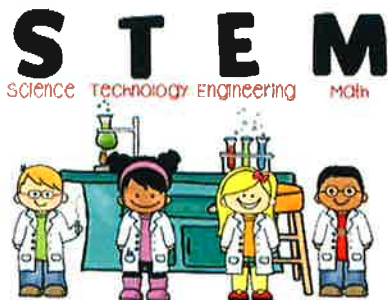




IMACA Preschool Parent Handbook



Inyo Mono Advocates for Community Action
Child Development and Family Services
2021-2022



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Welcome!

Inyo Mono Advocates for Community Action (IMACA) is a community action agency serving Inyo and Mono counties. IMACA operates the California Department of Education State Preschool program in the following communities: Lone Pine, Bishop, Mammoth, Lee Vining, and Coleville. IMACA operates full cost programs in Bishop and Mammoth.

IMACA State Preschool classrooms provide a comprehensive educational and social development for low-income families with children ages three to five. Every effort is made to reasonable accommodate children with disabilities. IMACA and the staff are aware of and comply with the Americans with Disabilities Act (ADA) to provide reasonable accommodations for equal access to all children and their families.

IMACA Preschools private full cost classrooms provide comprehensive educational, social-emotional, hands on, child lead, STEM environment for all children ages three to six, with the IMACA Mammoth classroom accepting ages three to five. The Bishop classroom will help pick up and drop off Kindergarten students to the Bishop Elementary School, and provide before and after school care for those students. The Bishop private full cost classroom accepts Child Care Connection Payments to help pay for tuition. Every effort is made to reasonable accommodate children with disabilities. IMACA and the staff are aware of and comply with the Americans with Disabilities Act (ADA) to provide reasonable accommodations for equal access to all children and their families.



Lone Pine Preschool

Philosophy

The IMACA Preschool program celebrates the uniqueness and self-worth of each child and their family. The individualized anti-biased multicultural program fosters self-esteem, self-control, and independence by offering a safe, balanced, hands-on child-centered environment.

It is our goal that every child has their basic health, nutritional, and physical needs met so they have the energy available to learn. We seek to empower children by helping them develop the self-esteem, self-sufficiency, and social skills necessary for success.

If you have any questions, please call us at:

Inyo Mono Advocates for Community Action (IMACA)

Child Development and Family Services

Administrative Office

180 Clarke Street

Bishop, CA 93514

Phone: (760) 873-3001

Fax: (760) 872-5570



Elm Street Preschool

Program Locations

Inyo County

IMACA Lone Pine Preschool

283 E. Locust Street

Lone Pine, CA 93545

(760)876-9988

M-F 8:00 a.m. - 11:30 a.m.

IMACA Clarke Street Preschool

180 Clarke Street

Bishop, CA 93514

(760)873-3026

A.M. Program

M-F 7:45 a.m. - 11:15 a.m.

P.M. Program

M-F 12:00 p.m. - 3:30 p.m.

IMACA Elm Street Preschool

Private Full Cost Program

800 W. Elm Street Bldg. A

Bishop, CA 93514

(760)872-6832

M-F 7:30 a.m. - 5:15 p.m.

State Preschool hours: 7:30 a.m.-11:00 a.m.

Mono County

IMACA Mammoth Preschool

365 Sierra Park Rd. Bldg. N

Mammoth Lakes, CA 93546

(760)934-1653

A.M. Program

8:00 a.m. - 11:30 a.m.

After School Care

11:30 a.m. - 4:00 p.m.

IMACA Lee Vining Preschool

296 Mattly Ave.

Lee Vining, CA 93541

(760)647-6095

M-F 8:30 a.m. - 12:00 p.m.

IMACA Coleville Preschool

111527 HWY 395

Coleville, CA 96107

(530)495-2137

M-F 7:45 a.m. - 11:15 a.m.

Coleville Preschool



Application Selection and Enrollment

Selection Criteria

IMACA Preschool evaluated all applicants to determine eligibility for the program. We use a point system called the "Determination of Eligibility" for each client. This system ensures the same criteria is used for each family when determining which families are accepted in the program.

Families who are on Cash Aid, TANF, SSI, CalWORKs Public Assistance (not including MediCal or Food Stamps) are automatically qualified for services. (CSPP 1920, page 13)

1. CSPP eligible four-year-old children are defined as children who have their fourth birthday on or before December 1 of the fiscal year they are being served.
2. CSPP eligible three-year-old children are defined as children who have their third birthday on or before December 1 of the fiscal year they are being served. Children who have their third birthday on or after December 2, of the fiscal year, may enroll in a California state preschool program on or after their third birthday.

Eligibility Criteria (EC 8263[a][1]) (CSPP 1920, page 14)

In order for the family to be eligible for enrollment in federal and state subsidized child care and development services, families shall meet at least one requirement in each of the following areas.

Eligibility shall be established by 1,2,3, or 4 below:

1. Family is a current air recipient;
2. Family is income eligible;
3. Family is homeless;
4. Family has children who are recipients of child protective services, or are identified as at risk of being abused, neglected, or exploited.

To apply, the following is needed:

- Preliminary application
- A copy of the child's and any siblings under 18 years of age, birth certificate(s) or other record of birth as required by California Code of Regulations, Title 5 (CCR5)
- A copy of the child's immunization records
- Income verification information (Most recent 30 days' concurrent pay stubs) *if family owns business, other paperwork is needed, please speak to Operations Coordinator.
- California residency (CSPP section 18107)- ex: utility bill

The IMACA Preschool program does not discriminate in selection practices on the basis of sex, sexual orientation, ancestry, race, color, creed, gender, national origin, ethnic group identification, religion, physical/mental disability.

12-Month Eligibility and Recertification EC Section 8263(a)

Directive

Contractors must continue to certify families based on eligibility and need criteria as stipulated in EC Section 8263(a) using the current 5 CCR as modified by the Guidance. Upon initial certification or recertification for ELC services, families are considered to meet all eligibility and need requirements, regardless of whether the basis of need is job search, and must receive services for not less than 12 months. **Recertification should occur no later than 50 calendar days following the last day of the 12-month certification period, which starts with the day the agency's authorized representative signed the last application for services.**

During the 12-month eligibility period, families are no longer required to report changed in:

1. Income (except when families are certified as income eligible and their adjusted monthly income exceeds 85 percent of SMI, adjusted for family size)
2. Service need
3. Other changes

However, families may voluntarily request changes as follows:

1. To reduce their family fees (without a decrease to their service hours)
2. Increase their service hours (without an increase to the family fee)
3. As otherwise specified in the attached guidance.

Additionally, families may voluntarily request a decrease in service hours. Additional detailed information is included in the Guidance (Attachment A) about under what conditions a family's service hours may be reduced.

1. Reassess the family fee in accordance with the directives outlined in **MB 20-13**. Document and certify the need to support the requested increase in service hours as applicable.
2. Issue a timely Notice of Action when any changes are implemented.

Recertification (Title 5 CCR Section 18084.1)
(Implementation Guidance Section 18084.1)

At initial certification or recertification contractors shall:

1. Certify services for not less than twelve (12) months;
2. Consider the family to meet the eligibility and/or need requirements for not less than twelve (12) months; and;
3. Provide those serviced for not less than twelve (12) months before having the family's eligibility or need recertified.

Family's Right to Voluntarily Report Changed (Title 5 CCR Section 18084.1)
(Implementation Guidance Section 18084.2)

1. Upon a family voluntarily reporting changes in accordance with 8263(h)(4) the contractor shall:
 - a. Use information as applicable to reduce the family fee, increase the family's services, or extend the period of eligibility.
 - b. Collect documentation to support the changes requested,
 - c. Not later than 10 business days after receipt of applicable documentation, issue a NOA in accordance with section 18095 and,
 - d. Not use any information received to make any other changes to the service agreement.
1. A family may at any time voluntarily request a reduction to their service level. Before a contractor may make any reductions to the service level, a parent shall:
 - a. Submit a written request that includes:
 - i. Days and hours per day requested;
 - ii. Effective date of proposed reduction of service level; and
 - iii. Acknowledge in writing that they understand that they may retain their current service level.
1. Upon receipt of the parent's written request in subsection (b), the contractor shall:
 - a. Notify the family in writing of the parents right to continue to bring their child pursuant to the original certified service level, and
 - b. Collect documentation to support the changes requested, and
 - c. Not later than 10 business days after receipt of applicable documentation, issue a Notice of Action pursuant to section 18095, and
 - d. Not use any information received to make any other changes to the service agreement.

Continuity of Services EC 8263(c)
(EC 8263(c))

To promote the continuity of child care and development services, a family that no longer meets a particular program's income, eligibility or need criteria may have their services continued if the contractor is able to transfer that family's enrollment to another program for which the family continues to be eligible prior to the date of disenrollment of services. The transfer of enrollment may be to another program within the same contracting agency or to another agency that administers state or federally funded child care and development programs.

Certification of Eligibility; Waitlist Title 5 CCR Section 18132
(EC8227[e], 8236 8261, 8263 and 8263.3[b]; 5 CCR 18106)

Contractor shall maintain a current waiting list in accordance with admission priorities. Contractors may satisfy this requirement by participating in a county child care centralized eligibility list. When filling vacancies, contractors shall contact applicants in order of priority from the waiting list. Families shall be enrolled in accordance with admission priorities above.

Attendance

All absences must be documented with date(s) of absence(s), and the complete signature of the parent or contractor's authorized representative if verification is made by phone. Documentation of absences will be recorded on the daily sign-in/out sheets at each site. Daily sign-in/out sheets will be forwarded daily to the Operations Manager in the IMACA Admin office for data entry.

- "Excused" absences count as attendance days
- "Best Interest Days" are counted as attendance days for a total not to exceed 10 days per school year
- "Family Emergency"
- "Unexcused" absences do not count as attendance days

Guidelines to Differentiate Between Absences:

EXCUSED:

- Child illness or quarantine (be specific)
- Parent illness or quarantine (be specific)
- Student or parent medical or dental appointment services (out of town),
- Family counseling
- Therapy services created by crisis such as a visit to safe house, a need to be sheltered out of site from absent parent, threat of kidnap, secret witness program, or relocation issues
- Court appearance

- Birth of a sibling
- Natural disaster: fire, flood, earthquake, down power lines, avalanche
- Time spent with a parent or other relative as required by a court of law

BEST INTEREST:

Vacation Day with Parent/Relative
 Family Day (stayed home with parent/relative)
 Car problems/no transportation
 Religious preference
 Other reason in the best interest of the child

FAMILY EMERGENCY:

Death in Family
 Car Trouble
 Hospitalization
 Other family crisis or extenuating circumstances
 at the discretion of administration

UNEXCUSED ABSENCE:

Any other reason not listed above for example:
 Parent or child overslept
 Child did not feel like going to school
 *Or, any absence that is not documented with date
 and authorized signature.

When a child has used 5 “Best Interest” days, the Operations Coordinator will notify the parent in writing that 5 “Best Interest” days have been used and only 5 remain. When the child has used all 10 Best Interest days, the parent will be notified in writing that their child has no more “Best Interest” days available, and any additional “Best Interest” absences could result in termination from the program.

Any child with four “unexcused” absences in one month may be dropped from the program. In order to prevent being dropped from the program, the program has developed a policy that includes meeting with parents whose child has multiple or a pattern for absences, unexcused absences, and a pattern of tardiness with their attendance that could cause the child to potentially miss more than ten percent of the program days. These meetings are developed to support families to promote the child’s regular attendance. In the meetings, the staff and parent(s) will develop appropriate strategies to improve individual attendance as needed.

Education Program

Activities

Activities are designed to meet the developmental and linguistic levels of the children within the classroom. These activities help children gain social competence, cognitive skills, and confidence. The classroom environment is designed to be respectful towards all gender, cultural, language, ethnic, and family groups. State Preschool classes do not participate in worship or religious instruction.

Center Base

Each classroom has a daily schedule designed to help children develop self-direction and concentration. The schedule contains both active and quiet periods with large blocks of uninterrupted time. A daily schedule is posted in the classroom for parents to view. There is a pictorial schedule posted for the children at their eye level.

Environmental Rating Scales Title 5 CCR Section 18281

(EC 8261; 5 CCR 18281)

A. Center-based programs and family child care home networks shall complete an environment rating scale as defined in 5 CCR 18270.5(f) that are appropriate for the type of setting and age of children served to measure program quality:

1. Every 3 years as part of the program compliance review, and
2. Annually as part of the self-evaluation process.

B. For each environment rating scale completed, the contractor shall achieve a minimum average score of "Good" on each subscale.

Parent Involvement and Education Title 5 CCR Section 18275

A. An orientation for parents that includes topics such as program philosophy, program goals and objectives, program activities, eligibility and priorities for enrollment, fee requirements, and due process procedures.

B. At least two individual conferences with the parent(s) per year.

C. Monthly parent meetings with program staff.

D. An open door policy that encourages parents to participate in the daily activities whenever possible, and

E. A Parent Advisory Committee that advises the school on issues related to services to families and children.

F. Sharing information between staff and parents concerning their child's progress.

Program Self-Evaluation Process Title 5 CCR Section 18279
(EC 8261; 5 CCR 18270.5[i] and 18279)

- A.** Each contractor shall develop and implement an annual plan for its program self-evaluation process.
- B.** The annual plan shall include the following:
1. A self-evaluation based on the use of the FPM/CMR.
 2. An assessment of the program by parents using the Desired Results Parent Survey, as defined in 5 CCR 18270.5(d).
 3. An assessment of the program by staff and board members as evidenced by written documentation.
 4. An analysis of the FPM/CMR findings, including the Desired Results Developmental Profiles, the environment rating scales, and the Desired Results Parent Survey, each of which are defined in 5 CCR 18270.5, together with all other self-evaluation findings.
 5. A written list of tasks needed to modify the program in order to address all areas that need improvement, as indicated in the analysis specified in 5 CCR 18279(B)(4) above.
 6. Procedures for the ongoing monitoring of the program to assure that areas of the program that are satisfactory continue to meet standards, and areas requiring modification pursuant to 5 CCR 18279(B)(5) above are addressed in a timely and effective manner.
- C.** The contractor shall use the Agency Self-Evaluation Report, as defined in 5 CCR 18270.5 to submit a summary of the findings of the program self-evaluation to the CDE by June 1 of each year.
- D.** The contractor shall modify its program to address any areas identified during the self-evaluation as needing improvement.

Emergency Contacts

Parents **must** complete an Emergency Contact Form upon enrollment. Only the persons listed on this form will be called in case of an emergency. The Emergency Contact form also indicated who may pick the child up from school. Only those persons listed on this form will be allowed to take the child off of school grounds. All persons listed on the form must be 18 years old or older. Please notify the center staff if changes occur.

Drop-off and Pick-up

Parking Lot Safety:

For the protection of children in Center parking lots, **all children** must walk directly with the person who is picking up and dropping off the child, preferably holding the person's hand, while walking from the vehicle to the classroom each day.

Sign in and out of children:

All children must be signed in and signed out daily. All children **must** be accompanied to the classroom and signed in daily. Only an adult, 18 years or older, who has been authorized in writing by the parent may take the child from the center. This authorized adult must sign a full signature and note the time of sign-out. **Under no circumstances may a child be dropped -off or picked-up without being signed in and out.**

Late pick up:

If you are more than 5 minutes late in picking up your child, one of the teachers will call you. If you cannot be reached, then the teacher will attempt to reach the people on your emergency contact list. If neither you nor the emergency contacts can be reached within 15 minutes, then the police will be notified and take custody of the child.

No Smoking Policy

Smoking is not allowed at any preschool activity or event. This includes: In any IMACA Preschool Building: including the classroom, playground, restrooms in the immediate vicinity of the children during an IMACA Preschool field trip (including inside vehicles during transportation.)

Field Trips

Periodically children participate in field trips as part of the regular preschool curriculum. Teachers notify parents of field trips through the monthly newsletter to the parents or a flier on the classroom door. Walking field trips do not require special parent permission. Parent permission is required for field trips needing transportation.

Teachers may request parent volunteers to ensure supervision on the field trips. Emergency contact and medical information, a first-aid kit and a cell phone are always taken on a field trip.

Toys

Your child's teacher will inform you of "show and tell" days, when toys, etc. may be brought from home. Otherwise, do not allow your child to bring toys to school.

Birthdays and Celebrations

Please talk to your child's teacher about how you can share in the celebration of your child's birthday, multicultural holidays, etc. We encourage store bought food for celebrations, due to possible classroom allergies.

Clothing

- 1.** Please **label** your child's clothing to ensure that misplaced items can be located. Many children have similar clothing.
- 2.** Please dress your child comfortably so that she/he may learn through play and participate freely in all activities (painting, clay, sand, water, etc.) We request closed toed shoes including tennis shoes or rubber-soled shoes because they are less slippery and therefore safer. The wearing of flip flops and sandals can be dangerous and is discouraged. Since we plan **daily outdoor time**, please dress your child according to the weather.

Diapering and Toileting Practices

Staff will assist children in becoming fully toilet trained; however, we expect occasional accidents to happen. Please provide additional changed of clothing including underwear for your child. If accidents become a regular occurrence, staff and parents will work together to identify ways in which all significant adults can support the child.

Reporting Child Abuse

We are concerned about the health and safety of all children enrolled in our program. We are mandated reporters and the law requires all IMACA Preschool employees to report any cases of suspected child abuse or neglect to the local office of Child Protective Services (CPS) and the State Licensing Agent. If a report is filed, every effort will be made to help the family access the resources or serviced that may be needed.

Discipline Policy

Discipline will not be viewed as a punishment. Instead, staff and parents will use discipline to help establish a positive framework in which the child can grow without hurting himself, others, or damaging property. Violence will not be tolerated Children will learn the expected classroom behavior as well as the consequence for one's actions.

IMACA Preschool teacher reinforce positive behaviors and redirect children before problems occur. Verbal redirections are given as needed and occasionally, a child is removed from a group activity for short periods and given a different choice of individual activity. Methods of discipline that are never allowed or used in our program include: corporal punishment, use of restraints, emotional or physical abuse, humiliation, the denial of basic needs, isolation, or the use of food as punishment or reward. If a child hurts her/himself, other children or staff members, the parent will be notified. A child who is behaving in a way that puts either him/her or the other children in the classroom in danger will be supported with a Behavioral Intervention Plan. (BIP)

The Behavioral Intervention Plan will be developed with staff and parents and will outline appropriate intervention strategies. A Behavioral Intervention Plan is developed in partnership with parents and designed to prevent and correct problem behaviors. This will ensure the safety of both the child displaying the negative behavior and the other children in the classroom.

When a Behavioral Intervention Plan has been implemented and the student's behavior cannot be corrected or controlled, the student may be removed from the program at the discretion of the administration.

Prior to expelling or disenrollment a child Policy

Effective January 1, 2018, prior to expelling or disenrollment a child because of a child's behavior, CSPP contractors must meet the requirements described in *EC* Section 8239.1, and comply with the due process requirements identified in 5 *CCR* sections 18119-18122.

Directives and Recommendations

Prior to expelling or disenrollment a child because of a child's persistent and serious challenging behavior, the law requires that the CSPP contractor must, within 180 days, pursue and document that they have taken at least the following reasonable steps:

1. Consult with the child's parents or legal guardians and teacher to maintain the child's safe participation in the program.

It is recommended that contractors provide available resources to support caregivers regarding challenging behaviors. (See Resources section below.)

2. Inform the parents or legal guardians of a child exhibiting persistent and serious challenging behaviors of the process that the CSPP will use to assist the child in order to safely continue to participate in the program.
3. If the child has an IEP or IFSP, and with the parent or guardian's written consent, consult with the local educational agency (LEA) or the local regional center on how to serve the child.
4. If the child does not have an IEP or IFSP, consider (a) completing a universal screening including social and emotional development, (b) referring the parent or guardian to local community resources, and (c) implementing behavior supports, before referring the child to the LEA to request an assessment to determine the child's eligibility for special education support and services, including a behavior intervention plan.
5. If after following and documenting the reasonable steps referred to above to foster the child's safe participation, and concerns about safe participation remain, the contractor will consult with the child's parents or legal guardians, the child's teacher, and if applicable, the LEA providing special education services to the child.
6. If the contractor determines that the child's continued enrollment would present a continued serious safety threat to the child or other enrolled children the

contractor shall refer the parents or legal guardians to other potentially appropriate placements such as Resource and Referral agencies and programs, or other local referral services available in their community.

7. Once the reasonable steps outlined above have been completed, the contracting agency may then disenroll the child, subject to the due process requirements and procedures identified in 5 *CCR* sections 18119-18122.

Health and Social Services Title 5 CCR Section 18276 (EC 8261; 5 CCR 18276)

Each contractor shall include in its program a health and social services component that:

- A. Identifies the needs of the child and the family for health and social services.
- B. Refers a child and/or family to appropriate agencies in the community based on the health and social service needs; and
- C. Conducts follow-up procedures with the parent to ensure that the needs have been met.

Children's Files

Community Care Licensing and the California Department of Education require various forms to be completed and on-file prior to admission. Staff will provide these at the enrollment interview. Each child will have two confidential files; IMACA Preschool will maintain and access to the file is limited to IMACA Preschool Staff, Community Care Licensing, Auditors, and those that will be providing services to the children and families. The Site Supervisor will oversee the confidentiality of these files.

Open Door Policy Title 5 CCR Section 182775

All IMACA Preschool centers are open for parents to visit and participate as volunteers or observers at any time, provided the volunteer or observer does not interfere or tamper with the mission of the program and specifically the scheduled activities at the center. In fact, parents are strongly encouraged to participate in all center activities. Parents are however required to meet Section 1596.7995 of the Health and Safety Code, relating to daycare facilities that states:(a) (1) Commencing September 1,2016, a person shall not be employed or volunteer, at a daycare center if he /she has not been immunized against DTAP (diphtheria, pertussis, and tetanus), MMR (measles, mumps, and rubella) and TB test or waiver (Tuberculosis). Each employee and volunteer shall receive an influenza vaccination between August 1 and Dec.1 of each year or complete an influenza waiver.

Visitors and Volunteers

Parents and other relatives are always welcome to visit or volunteer. Check with your child's lead teacher about specific days and times. Please remember to sign in and sign out. Volunteers who wish to work on a regular basis will be fingerprinted.

Non-parent visitors and volunteers are also encouraged to participate in our programs. They often conduct special activities with the children (Police officers, firefighters, forest service, etc.), read stories, or sometimes observe a preschool program in action. Fingerprint clearance for these occasional visitors and volunteers is not required as long as:

- They are providing specialized services within a limited period of time,
- They are visually supervised by a staff member who has received their criminal record clearance or an exemption,
- They spend less than 16 hours per week in the center.

Any volunteer, parent, or cleared community member are required to meet Section 1596.7995 of the Health and Safety Code, relating to day care facilities that states: (a) (1) Commencing September 1, 2016, a person shall not be employed or volunteer at a day care center if he or she has not been immunized against influenza, Pertussis, and measles or the person submits a written declaration that he or she has declined the influenza vaccine. Each employee and volunteer shall receive an influenza vaccination between August 1 and December 1 of each year or submit a waiver for the influenza vaccine. Each person working in the classroom whether IMACA staff or volunteer will have a TB clearance within their file.

Community Involvement Title 5 CCR Section 18276 (EC 8261; 5 CCR 18277)

Each contractor shall include in its program a community involvement component which shall include, but not be limited to, the following:

- A.** Each contractor shall solicit support from the community including the solicitation for donated goods and services.
- B.** Providing information to the community regarding the services available.
- C.** Contractors may utilize media or other forms of communication in the community.

Lee Vining Preschool



Health

Health Requirements

The health of your child is of great importance. You will be asked to complete a health and developmental history for your child at the enrollment meeting with staff. Please let us know as soon as possible of any health changes or concerns that may arise while your child is enrolled in the IMACA Preschool program.

The program provides screening for any developmental concerns. You will be notified when the screenings take place and the result will be sent home or discussed with you. These records are confidential and are shared only with your written permission. Staff may review the records for medical information needed to meet your child's individual needs and any emergency needs.

Physical Exam:

All children enrolled in the IMACA Preschool Program must have a current physical examination, (within the past 12 months), which includes the following screenings:

- Head to Toe Examination
- Height and Weight
- Hematocrit/ Hemoglobin test
- Vision Screening
- Hearing Screening
- Blood Pressure Check
- TB Assessment/Test

The physical examination is done at no cost to you if you qualify under the CHDP program, or have Covered California Insurance or Medi-Cal No Cost Insurance. A copy of the complete physical exam must be on file at the center within 30 days of your child's first day of attendance.

Immunizations:

In order to enroll your child in the IMACA Preschool Program, he/she must have the following immunizations to meet the requirements for three- and four-year-old children. Personal exemptions are no longer accepted per Community Care Licensing regulations.

- +- Diphtheria, Tetanus, and Pertussis (DTP) Vaccines (4)
- +- Polio Vaccines (3)
- +- Measles, Mumps, Rubella(MMR) Vaccine (1) (must be given after 1st birthday)
- +- Haemophilus Influenza Type B (Hib) (3 or 4) (one must be given after 1st birthday)

-+- Hepatitis B (Hep B) (3)

-+- Varicella (1) or evidence child has had disease

Valid medical records must verify all immunizations. A copy of the child's up-to-date yellow immunization card or a current print out from the doctor's office will be kept on file. If your child is moving on to a TK program or Kindergarten, a copy of the state immunization form will be sent to the elementary school where your child will be attending.

TB Screening:

All children enrolling in the IMACA Preschool programs must have a current TB test or TB Risk Assessment (current within the last 12 months) on file.

Asthma/Allergies:

If a parent or medical record indicates a child has asthma or an allergy, the child may not attend school until a "Classroom Health Plan" has been developed.

Short Term Exclusion and Admittance Policy

Every effort is made to insure that children are not excluded from the program for long periods of time due to health, safety, or medication requirements. It is in the interest of this program to exclude children only when the child poses a significant risk to the health or safety of the child or anyone in contact with the child. Generally, this applies to a child with a short-term injury or an acute or short-term contagious illness that cannot be readily accommodated. Long term injury or illnesses are evaluated on an individual basis. Daily health checks occur in each classroom.

You should keep your child at home if:

- ▶ The child does not feel well enough to participate comfortably in the program's activities
- ▶ The staff cannot adequately care for the sick child without compromising the care of the other children.
- ▶ The child has any of the following symptoms (unless a health provider determines that the child is well enough to attend and that the illness is not contagious):
- ▶ Fever (above 100 degrees F, auxiliary) accompanied by behavior changes and other signs or symptoms of illness (i.e. the child looks and acts sick). The child may not return to school until they are free of fever for 24 hours without medication.
- ▶ Signs or symptoms of possible illness (e.g. persistent crying, extreme irritability, uncontrolled coughing, difficulty breathing, wheezing, lethargy)

- ▶ Diarrhea: Changes from the child's usual stool pattern - increased frequency of stools, loose/watery stools or the child can't get to the bathroom in time. Must be free of diarrhea for 24 hours before returning
- ▶ Vomiting: More than once in the previous 24 hours
- ▶ Mouth sores with drooling
- ▶ Rash if combined with cold symptoms, fever, behavior change, or any suspicion of communicable disease
- ▶ COVID 19 loss of smell, taste, fever 100.4 or higher, uncontrollable coughing, loss of breath, muscle weakness, fatigue or diarrhea
- ▶ Diagnosed by a health care provider:
- ▶ Infectious conjunctivitis/pink-eye (eye discharge) - until 24 hours after treatment started
- ▶ Impetigo - until 24 hours after treatment started
- ▶ Strep throat, scarlet fever, or other strep infection - until 24 hours after treatment started and child is fever free
- ▶ Pertussis (Whooping Cough) - until 5 days after treatment started
- ▶ Tuberculosis (TB) - until health care provider determines that the disease is not contagious
- ▶ Chicken pox - until 6 days after start of rash/ all sores are crusted over
- ▶ Mumps - until 9 days after the start of symptoms (swelling of cheeks)
- ▶ Hepatitis A - until 7 days after start of jaundice
- ▶ Measles - until 6 days after the start of rash
- ▶ Rubella (German measles) - until 6 days after the start of rash
- ▶ Oral herpes- (if child is drooling) - Until lesions heal
- ▶ Shingles - (Herpes zoster). Until lesions are dry
- ▶ Ringworm - Round or oval red dry patches with a flat clear center on the scalp or body. Child can return to class after treatment for at least 24 hours
- ▶ COVID-19(with exposure and symptoms) - Return with negative test and ten (10) day symptom free.
- ▶ COVID -19 (with exposure and NO symptoms) - Follow what the Health Department/Provider recommends and provide a Doctor's note. Guidance from professionals, might be different depending on the situation.

Exposure Notices

Your child's teacher will send home a notice if your child is exposed to a communicable childhood illness. The exposure notice will give you information about the illness. This information will include the signs and symptoms to watch for and when they may occur in case your child has contracted the illness. Please inform your child's teacher or the Operations Coordinator immediately if your child gets a communicable disease.

Medication

Medications, prescription or over-the-counter, are not permitted at school without a Classroom Health Plan including paperwork signed by your child's Physician. IMACA Preschool staff may not administer any medication without your signed permission, a doctor's note, and instructions on how to administer the medication. This includes dosage instructions and instructions on when to administer the medication from your child's medical/dental provider. The medication must be in its original container with the prescription label.

Medical/ Dental Emergencies

In the event of a medical or dental emergency, classroom staff members are trained to administer basic first aid. If needed, 911 will be called. Emergency phone numbers of medical providers are listed on the "Emergency Disasters Plan" form (LIC610). Emergency contact information is maintained by center staff to ensure parents may be contacted when necessary. (See "Emergency Contact", pg.12)



Mammoth Preschool

Nutrition

Snacks are served, at no charge, for the children when they are in our state preschool class. Children sit together and enjoy their snack. This encourages social conversation. The California Adult and Child Food Program guidelines are followed in preparing each meal. All snacks served comply with CCR Title 22 Regulation 10122 7. The snacks served at each site are as follows:

Lone Pine: Snack
Clarke Street: Snack
Elm Street: AM Snack
Mammoth: Snack
Lee Vining: Snack
Coleville: Snack

Private Full Cost Program:

Elm Street: Lunch and PM Snack-provided by parent.

Nutrition Program Policy statement

All children have the right to optimum nutrition through a diet consisting of healthy, high-quality foods. Children with adequate diets are healthy, attentive learners. It is therefore our responsibility to work together as parents and staff to teach children about healthy foods. By following these guidelines, we are helping children to have a positive attitude towards nutritious foods and make wise food choices.

All foods and beverages served at IMACA Preschool:

- Provide good nutrition
- Teach healthy eating habits
- Support the dental program

We strive to do this in the following ways:

- We believe in a low-fat, low-sugar, low-sodium, high fiber diet
- We stress healthy, nutritious food rather than sticky, sweet food
- Sometimes we do serve food containing small amounts of sugar or honey.
- These foods also provide fiber, vitamins, and minerals that help our children be healthy
- The children learn to socialize at snack time, try new foods, and clean up their places at the dining areas.
- We do not use food to punish or reward children.

Family Services

Use of Consultants and Community Services

The program employs the use of consultants and other available community services. Specifically, mental health, nutrition and dental consultants are requested for needed follow up services to children and families. Children with either suspected or identified disabilities receive on-site services through the local Special Education provider. Other community services provided on-site might include WIC, parent or adult education classes, etc.

The Role of the Parents

We encourage parent participation in our program. There are many ways in which you can be involved in our program by volunteering, helping with class projects, or joining field trips. Your participation is a wonderful way to help children build important bonds between home and school.

Parent Survey's Title 5 CCR Section 18280 (EC 8261; 5 CCR 18280)

A. Each contractor shall annually distribute the Desired Results Parent Survey, as defined in 5 CCR 18270.5(d), to parents, collect the surveys from parents and analyze the results.

B. The contractor shall use the parent survey results to plan and conduct activities to help parents support their child's learning and development and to meet the family's needs.

C. The contractor shall use the results and analysis of the parent survey as part of its annual self-evaluation process.

Parent Advisory Committee:

Every parent has the opportunity to join the parent advisory committee. This committee helps plan community events with teachers, Operations Coordinator and the Preschool Program Director. It is also a place to discuss any concerns with the preschool program. Parents on this committee have the opportunity to help make decisions for the preschool classrooms.



Clarke Street Preschool

Transportation

Transportation services are not routinely provided to children. In the event that an extreme need for transportation exists, every effort will be made to work with the parent to arrange suitable transportation. If a Dial-a-Ride voucher is provided, an adult on the student's pick up list must accompany the child on the Dial a Ride bus.

Parent or Community Complaint Procedures

Parents are welcome to make comments, suggestions, and express concerns about program policies and procedures. Forms are available in each center. Send completed form to: IMACA Child Development and Family Services, 180 Clarke Street Bishop, CA 93515 Attention: Director of Preschool Services. In addition, individuals, agencies, organizations, students and interested third parties have a right to file a complaint with the State Department of Education Complaint Coordinator. The Uniform Complaint Procedures are posted in all centers.

NOTICE OF ACTION

A Notice of Action (NOA) offers parents and providers notification of initial services agreement, changes in services, or IMACA's decision to terminate a family from the program. All Notices of Action will provide the start date or termination date of services, contracted hours and days approved for child care, parent fee information (if applicable), and reason for the change of termination of services.

Lone Pine Preschool



Lee Vining Preschool



PARENTAL RIGHT TO APPEAL

If you do not agree with the agency's action as stated in the Notice of Action, you may appeal the intended action. To protect your appeal rights, you must follow the instructions described in each step listed below. If you do not respond by the required due dates or fail to submit the required appeal information with your appeal request, your appeal may be considered abandoned.

Step 1:

Complete the appeal information located on page 2 of the NOA to request a local hearing.

Step 2:

Within ten (10) calendar days following the IMACA receipt of your appeal request, you will be notified of the time and place of the hearing. You or your authorized representative is required to attend the hearing. If you or your representative do not attend the hearing, you abandon your rights to an appeal, and the action of the agency will be implemented.

Step 3:

Within ten (10) calendar days following the hearing, IMACA will mail or delivery to you a written decision.

Step 4:

If you disagree with the written decision of the agency, you have 14 days from your receipt of the written decision to file an appeal with the California Department of Education (CDE). Your appeal to CDE must include the following documents and information: (1) a written statement specifying the reasons you believe the agency's decision was incorrect, (2) a copy of the agency's decision letter, and (3) a copy of both sides of this notice.

Mail your appeal to the following address:

California Department of Education Child Development Division
1430 N Street, Suite 3410
Sacramento, CA 95814
Attn: Appeals Coordinator

Step 5:

Within 30 calendar days after the receipt of your appeal, CDD will issue a written decision to you and the agency.

Staff Development Program Title 5 CCR Section 18274
(EC 826; 5 CCR 18274)

Each contractor shall develop and implement a staff development program that includes the following:

- A. Identification of training needs of staff or service providers;
- B. Written job descriptions;
- C. An orientation plan for new employees;
- D. An annual written performance evaluation procedure unless a different frequency of performance evaluations is specified in a contractor's collective bargaining agreement with their employees.
- E. Staff development opportunities that include topics related to the functions specified in each employee's job description and those training needs identified by the contractor;
- F. An internal communication system that provided each staff member with the information necessary to carry out his or her assigned duties;
- G. Contractors providing center-based services may schedule up to two days of staff training, per contract period, using state reimbursement funding on the topics including procedures for emergencies in child development programs, licensing regulations relating to child development programs, recognition and reporting of suspected abuse of children in child development programs, managing challenging behaviors and preventing expulsion of children, and addressing items on the program's Quality Rating and Improvement System (QRIS) Quality plan.

Coleville Preschool

Elm Street Preschool



IMACA PRESCHOOL PROGRAM

Code of Ethics and Conduct for staff Commitment to the safety and well-being of all children in my care.

- I will not leave a child alone or unattended.
- I will not allow practices that are disrespectful, degrading, intimidating, psychologically destructive or physically harmful to children.
- I will be familiar with the signs of child abuse and neglect and implement program procedures for dealing with abuse.
- If I have evidence of abuse or neglect of a student, I will report it to the Child Protective Services office nearest me.
- I will be aware of and follow program safety and emergency procedures.
- I will take care of all equipment and supplies, and teach children to also respect material things through modeling appropriate behaviors.

Respect for the unique identity of each child and family.

- I will refrain from stereotyping any child or family based on gender, race, ethnicity, culture, religion, or disability.
- I will make the classroom a welcoming environment for all children and parents.
- I will provide both boys and girls equal opportunities to participate in all activities.
- I will use books, toys, music, activities and decorations that reflect diversity.

Use of Positive Guidance

- I will always use positive methods of child guidance.
- I will set clear and reasonable classroom rules and will apply them consistently. will involve children in the rule-making process.
- I will give children opportunities to ask questions, make decisions, and solve their own problems, using their words.
- I will not engage in corporal punishment, emotional or physical abuse, humiliation, or any discipline that involves isolation or denial of a child's basic needs.
- I will not use food as a reward or punishment.

Compliance with program confidentiality policies

- I agree not to divulge, publish, or otherwise make known to unauthorized persons or to the public any information obtained through my contact with the IMACA Preschool program.
- Staff, family and child information about IMACA Preschool children, families, or staff obtained or accessed by me in the course of my employment or volunteering is confidential.
- I agree not to divulge or otherwise make known to unauthorized persons any of this information, unless specifically authorized to do so by protocol or by a supervisor acting in response to applicable law or court order, or public health or clinical need.
- I understand that I am not to read information and records concerning program service participants, or any other confidential documents, nor ask questions of program service participants for my own personal information but only to the extent and for the purpose of performing my assigned duties.
- I recognize that maintaining confidentiality includes not discussing confidential data/information outside the workplace. I agree to limit my own access to person-specific data to that which is necessary to perform my job duties.
- I understand that parents have access to their child's generated records upon request to the classroom teacher or to a member of the IMACA Administrative Team.
- I agree to keep the confidential information secure, even after I leave IMACA Preschool.
- Compliance with all applicable laws, standards, policies, and procedures.
- I shall not speak on behalf of IMACA Preschool, unless I have the authority given to me by the Director of Child Development Services or Executive Director. I shall take care to protect the integrity of the IMACA Preschool.
- I shall always conduct business in a professional manner that does not conflict with the public interest and dignity of the individual, and with

respect and commitment for the rights of IMACA students, parents, staff and community in accordance with the law.

- I will not have financial interests or outside employment that conflict with the performance of duties.
- I will adhere to equal employment opportunity laws and all other regulations which govern the IMACA Preschool program and the IMACA agency.
- I will maintain good work traits, including good attendance, accepting responsibility, being honest, engaging in educational activities for lifelong learning, and respecting authority.
- As per IMACA policies and procedures, I will not solicit or accept gratuities, favors, or anything of significant monetary values from contractors, potential contractors, vendors, suppliers, or families wishing to be enrolled for personal use or personal enrichment.

The IMACA Preschool Program is an equal opportunity provider.

Mammoth Preschool



Clarke Street Preschool



IMPORTANT INFORMATION

CAREGIVER BACKGROUND CHECK INFORMATION

The law requires that the Community Care Licensing Division check the criminal background of all adults who apply for a license to operate a community care facility. We also check the criminal background of all adults who want to work, reside in or have contact with clients being cared for in a community care facility.

What is a background check?

As part of the background check process you must be fingerprinted and tell whether you have ever been convicted of a crime other than a minor traffic violation. The Department of Justice and the FBI will check your fingerprints against their criminal record information. If you will have contact with children, your name will be checked against the Child Abuse Central Index registry. This is a listing of people who have been reported for suspected child abuse. If you have not been convicted of a crime and have no child abuse history, you will be given a "clearance."

What if I have a criminal conviction?

If you were ever convicted of a crime, other than a minor traffic violation, even if it happened a long time ago, you cannot own, live or work (including some volunteers) in a facility unless we give you an "exemption." If the Department of Justice notifies us that you were convicted of a crime, we will notify the facility operator that an exemption is needed. If you were convicted of a serious crime or if you are on supervised probation after being convicted of a crime, you probably won't be given an exemption.

You do not qualify for a criminal record exemption if you have ever been convicted of a serious crime such as robbery, sexual battery, child abuse, elder or dependent adult abuse, rape, first degree burglary, arson, or kidnapping. These kinds of crimes are **nonexemptible** and if you were convicted of one of them, **by law you will never be allowed in a facility.**

How do I get a criminal record exemption?

As part of the request for an exemption, the facility operator or you must send us convincing proof that you are of good character in spite of your conviction. We will review any information you submit as well as the number and type of crimes committed, how long ago the crime(s) happened, what kind of work you will be doing and whether you will be working with children, adults, or the elderly. *(You need not disclose any marijuana-related offenses covered by the marijuana reform legislation codified at Health and Safety Code sections 11361.5 and 11361.7.)* If we find that you were not truthful in the information you submitted for your exemption, we will deny your exemption request. In most cases, if you are currently on supervised probation or on parole you will **not** be granted an exemption. If your exemption is denied, and you are married to or living with someone who is applying for a license and care will be provided in your home, his or her application will be denied because everyone who lives in the home must have a clearance or exemption. If a criminal record exemption is granted to you and you later move, or want to work in a different facility, your exemption will be re-evaluated based on your new role and our current laws, regulations, and policies. If you are arrested or convicted after an exemption is granted to you, your exemption may be cancelled. If you are married to or living with someone who is licensed, and care is provided in your home, the facility license may be suspended or revoked.

You are strongly encouraged to read the licensing criminal record exemption regulations to find out the amount of time that must pass following your conviction, before you can qualify for an exemption. Some convictions require longer periods of time following conviction than others. The regulations and other information can be found on our web site at www.cclcd.ca.gov.

How long does the criminal record exemption process take to complete?

If you do not have a criminal record, a clearance is normally available in a few days. If an exemption is needed, it may take three months or longer to complete the process.

DISCLOSURE OF CRIMINAL RECORD EXEMPTION INFORMATION UNDER THE CALIFORNIA PUBLIC RECORDS ACT

If you are granted a criminal record exemption, your name will be given out to the public, upon request. If you own a facility and you have staff, residents or volunteers who have a criminal record exemption, the name of your facility will be given out to the public, upon request.

Parent Handbook

- Welcome Letter
- Philosophy
- Goals
- Programs
- Center List
- Selection Criteria
- Income Guidelines
- Attendance
- Absences
- Education Program
- Activities
- Emergency Contact
- Drop Off/Pick Up
- No Smoking
- Field Trips
- Toys
- Clothing
- Discipline Policy
- Diapering and Toileting Practices
- Child Abuse Reporting
- Health Requirements
- Short Term Exclusion and Admittance Policy
- Exposure Notices
- Medication
- Medical and Dental Emergencies
- Nutrition Program Policy
- Acceptable Foods for IMACA Food Service Program
- Food Safety Policy
- Role of the Parents
- Parent Committee
- Transportation
- Parent and Community Complaints Procedures

Parent Initials: _____ I have received the 2021-2022 Parent Handbook and Caregiver Background Information Sheet online at www.imaca.net/imaca-preschools/

Parent Initials: _____ I have received the 2021-2022 Parent Handbook and Caregiver Background Information Sheet as a hardcopy given to me at my child's enrollment.

Parent Initials: _____ The Child abuse prevention information was given to me at my child's enrollment.

Child's Name: _____

School Site: _____

Parent/Guardian Signature: _____ Date: _____

Staff Signature: _____ Date: _____