brown Act.

### **General Child Care**

**Center Parent Meetings** are held monthly, often in conjunction with Head Start or Early Head Start. All parents are encouraged to attend. Class representatives from Children's Center sites also are invited to attend Children's Center Advisory Meetings (CCAB).

**CCAB Meetings** are held quarterly. Individual center information is shared with other parents and administration. In turn, program information is shared by administration to keep representatives abreast of current issues. Parent representatives then report CCAB information back to parents at the next site parent meeting.

### **Preschool**

**Center Parent Meetings** are held monthly, often in conjunction with Head Start. Parent representatives are elected to report information to the quarterly State Preschool Advisory Board (SPAB).

**State Preschool Advisory Board** meets quarterly to share site information and to learn about program services and operations from administration. The representative then shares Advisory Board meeting information with site parents at the next monthly site parent meeting.

## **SPECIFIC PROGRAM INFORMATION**

### **Head Start/Early Head Start Inkind**

The Federal government requires 20% of funding to be generated by the local Head Start/Early Head Start program. The Policy Council has established a goal that each family donate a minimum of **20 HOURS PER MONTH**, per enrolled child, to assist in meeting the 20% matching of local funds.

Only services (i.e., mileage, baby-sitting) can be reimbursed if a parent completes monthly documentation. For questions on Inkind donations, contact your Center or Home Base Teacher or the Family/Community Coordinator.

All Inkind donations must be reported on the provided form. If you need help filling out the form, the Center or Home Base Teacher will assist you. **All Inkind sheets must be turned in to the Center or Home Base Teacher at the end of each month.**

#### **A. INKIND DONATION OF SERVICES**

##### **1. Conducting Learning Activities**

- a. Instructional activities
- b. Assisting children
- c. Preparing & serving classroom food
- d. Time spent in class with children
- e. Special activity

##### **2. Prepared Materials**

- a. Preparing materials for the teacher (making playdough, cutting & pasting, sewing, etc.) outside of the classroom.

##### **3. Transporting Time**

- a. Time transporting Head Start/Early Head Start children to and from school or to special activities. (Drivers must have the appropriate number of seat belts and insurance.)
- b. Time transporting when attending inservices, conferences, Policy Council, Component and Committee meetings.
- c. Time transporting a child to medical/dental services or other special service appointments (ie. Counseling) to meet program requirements.

##### **4. Miles**

- a. Mileage doubled driving to and from school or a school related activity if your child is enrolled in Head Start or Early Head Start only. If your child participates in a wrap program only mileage to and from school or a school related activity can be claimed.
- b. When attending parent training, Policy Council or Component meetings, the number of miles to and from site.
- c. Miles driven to and from medical/dental or special needs appointment to meet program requirements.

##### **5. Family Activities**

- a. Time at medical/dental appointments to meet program requirements.
- b. Home Visits: Count time spent at home visit or on completing activities for Home Visit Lesson Plan.

##### **6. Parent Committee/Inservice Meetings**

- a. Telephoning for meetings
- b. Attending parent/guardian meetings

(Policy Council, Component meetings, Health Advisory meetings, Community Action Council meetings, approved parent workshops.)

**7. Workshop Trainer**

- a. Preparing & conducting a workshop or class for parents/guardians

**8A. Custodial/Maintenance**

- a. Housekeeping at center
- b. Repairs to site facilities

**8B. Office Assistant**

- a. Labeling, computer work, filing, etc.

**9. Time Spent Translating and Transcribing Program Information**

**10. Child Care**

- a. Actual hours of child care so another parent/guardian can participate in a Head Start/Early Head Start activity.

**B. DONATION OF GOODS**

Inkind donation of materials valued at fair market;

**C. DONATION OF SPACE**

Utilization of home for Head Start/Early Head Start activities (i.e., Home Visits, meetings);

**Head Start/Early Head Start Health Advisory Committee**

The purpose of the Health Advisory Committee meeting is to bring both public and private agencies together with Head Start/Early Head Start families, staff, and medical and dental consultants to review health issues that affect Head Start/Early Head Start children and families.

**General Child Care Fees**

In providing **subsidized** child care, there is an expectation that families should participate in the cost of child care to the extent that they are able. Accordingly, the California Department of Education, Child Development Division,(CDE, CDD) develops a yearly fee schedule based on the State Median Income to assure such participation. Three factors determine the fee amount assessed for each family: A) Gross monthly family income; B) Family size; and C) Length of care provided during the day. Fees are charged for contracted hours agreed upon at the time of the enrollment interview. Fees are assessed for the child who receives care for the longest period.

**WE ARE MANDATED BY OUR FUNDING AGENCY  
TO COLLECT CHILD CARE FEES IN ADVANCE.**

Fees shall be considered delinquent when they are seven (7) calendar days in arrears. A notification

of delinquent fees is then generated. *The California Department of Education, Child Development Division, requires the Children's Center Program to collect all delinquent fees.*

**If fees are delinquent:**

- A. Upon determining delinquency, a Notice of Action (NOA), Recipient of Services (CD #7617) to terminate services shall be mailed or given to you. The NOA shall state the total amount of unpaid fees, the fee rate, the period of delinquency, and state that services shall be terminated two (2) weeks from the date of Notice unless ALL delinquent fees are paid before said date.
- B. Child Care services will be terminated unless a reasonable plan for payment has been made and approved by the administrator of the program. This approval is dependent upon your past payment history and the amount of delinquent fees owed. In addition to the delinquent fee payment, current child care fees **MUST** be paid in advance. Child Care services shall continue, provided you pay current fees when due, and comply with the provisions of the repayment plan of the delinquent fees.
- C. Upon termination of Child Care services for non-payment of delinquent fees, you shall be ineligible for Child Care until all delinquent fees are paid in full.

Children may attend **only** the hours and days as indicated on the contract form (CD #7617 Notice of Action). Child care is only available as indicated on contract form (CD #9600). Center staffing is maintained according to children's contracted attendance. Changes in child care days and hours of attendance will be amended on the Notice of Action (CD#7617). Changes in fees will be based on the effective date shown on the Notice of Action (CD #7617). An increase in fees will become effective after two weeks, a decrease in fees will become effective immediately.

**Preschool Fees**

Full cost preschool fees are established by the El Dorado County Office of Education and are charged 'per child'. A monthly fee is determined upon enrollment and that fee is due and payable in advance on the first of each month. A billing statement will be mailed monthly as a reminder. It is important that your child attend on their contracted days/hours. This monthly fee will be charged **whether or not the child is in attendance.**

Monthly payments may be mailed to:

EDCOE Child Development Programs  
6767 Green Valley Road  
Placerville, CA 95667

**Appeal Procedures**

It is the intent of the El Dorado County Children's Center Program to offer the best possible child care services.

- 1. If you want to appeal the action proposed on the face of the Notice of Action (Form CD7617), you must file a written request for a hearing within 14 calendar days of your receipt of the Notice of Action. The first appeal is to be filed with the agency from which you receive child care services. Deliver that appeal request to the address on the front of the Notice of

Action under "Agency Information." The appeal hearing will be with people who are at least one level above the person who made the contested decision.

During the hearing you may speak for yourself, or you may be represented by a friend, attorney, or other spokesperson of your choice. If needed, an interpreter will be made available to you by your local agency. A representative of the local agency will be present to explain the agency's reason(s) for the action indicated on the Notice.

Following the hearing, you will receive a written decision from your local agency. Along with the decision will be an explanation of the next level of appeal.

2. If you are dissatisfied with the decision, reached by the local agency, you may then file a written appeal to the State Department of Education's Child Development Division. This appeal must be made within 14 calendar days of your receipt of the decision reached by your agency. To ensure that your local agency will not take the intended action on the date specified, advise the agency of your intent to appeal to the State.

With your written appeal to the Child Development Division send a copy of the agency's Notice of Action and a copy of the decision rendered by your local child care agency.

Upon receipt of your appeal, the Child Development Division will review the information you submit and render a final decision within 30 calendar days. This decision will be mailed directly to you, and a copy will be sent to your local agency.

Mail this second appeal to:

California State Department of Education  
Child Development Division  
Attention: Appeals Coordinator  
1430 N Street, Suite 6308  
Sacramento, CA 95814

### **Full Cost Appeal Procedures**

1. If you wish to appeal the written notification from your child care program, you must file a written request for a hearing with the El Dorado County Child Development Program Executive Director within fourteen (14) calendar days of your receipt of the written notification. During the hearing you may speak for yourself, or you may be represented by a friend, relative, attorney, or other spokesperson of your choice. Following the hearing you will receive a written decision from the Program Executive Director.

2. If you are dissatisfied with the decision you may next appeal to the El Dorado County Office of Education. Your written request for a hearing before the Superintendent must be made within fourteen (14) calendar days of the date you received the Program Executive Director's decision. During the hearing you may speak for yourself, or you may be represented by a friend, relative, attorney, or other spokesperson of your choice. Following the hearing you will receive a written decision from the El Dorado County Office of Education.

### **General Child Care "Contracted Hours"**

Upon enrollment, families complete a contract verifying the days and hours needed for childcare. This contract is signed by the parent/guardian and daily attendance hours are reflected on this contract. To meet established state mandated ratios, staff at each site are scheduled to work according to parents/guardians contracted schedules. Child care services will be provided to families only for contracted times. CHILDREN WHO ATTEND OUT OF THEIR CONTRACTED TIMES (dropped off earlier or picked up later than contracted times or attending when parent is not out of the home, i.e. work, job shop or school) THREE TIMES IN A 30 DAYS PERIOD MAY BE DROPPED FROM THE PROGRAM. Attendance hours are monitored daily by site teachers.

### **General Child Care "Late Pick-ups" at the Center**

All Children's Centers close at 6:00 p.m. It is your responsibility to ensure that your child be picked up **before 6:00 p.m.** If you find that you will be late, you are required to make arrangements for an authorized adult to pick up your child and notify the teacher in charge regarding that change of time and person. Should you or your authorized adult call for your child after 6:00 p.m., more than three times in a one month period, child care services will be discontinued (per CCAB policy). Effective September 1, 1995, a late charge will be applied to families when children are left past regular closing time (6:00 p.m.).

Late charges will be applied as follows:

6:00 p.m. - 6:15 p.m. = \$10.00

6:16 p.m. - 6:30 p.m. = \$20.00

6:31 p.m. - 7:00 p.m. = \$25.00

### **Additional Full Cost Preschool days**

A full cost family, who is contracted to attend less than 5 days per week, **may** have the opportunity to add attendance days only **if** there is licensed space available on the requested days. Additional days may be cleared through the teacher and added by contacting the central office at 530-295-2294. **Contracted days must be adhered to for attendance calculations and billing purposes.**