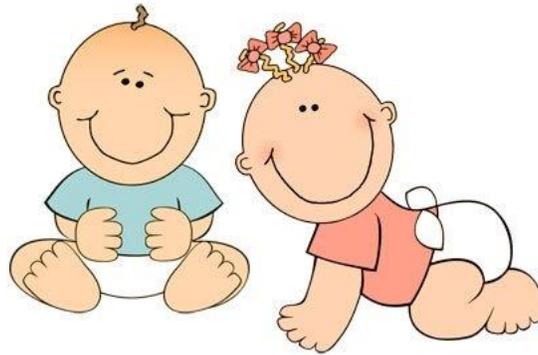


Carmel Child Development Center at Carmelo
8460 Carmel Valley Road
Carmel, California 93923
831-624-8047



Infant / Toddler



Parent Handbook

PROGRAM PURPOSE AND PHILOSOPHY

PROGRAM PURPOSE

1. To provide a developmentally appropriate Infant & Toddler program for children aged birth to 2 years in an atmosphere which facilitates active learning, exploration and language development.
2. To serve the community by providing affordable, quality early care and education in a safe and nurturing environment on a full-day, CUSD school year calendar.

PROGRAM PHILOSOPHY

The Carmel Child Development Center (CCDC) Infant/Toddler Program strives to provide a safe and nurturing environment while offering a developmentally appropriate program designed to develop each child's self-esteem, sense of competence and a positive feeling toward learning.

Each child will have an opportunity to foster healthy development through adult-infant interactions. Your child will be motivated to explore, experiment and problem solve as he/she is offered a variety of materials and adult interactions to stimulate his/her needs.

Open Door Policy: Parents are welcome to visit the classrooms at any time. CCDC staff members work in partnership with colleagues and parents, communicating regularly to ensure successful fulfillment of program and individual goals and to meet each child's individual needs while providing consistency to all children. We value parent participation, realizing both their involvement and evaluation are essential to a quality program.

DAYS AND HOURS OF OPERATION

CCDC's Infants/Toddler Program follows the CUSD Calendar, except we open 4 days earlier and we are open on the one full Staff Development day. The Infant/Toddler Program is open from 7:15 am until 4:30pm daily.

EMERGENCIES

You will be asked to fill out an **Emergency Card** as part of your registration packet. This card is kept in a special box in the office and the staff will use it when necessary to notify you in an emergency. Please take the time to fill out both sides of the card thoroughly. On the Emergency Card you must list other adults we can notify in case of an emergency as well as any other adults who are authorized to pick your child up from school. No child will be released to a person not authorized on the Emergency Card. If you change physicians, phone numbers or individuals to contact in an emergency, it is important that you notify the CCDC secretary so that she can update the card. We have each family fill out a new Emergency Card at the beginning of each new school year to ensure that we have current information.

EMERGENCY DRILLS

CCDC has regular fire and earthquake drills throughout the year. We have teacher representatives on the school district's Emergency Preparedness Committee and our staff have current CPR and First Aid training.

BELONGINGS/CLOTHING

Each child needs a sufficient change of clothes at school *each day* so that his/her clothing will be kept clean and dry at all times. All articles of clothing should be *well-marked* with your child's name. Each child will have his/her own diaper box. Parents are responsible for checking to be sure their child has a sufficient supply of diapers daily. Both cloth and disposable are acceptable. For cloth diapers, an airtight container for storage of soiled diapers must be provided by the parent. Soiled cloth diapers will be placed in an airtight bag, then in the container and returned to the parent at the end of each day. Powders, creams or ointments will not be used at diapering unless provided by parent and written permission is given by the parent.

Additionally, each child will have his/her own cubby. It is the parents' responsibility to provide daily two complete extra outfits, and any security objects such as a pacifier or stuffed toy for napping. These items are to be placed in your child's cubby upon arrival each morning.

PLEASE LABEL ALL YOUR CHILD'S BELONGINGS.

NUTRITION POLICIES

A food service plan for your child will be filled out prior to your child's first day, and updated every three months of enrollment. Parents are responsible for bringing all foods for their child under twelve months old. After 12 months of age the facility will provide whole milk and nutritionally balanced snacks in addition to foods brought from home for breakfast and lunch. Snacks will be in accordance with the child's food service plan. All bottles for your child need to be prepared before being accepted. Bottles, bottle caps, and nipples will not be reused by the facility. Plates, bowls, cups, and utensils provided by the facility, will be disinfected by washing in a dishwasher.

Each child will have a designated food basket in the refrigerator for their daily food. Please label every bottle, cap, food container, and Sippy cup with your child's name and each day's date. Date labels will be provided in the food basket the previous day for your convenience. Each parent is responsible for placing these food items and bottles in their child's basket each morning and removing them at the end of the day when they pick up. All foods must be removed each day.

All children, including infants, will be fed on demand, unless a toddler's food service plan instructs otherwise. Food shall be appropriate for infants' individual nutrition requirements and developmental stages as determined by written instructions obtained from the child's parent or health care provider.

The introduction of solid foods shall be accomplished routinely between 4 and 6 months of age as indicated by an individual child's nutritional and developmental needs after consultation with the parents. Modification of basic food patterns shall be provided in writing by the child's health care provider.

Rationale

Breast milk or iron-fortified formula has been shown to support the rapid growth in both weight and length that occurs during the first year of life. The nutrient content of breast milk or iron-fortified formula is best suited to meet the nutritional needs of an infant from birth until 4 to 6 months of age.

Early introduction (i.e. prior to 4 to 6 months of age) of solid food interferes with the intake of breast milk or iron-fortified formula that is needed to promote growth. Solid food given before an infant is developmentally ready may be associated with allergies and digestive problems. Growth data suggests that after the age of 4 to 6 months, infants fed exclusively on milk may develop nutritional problems including failure to thrive and iron-deficiency anemia.

Demand feeding meets the infant's nutritional and emotional needs better than does the following of a rigid feeding schedule that does not take into account growth spurts, appetite, and activity level. Demand feeding provides an immediate response to the infant, which helps ensure trust and a feeling of security.

Low fat milk does not provide enough calories and nutrients for children under the age of 2.

GRIEVANCE PROCEDURE

If a parent has a concern or problem of any type with the program, environment, philosophy or related issues, it is vital that it be confronted and resolved to the satisfaction of all parties.

1. Parent should first address their concern to their child's teacher.
2. If the concern is not resolved by the teacher or does not relate to the teachers' responsibility, the parent should voice that concern to the Child Development Site Director. If the concern is not resolved by the Site Director, the parent should contact the Child Development Administrator, at the District Office (624-1546) and, lastly, District Superintendent, at the District Office (624-1546).

STAFF

All members of the CCDC staff are Carmel Unified School District employees.

The CCDC staff consists of:

CCDC Site Director:	Laura Dunn
Infant Room Teachers:	Janelle Sullivan Molly Stafford Lorraine Saulovich
Administrative Secretary:	Stacie Crane
Bookkeeper:	Marie DartNewell
Custodian:	Salesi Tongamana

The CCDC teachers are all trained Early Childhood Education professionals. They are experienced, creative and caring teachers who listen to parent goals for their children and are respectful of cultural and family differences.

All Staff members are fingerprinted and checked for a criminal background as required by law.

All teachers and aides are legally mandated child abuse reporters. If a staff member reasonably suspects that a child is the victim of child abuse or neglect, he/she is required by law to report it.

CHILDREN'S PROGRAM

Discipline is a positive, constructive way of teaching.

The purpose of discipline is to help children learn ways of behaving that are acceptable to themselves and to others. With very young children this usually means setting limits for their safety, the safety of others and the safety of property. Discipline focuses on the positive expected behaviors to be learned, not on the child's "wrongdoing". Infants need help and guidance so that their persistent investigating does not hurt anyone or damage property. Gentle distraction, substitution of objects, and using positive re-direction are some of the ways of responding to misbehavior.

The aim is to build the child's inner controls, to develop in the child's lifelong habits of governing his or her own behavior. Confinement to cribs, highchairs, playpens or other similar furniture or equipment shall not be permitted as a form of discipline or punishment. Corporal punishment in any form is never used.

Outside Playground Guidelines

1. Outdoor activity space shall be physically separate from space used by the children in the preschool.
2. Outdoor activity space shall be equipped with a variety of age appropriate toys and equipment.
3. The outside area is always supervised when children are present.

PARENT INVOLVEMENT

CCDC encourages all parents to be involved in our program in many different ways. Research and practice have proven that parent involvement provides benefits to the child, the parent and the teacher. Each parent has something to offer and children are very happy when their parents take part in activities at school. Communication with parents is very important to us. Teachers try to talk with you on a daily basis regarding your child's experience at CCDC's Infant/Toddler Program. We also post announcements and reminders in the folders located right outside of the Infant Room entrance. There is a folder for each student, please check it daily. Parents are always welcome and may visit the Infant Room at any time during the day (7:30 am-4:30 pm). Please plan classroom visits with your child's teacher.

Each fall there is a Back-to-School-Night for parents to visit with teachers and other parents and to hear about the children's program at CCDC. We also offer a parent education evening in the spring if parents express an interest. Communication from you to us is so valuable. Please inform the teacher if something out of the ordinary is happening at home such as moving, house guests, illness of a family member, death of a pet, etc. Changes of all kinds affect the children, and our awareness of those changes can allow us to help the child talk about and deal with the situation.

INFANT ROOM DAILY SCHEDULE

7:15 – 8:30	Drop off and Free Play
8:30 – 9:00	Breakfast
9:00 – 10:30	Naps for the youngest (However long is necessary)
9:00 – 10:30	Free Play/Planned Activities (Non-Napping Toddlers)
10:30 – 11:30	Outside play for all
11:30 – 12:00	Lunch
12:00 – 12:30	Free Play & Transition to Nap
12:30 – 2:30	Naps for All (However long is necessary)
2:30 – 3:15	Wake up and snack time
3:15 – 4:30	Free Play & Pickup

HEALTH POLICY

In the school environment where there are many children, illnesses can be easily transmitted from child to child. While we want children to attend school as consistently as possible, it is extremely important to avoid exposing classmates and staff to infectious illnesses. For some of our students and staff with chronic medical conditions, a common illness can cause serious complications.

Teachers are required to do a brief health inspection of each child daily upon arrival. Children who show signs of illness or infection will not be admitted for the day. Parents must come immediately or make arrangements for the child to be picked up if he/she becomes ill during the day (See back of this form for more on this policy).

Please keep your child home if he/she has any of these symptoms:

- Fever of 100.0 degrees or above (without the use of fever reducing medication).
- Nasal discharge that is profuse
- Pink eye (red inflamed eyes or any eye discharge)
- Any skin rash, unless diagnosed as non-infectious by a doctor
- Sores of any kind, unless they can be covered with a bandage
- Diarrhea or vomiting within a 24-hour period regardless of cause/frequency
- Head lice – child may return after treatment, if completely free of lice and nits.
- The first 24 hours on an ANTIBIOTIC for any reason
- Relentless Coughing

All children must be free of these symptoms for at least 24 hours before returning to school.

If you or your child contracts a communicable disease such as *chicken pox, scabies, ringworm, strep throat, pink eye (conjunctivitis), head lice, fifth disease, etc.*, please contact Carmelo as soon as possible, so that other parents may be notified about the exposure.

When your child is at school, it is the role of the teacher to make the decision whether your child's illness and/or need for care is greater than can be provided without compromising the health and safety of the other children.

Parents must come immediately or make arrangements for their child to be picked up within one hour after notification if he/she becomes ill, with any of the following symptoms, during the day:

- Fever of 100.0 degrees or above (without the use of fever reducing medication).
- Nasal discharge that is profuse
- Pink eye (red inflamed eyes or any eye discharge)
- Any skin rash, unless diagnosed as non-infectious by a doctor
- Sores of any kind, unless they can be covered with a bandage
- Diarrhea or vomiting within a 24-hour period regardless of cause/frequency
- Head lice – child may return after treatment, if completely free of lice and nits.
- The first 24 hours on an ANTIBIOTIC for any reason
- Relentless Coughing

Children who are ill may wait in the office until they can be picked up. A comfortable, supervised space will be made available for them. However, we are not licensed or equipped to treat children who are ill. Child Protective Services may be called if an ill child is left at school for a second time, for more than one hour.

Health Services

The implementation and coordination of Health Services is the responsibility of our District Health Specialist, Amy Hurst who works under the supervision of the school district office in collaboration with site administrators.

At CCDC the duties of the Health Specialist include making routine visits to our campus and providing health appraisals and counseling when necessary. Should a health or developmental concern arise, parents will be notified and encouraged to meet with the Health Specialist.

Nut Free Campus

There are students enrolled at Carmelo School that have a life-threatening allergic reaction to peanuts and other nuts. It is extremely important that these children do not eat nuts or anything made with nuts. This means that all classrooms at Carmelo, including the Infant Room, Co-op, TK, and Office areas will need to be nut restricted areas.

Since student safety is our highest priority, we are asking you not to send any food to school with peanuts, peanut butter or any other foods made with nuts/nut products of any kind. If your child eats any nuts or nut products just before school, please be sure your child thoroughly washes his/her hands before coming to school.

Peanuts or tree nuts may be found in cereals, baked goods, crackers, cookies, candy, chocolates, energy bars, chili, African, Asian (especially Chinese, Indian, Indonesian, Thai, and Vietnamese), and Mexican dishes.

Thank you for your cooperation in making the school environment safe for everyone.

NAEYC Accreditation

For nearly 80 years, the National Association for the Education of Young Children (NAEYC) has worked to raise the quality of programs for all children from birth through age eight. A major part of NAEYC's efforts to improve early childhood education is through a system of accreditation for programs that are committed to meeting national standards of quality.

Ensuring the quality of children's daily experiences in early childhood programs and promoting positive child outcomes is the heart of the NAEYC Early Childhood Programs Standards and Accreditation Performance Criteria. Accreditation is the status given to an early childhood program reviewed by a national commission composed of recognized experts in child care and early childhood education. The program must be judged to be in substantial compliance with NAEYC Academy criteria for high quality early childhood programs. Accreditation is granted for a five-year period.

NAEYC Early Childhood Program Standards

Focus Area: Children

Relationships: The program promotes positive relationships among all children and adults to encourage each child's sense of individual worth and belonging as part of a community, and to foster each child's ability to contribute as a responsible community member.

Curriculum: The program implements a curriculum that is consistent with its goals for children and promotes learning and development in each of the following domains: aesthetic, cognitive, emotional, language, physical, and social.

Teaching: The program uses developmentally, culturally, and linguistically appropriate and effective teaching approaches that enhance each child's learning and development in the context of the program's curriculum goals.

Assessment of Child Progress: The program is informed by ongoing systematic, formal, and informal assessment approaches to provide information on children's learning and development. These assessments occur within the context of reciprocal communications with families and with sensitivity to the cultural contexts in which children develop. Assessment results are used to benefit children by informing sound decisions about children, teaching, and program improvement.

Health: The program promotes the nutrition and health of children and protects children and staff from illness and injury.

Focus Area: Teaching Staff

Teachers: The program employs and supports a teaching staff that has the educational qualifications, knowledge, and professional commitment necessary to promote children's learning and development and to support families' diverse needs and interests.

Focus Area: Partnerships

Families: The program establishes and maintains collaborative relationships with each child's family to foster children's development in all settings. These relationships are sensitive to family composition, language, and culture.

Community Relationships: The program establishes relationships with, and uses the resources of, the children's communities to support the achievement of program goals.

Focus Area: Leadership and Administration

Physical Environment: The program has a safe and healthful environment that provides appropriate and well-maintained indoor and outdoor physical environments. The environment includes facilities, equipment, and materials to facilitate child and staff learning and development.

Leadership and Management: The program effectively implements policies, procedures, and systems in support of stable staff and strong personnel, fiscal, and program management so that all children, families, and staff have high-quality experiences.

WAITLIST POLICY INFANT & TODDLER PROGRAM

- CUSD employees working for Carmel Child Development Center are given priority over other CUSD employees.
- CUSD employees (regardless of position, seniority, or prior enrollment) are given priority over non-employees.
- This waitlist will be filled according to the date of written request to be added to the waitlist.
- The enrollment in the program will be strictly filled according to the oldest date on the waitlist.
- A due date of birth is required to be added to the waitlist.
- The actual date of birth must fall within 30 days of given due date unless there are documented medical reasons for the change in birth date.
- A 60 day notice is required to pass on an offered availability.
- Only one pass is allowed per family to remain in the same waitlist date priority.

CARMELO PARENTS ORGANIZATION (CPO)

CPO is a formal parent club founded in 1995. We meet once a month (day and time TBD) to discuss fundraising, school, community building, and ways to make Carmelo the best school it can be. Parents and teachers are encouraged to attend.

CPO Objectives are:

- Create an early, strong sense of connection between family and community
- Purchase materials and equipment for the classrooms
- Distribute discretionary emergency funds for families in need
- Offer parent education

CPO Activities are:

- Back to School Nights
- Family Beach Gathering
- Fall Feast
- Teacher Appreciation Luncheon
- Parent Education Nights
- Transition to Kindergarten Night
- Spring Family Gathering

CPO Officers and Committee Chairs:

CPO President:

Attends monthly meetings, sets the agenda and presides over the meeting. This person is the liaison between CPO and school administration, as well as representing the organization externally if the need arises. Writes a monthly column for the school newsletter

CPO Vice-President:

Communicates/assists President, coordinates major fundraising and community events—liaison between CPO and community.

CPO Secretary:

Attends monthly CPO meetings, records and distributes minutes.

CPO Treasurer:

Attends monthly CPO meetings, keeps financial records, creates and distributes financial statements, is responsible for all bank transactions.

NONDISCRIMINATION NOTICE

District programs, activities, and practices shall be free from discrimination based on race; color; ancestry; nationality; national origin; ethnic group identification; age; religion; marital, pregnancy, or parental status; physical or mental disability; sex; sexual orientation; gender; gender identity or expression; genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. The district provides equal access to designated youth groups, such as the Boy Scouts, Girl Scouts and others.

The district's coordinator for nondiscrimination manages the district's efforts to comply with state and federal nondiscrimination laws and to answer inquiries regarding the district's nondiscrimination policies, as well as policies related to sexual harassment, Special Education, 504 Plans, and the National School Lunch Program. The coordinator may be contacted at:

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