

CULVER CITY UNIFIED SCHOOL DISTRICT
THE OFFICE OF CHILD DEVELOPMENT (OCD)

OCD
POLICY
HANDBOOK
FOR
PARENTS
Full-fee Programs
(Preschool & School-age)

10800 Farragut Drive
Culver City, California 90230
(310) 842-4230

Board Approved: TBD

CULVER CITY UNIFIED SCHOOL DISTRICT
THE OFFICE OF CHILD DEVELOPMENT (OCD)

SCHOOL-AGE & PRESCHOOL
FULL-FEE PROGRAMS

Welcome to the The Office of Child Development's Preschool and School-age Full-fee Programs of the Culver City Unified School District (CCUSD). On the following pages, there is important information about the programs which will help you to understand the policies and regulations. Please note the section on "*Parents/Guardians Opportunities*" on page 2 which lists some of the ways you can participate in your child's experience at OCD.

Please retain this information for future reference. If there is any additional information that you need, please feel free to inquire at the OCD office in person or by phone.

FULL-FEE LOCATIONS

The Center for Early Education
10800 Farragut Drive
Culver City, CA 90230
(310) 842-4230

El Marino Elementary School
1145 Port Road
Culver City, CA 90230
(310) 842-4241

El Rincon Elementary School
11177 Overland Avenue
Culver City, CA 90230
(310) 842-4340

Farragut Elementary School
10820 Farragut Drive
Culver City, CA 90230
(310) 842-4323

La Ballona Elementary School
10915 Washington Blvd.
Culver City, CA 90232
(310) 842-4334

Linwood E. Howe Elementary School
4100 Irving Place
Culver City, CA 90232
(310) 842-4338

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100 PROGRAM STATE AND AGENCY REGULATIONS

100.1 General Statement and Goals

The Office of Child Development's Preschool and School-age Programs are established to provide quality early education and school-age educational enrichment experiences for students. The experiences are based on the individual needs of each student and are appropriate to the student's age and level of maturity.

OCD's **Preschool** program provides a safe and nurturing environment that promotes age appropriate educational and life experiences. Lessons and curriculum are based on Preschool standards. Each student is respected for his/her individual needs, interests, and differences, thereby promoting positive self-esteem and fostering independence. The culture, customs, and beliefs of each family are incorporated into the curriculum. The program's goal is to build a bridge between home and school by creating opportunities for parent education and involvement that aligns with the California's Early Education and Support Division's Desired Results for Children and Families.

OCD's **School-Age** program supports the elementary program by incorporating CCUSD grade level academic standards in a student-centered stimulating environment that meets the individual needs, interests, and differences of each student. The program provides a safe and nurturing environment that promotes positive self-esteem, independence, and responsibility. Students receive assistance with homework and study skills in a group setting. The program's goal is to build a bridge between home and school by creating opportunities for parent education and involvement that aligns with the California's Early Education and Support Division's Desired Results for Children and Families.

100.2 Eligibility

1. Preschool children must be three years old by December 1st of that school year.
2. The school-age program serves students in TK through promotion to middle school.
3. It is not required that you be a resident of Culver City to enroll in one of OCD's full-fee **Preschool** programs. Enrollment in OCD's full-fee preschool program, however, cannot be used to gain future enrollment in a Culver City Unified School District school.
4. It is required that the family live within the boundaries of the Culver City Unified School District or have a current District permit authorizing enrollment in a CCUSD school in order to enroll in OCD's **School-age** program. Enrollment in one of OCD's full-fee school-age programs cannot be used to gain concurrent enrollment into a Culver City Unified School District elementary school.
5. All prospective families must fill out a waitlist application in order to gain admission into OCD's full-fee school-age program. This waitlist application will remain on file at the OCD office and automatically transferred from year to year up to the moment the family has been offered a space in the OCD full-fee school-age program.
6. Students are expected to demonstrate appropriate behavior and to follow reasonable rules of conduct.
7. A student will not be accepted or retained in the program if one of the following conditions exists:
 - a. The student exhibits harmful behavior to self and/or others.
 - b. The essential nature of the program would be fundamentally altered as based on a case-by-case determination and in compliance with Section 504 of the Rehabilitation Act of 1973 and Article II of the Americans with Disabilities Act (ADA).

100.3 Nondiscrimination

The program does 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 students are served. The program:

- welcomes the enrollment of students with disabilities.
- understands the requirement of the Americans with Disabilities Act (ADA) to make reasonable accommodations for such students and implements those accommodations.

The program refrains from religious instruction or worship.

100.4 Physical Needs of the Students

1. It is generally expected that children entering preschool are toilet-trained. However, there are exceptions to this expectation. When these exceptions occur, our policy is that an Individualized Plan for Toilet Training (IPTT) will be developed so that parent, teacher, and aides will all follow the same plan and work together towards achieving the goal of seeing positive improvement in the area of toilet training. As part of the IPTT, it will be expected that children will not arrive to school in diapers. Pull-ups or other forms of toilet-training pants and a change of clothing are required and will be provided by the parent along with a supply of cleaning wipes. If these items are not brought into the classroom, a warning will be issued in writing on the first incident. If a second incident occurs, the child will not be allowed to stay at school until these items are provided. If an accident occurs, the child will be encouraged to independently remove the soiled pull-ups, clean him/herself, and put on a clean pull-up. Parents and teachers will meet once a month to discuss the child's progress in the area of toilet-training and to keep the lines of communication open. The appropriateness of continued enrollment will be assessed if there is no progress towards independent toileting.
2. The program provides a rest period for all full-day preschool students. There are opportunities for both quiet and active choices for students who do not nap.
3. An afternoon snack is provided for all school-age students at all of OCD's aftercare sites.
4. During school recess periods, OCD school-age students enrolling in any of OCD's Spring, Winter, Summer or Non-pupil Day Camp programs will receive breakfast in the morning as well as an afternoon snack.
5. Full-day preschool students are provided with breakfast, lunch and a PM snack each day; while part-day preschool students are given either breakfast in the AM program or a snack in the PM program.

100.5 Parents/Guardians Opportunities

1. The Parent Advisory Council (PAC) is made up of parents/guardians and staff representatives from each school site. It meets regularly with the Director or his/her designee to discuss issues of mutual concern currently impacting OCD's sites. All parents/guardians are encouraged to attend the meetings. In addition, parents/guardians may be invited to attend special functions at their child's program/site throughout the year.
2. Parent/guardian conferences are scheduled twice a year and others may be held as requested by a parent/guardian or staff member.

3. Parents/guardians are encouraged to attend parent education programs in the community and those sponsored by OCD's Preschool & School-age Programs. The parent education program presentations are based on a family needs assessment and the Family Interest Form completed at the initial intake.
4. Parents/guardians are urged to visit OCD to become informed about the program.
5. Parents/guardians are invited to contribute their talents and/or skills to OCD's various programs.
6. There is information at each site listing community organizations and family services.
7. Parents/guardians are requested to complete a Program Evaluation Survey annually. Program modifications are based on the responses to the survey. Suggestion boxes are available at sites for additional comments.

100.6 Parents/Guardians Rights

1. The Office of Child Development has a policy that protects the confidentiality of students' records. Written permission from parents/guardians will be requested to release confidential information; to use children's photographs outside the program; and/or to allow the children to participate in research projects.
2. All sites are open to parents/guardians; however, parents/guardians must check-in at the school or site office at the start of a visit. This procedure must be followed to ensure students' safety. Visitations should be limited to twenty (20) minutes and shall not interfere with the operation of the program. Parents/guardians may contact their child at the site unless there is a court restraining order denying access to the student. Contact should be limited to important communications and not be disruptive to the operation of the program.
3. The use or disclosure of any information pertaining to the student or the student's family shall be restricted to purposes directly related to the administration of the program. OCD staff shall permit the review of a student's file by the parents/guardians who enrolled the student or by a representative authorized by the parents/guardians upon request and at reasonable times and places.

100.7 Parents/Guardians Responsibilities

1. The student will not be released from the site to anyone who is not authorized on the **Student Information Card** unless permission is given by the parents/guardians in writing or by telephone and in advance. Adults should be prepared to present photo identification to the staff upon request. Parents must notify the Head Teacher when their child is to be picked up by a person not authorized on the **Student Information Card**.
2. Parents/guardians must notify the Head Teacher by 9:00 a.m., if possible, or at least by dismissal, in the event that their child will be absent.
3. Any request to change contract hours needs to be submitted at least 24 hours in advance.
4. Parents are expected to check the student **Sign-In and Out Register** or parents/guardians' mailbox for personal notes, and the bulletin board for program announcements, fliers, and/or bulletins.
5. If parents/guardians have a complaint regarding an alleged violation of federal or state laws or regulations, parents/guardians should follow the steps outlined in CCUSD's "Uniform Complaint Policy and Procedure", found on pages 9-10 of CCUSD's *Annual Notification of Rights and Responsibilities of Parents of Minor Pupils*, as distributed and posted at www.ccusd.org.
6. If parents/guardians have a concern related to sexual harassment, parents/guardians should follow the steps outlined in CCUSD's "Sexual Harassment Policy", found on page 11 of CCUSD's *Annual Notification of Rights and Responsibilities of Parents of Minor Pupils*, as distributed and posted at www.ccusd.org.
7. If parents/guardians have complaints but there is NO violation of federal or state laws or regulations, parents/guardians should contact the OCD office directly at (310) 842-4230.

100.8 Site Environment

The environment at the site is planned to promote the student's positive self-image and self-esteem. It is one that stimulates curiosity and promotes creativity; encourages independence, decision making, and problem solving; offers opportunities for the student to learn/develop his/her social skills through exploration of science, mathematics, literacy, art, music, technology, and the social sciences. The program director routinely assesses the quality of the site environment by paying close attention to the use of space, materials, and experiences, all of which play a vital role in enhancing the child's development, daily schedule, and supervision. This may also include tanks with small animals, reptiles, and/or amphibians in the classroom. Attention is also given to the student's motor skills through physical activities. Special field trips may be planned during the year to broaden students' learning experiences.

100.9 Homework

OCD strives to provide balanced after-school programming that includes homework support, academic enrichment, nutrition, and physical activity.

OCD is committed to providing appropriate space, time, materials and resources for students to work on homework during program hours. The program schedules 20 minutes of homework time for transitional kindergarten and kindergarten students and 45-60 minutes for grades one through five, Monday through Thursday.

OCD teachers and educational assistants provide support, guidance, and clarification when necessary. OCD staff does not provide one-on-one tutoring or homework correction. Homework is an important part of the home-school connection. Classroom teachers rely on homework to provide practice of newly gained skills and to assess student grasp of what was taught. Homework provides parents with a glimpse of the lesson content and an opportunity to see what their student is learning. Parents are responsible for reviewing student homework and ensuring that it is complete.

100.10 Student Assessments

Preschool goals are created for students utilizing information from the elementary teachers, parents/guardians, student assessments, as well as the student's individual needs and interests. Students are assessed twice a year using the Desired Results Developmental Profiles (DRDP) evaluation system.

200 SCHEDULE

200.1 Daily Schedule

The daily schedule of activities varies from site to site and, of course, varies depending upon the weather. The following are examples of a typical day in the full day preschool program and the school-age program.

SAMPLE FULL-DAY PRESCHOOL SCHEDULE

| Time | Activity |
|--------------------|--|
| 7:00—8:30 a.m. | Free Exploration (all sites open) |
| 8:30 – 8:40 a.m. | Restrooms/Wash Hands |
| 8:40—9:00 a.m. | Breakfast is Served |
| 9:00 – 9:20 a.m. | Large Group |
| 9:20—10:20 a.m. | Outdoor Activities |
| 10:20 -10:30 a.m. | Clean-Up Time |
| 10:30 - 11:00 a.m. | Group Time |
| 11:00 -11:50 a.m. | Outdoor Free Exploration |
| 11:50 -12:00 a.m. | Restrooms/Wash Hands |
| 12:00 -12:30 a.m. | Lunch is Served |
| 12:30 -1:00 p.m. | Story Time and Math Exploration |
| 1:00 - 1:20 p.m. | Outdoor Free Exploration and Wind Down |
| 1:20 - 1:30 p.m. | Restrooms/Wash Hands |
| 1:30 - 3:00 p.m. | Nap/Quiet Activities |
| 3:00 – 3:10 p.m. | Restrooms/Wash Hands |
| 3:10 – 3:30 p.m. | Snack is Served |
| 3:30 – 4:00 p.m. | Free Exploration |
| 4:00 – 4:30 p.m. | Large Group Review |
| 4:30 – 6:00 p.m. | Outdoor Activities |
| 6:00 p.m. | The Day is Done |

SAMPLE SCHOOL-AGE SCHEDULE (NON EARLY DAY)

| Time | Activity |
|------------------|--|
| 7:00 – 7:15 a.m. | Free Choice (all sites open)/Homework |
| 7:15 – 7:30 a.m. | Large Group |
| 7:30 – 8:20 a.m. | Small Group Activities/Free Choice (All Sites Open) |
| 8:20 – 8:35 a.m. | Restrooms/Wash Hands |
| 8:35 a.m. | Dismissal to School |
| 3:15 p.m. | Arrival/Restrooms/Wash Hands |
| 3:15 — 3:30 p.m. | Snack |
| 3:30 — 4:20 p.m. | Outdoor Activities |
| 4:20 — 4:30 p.m. | Wash Hands |
| 4:30 — 5:00 p.m. | Homework |
| 5:00 — 5:15 p.m. | Learning Sites (Free Choice) |
| 5:15 — 5:35 p.m. | Reviewing Academic / Enrichment lesson – Checking for Understanding |
| 5:35 – 6:00 p.m. | Free Choice Activities (All Sites Open) |

All Sites close at 6:00 p.m.

200.2 Morning Arrival and Afternoon Pick-Up

1. Each morning the student must be seen and acknowledged by a staff member before the parent/guardian leaves to ensure that no student will be admitted to the site with a physical problem such as fever, sore throat, earache, upset stomach, rash, etc.
 - **Morning Students Only:** Parents/guardians must sign students in at the time of arrival.
 - **Afternoon Students Only:** Staff will sign students in at the time of arrival from school, and parents/guardians will sign students out at the time of departure from the Site.
 - **Preschool Students:** Parents/guardians are to sign in at the exact time of arrival, and sign out at the time of departure.
2. Only authorized adults eighteen (18) years or older are allowed to sign students in or out. Adults are required to sign their full name (not initials) and the exact time of arrival and pick-up on the daily **Sign-In and Out Register**. Only the student's parents/guardians and authorized adults whose names appear on the **Student Information Card** will be allowed to take the student from the site. Adults should be prepared to present photo identification to the staff upon request.
3. The site must be notified before 9:00 a.m. if the student will not be attending that day or will be arriving late. It is also a good practice for all preschool students on non-school days to arrive by 8:30 a.m.; or a call must be placed in advance by the parents/guardians to advise the OCD staff of the student's arrival so that the OCD kitchen staff will know to prepare a lunch for the pupil in question.
4. In the case of an emergency delay, please telephone the site. If the site has not heard from the parents/guardians, and it is past the contracted pick-up time, the staff will call the emergency numbers on the **Student Information Card**. Parents/guardians must adhere to the hours that were agreed to in the current contract. If the circumstances or status have changed, parents/guardians must advise the teacher immediately to change their current contract hours.
5. If a person arrives to pick up a student and it is obvious that he/she is not in a condition to drive safely, the student will not be released to that person. The teacher will ask that another adult be called to pick up the student and to assist the person in the unsafe condition. If there is no one else to call, the police will be contacted for assistance. At no time will a student be released to go to a parked car.
6. Parents/guardians are expected to pick-up their student within the parameters of their contract hours. **Four (4)** late pick-ups will be cause for termination of services. The four (4) late pick-ups are cumulative during the years a student is enrolled in each of the following Preschool and School-age Programs:
 - Self-Supporting
 - State Subsidized/Federal Subsidized
 - School-age
7. A **Late Arrival / Pick-Up** notice will be issued each time a parent/guardian is late picking up or dropping off the child. **Three late arrivals or pick-ups** will result in **two (2) consecutive days of suspension** to be determined by the teacher and/or director. **Two additional late arrivals or pick-ups** will result in **five (5) days of suspension**. **Any additional late arrivals or pick-ups will result in complete dis-enrollment from the program.**

200.3 Attendance

1. If a student is released from the elementary school prior to the end of the school day, the parent/guardian must either leave a note in the site's box in the school office or notify OCD directly. If the site is not notified of an absence, the student will be considered missing and a search will commence. Searches disrupt the normal operations of the site and services will be terminated upon the second incident.
2. Preschool parents must call in before 9:00 a.m. to report absences daily.
3. After the student has been absent for five (5) days with no communication from the parent/guardian and the Site staff has made every effort to contact the parent/guardian, the family's child care services will be terminated.
4. All full-day preschool sites open at 7 a.m. and close at 6 p.m.
5. Part-day preschool hours vary by site. Please refer to the Part-day Preschool Program schedule.
6. Prior notice must be given for vacations, including court ordered visitations, and all fees must be paid in advance to ensure continuous enrollment.
7. If the parent/guardian dis-enrolls the student from the program and re-enrolls at a later date, a new enrollment fee (per student) will be assessed. There is no guarantee of space for a family with a break in service.
8. No transportation to or from OCD Sites is provided.

300 PUBLIC SCHOOL REGULATIONS (For All Sites)

300.1 General

School safety rules, policies, and procedures are followed by the sites.

300.2 Smoking

Smoking is not allowed on district property including the school playground. California law restricts smoking near schools and playgrounds to no less than 25 feet away.

300.3 Suspension

1. If a student is suspended from the public school, the suspension also applies to the Office of Child Development school-age program. Suspension from an OCD school-age program for an infraction of a district rule may also lead to suspension from school.
2. Fees are due to the site even though a student is suspended.
3. For further information, see the Discipline Policy on Page 13 of this document.

300.4 Automobile Regulations

Each school sets its own parking regulations as mandated by the principal and local authorities. Parents/guardians should contact the teacher at your site for these rules.

Parents/guardians must follow all posted signs, boundary cones, and traffic regulations when parking their car. When the car is unattended, small children are not to be left in the car or the engine left running.

400 ADDITIONAL PROGRAM REGULATIONS

400.1 Fees

1. An annual enrollment fee is charged for school-age programs that operate during the traditional school year. A separate enrollment fee is charged for enrollment in OCD's summer camp program. Full-day preschool annual enrollment is July 1 through June 30. An annual fee is charged at the time of enrollment for both the full-day and part-day preschool programs. Fees are subject to change with a thirty (30) day notice.
2. Fees are due on the **first day of attendance**, by check or money order only. **No adjustments are made for days not attended.** Monthly fees are considered delinquent as of the **8th of each month** and a \$25 dollar late fee will apply. If payment is not received by the time the fees are identified as delinquent, OCD reserves the right to refuse child care services until all outstanding fees have been paid. This is in accordance with the agreement signed by the parents/guardians upon enrolling the student in the program. OCD does not offer credit arrangements. **Regular monthly fees DO NOT include Winter, Spring, and Summer recess periods, as well as any Non-pupil days. Separate enrollment forms and additional fees are required to attend Winter, Spring and Summer camp, as well as any Non-pupil day camps.**
3. A service fee of \$25 dollars will be charged for any check returned for any reason. This payment must be made by money order or certified check. If a second check is returned, *all future monthly fee payments must be made by money order or cashier's check only; no personal checks will be accepted at that time.*
4. It may be necessary to take legal action to collect delinquent fees after a thirty (30) day advance written notice has been given/sent to the parent/guardian.
5. Upon written request and approval of the Director, a refund may be issued for overpayment of fees.
6. **If you choose to go on vacation or have your child take an extended leave, the entire monthly fee will still need to be paid. No adjustments are made to your fee for days not attended.**
7. **Reenrollment is required annually.**
8. Child care services are provided during Winter, Spring and Summer recess periods, and, on occasion, during Non-pupil days at select sites. Whereas enrollment in OCD's Summer camp program is open to all students, enrollment in Winter and Spring Break camp, as well as in any Non-pupil day camp, is restricted to current OCD school-age students only.
9. A request in writing is required for a written summary of fees paid. OCD reserves up to 10 days to satisfy any request in writing for a summary of fees paid.
10. Please retain the following Federal Tax I.D. # for tax preparation purposes: **#95-6000973.**

400.2 Student Illness

The monthly fee must be paid when a student is absent due to illness. No adjustments shall be made for absences.

400.3 Child Abuse and Neglect

Under the mandatory Child Abuse Reporting Law, California State Penal Code Section 11 161.5, site staff is obligated to report cases of suspected child abuse or neglect. If the staff fails to report the suspected incident, they could be subject to a fine and/or imprisonment.

Note: According to Child Abuse Reporting Law, any time a student reports or a staff member observes that a student has been injured as a result of discipline, a suspected child abuse report must be filed.

400.4 Holidays/Celebrations

If there is any holiday/celebration in which a student cannot participate, the parent/guardian is to notify the staff at the site.

400.5 Change of Status

The Office of Child Development must be notified promptly of any changes to the parents/guardians' address, telephone number, or any other changes involving the **Student Information Card**. An updated card will be requested at the beginning of each school year.

400.6 Qualifications of the Staff

1. Certificated staff in all programs are qualified in the fields of child development and education. All teachers hold a Child Development Permit and/or a Standard Teaching Credential.
2. Instructional Aide Assistants have been hired according to the requirements of the Culver City Unified School District Human Resources Department.

400.7 Field Trips

For a field trip, parents/guardians will be notified in advance and must sign a parent/guardian consent form. The parent/guardian consent form must be returned to the teacher at least one (1) day prior to the scheduled field trip. Walking field trips also require prior written parent/guardian consent.

For field trips that require transportation, students must be transported to and from the field trip locations on district-approved buses.

For families who do not want their child to participate in the field trip, parents shall find alternate childcare.

400.8 Clothing and Appearance

California State Board of Education Rule, Administrative Code, Title 5, Section 302, states that, "A pupil who goes to school without proper attention being given to personal cleanliness, or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare themselves for the school room before entering." School-age students should wear clothing that allows them to participate in all site activities.

400.9 Extra-Curricular After School Activities

When a student participates in any after-school program/activity that is not staffed by the site's staff and is held during the Preschool and School-age hours of operation, the parent/guardian must complete the Activity Waiver Form. The form may be obtained directly from the OCD office, or at the CCUSD/OCD website, and the completed form must be returned to the OCD office.

400.10 Emergency and Disaster Procedures

In the case of an emergency or disaster, no student will be allowed to leave the site's site or evacuation site without parent/guardian permission. The teachers will remain with the students until they are released to their parents/guardians or adults as authorized on the **Student Information Card**.

400.11 Reenrollment Following Dis-enrollment

When child care services are terminated for cause, reenrollment may be considered after a six (6) month period or on a case-by-case basis.

500 HEALTH AND SAFETY REGULATIONS

500.1 Immunization and Health Regulations for Early Education and Extended Learning Programs

1. Compliance with California state immunization laws is required and is discussed with each parent/guardian during the first interview.
2. The health History Form is required for all students entering the program. In addition, a Physician's Examination Report is required for entering preschoolers.

500.2 Illness During the Day

If a student becomes ill during the day, the parent/guardian will be contacted and must assume responsibility for picking up the student or sending an authorized person to do so within one (1) hour of notification.

500.3 Returning to the Site After Illness

1. Students returning to the site after an accident or hospitalization must have a written release from the attending physician indicating the nature of the problem and if there are any limitations. A student must be readmitted by a school nurse or health clerk.
2. Students returning with crutches, casts, or an orthopedic device must have written permission from the attending physician indicating limitations for inside the classroom and for playground activities.
3. Cases of scabies or extensive impetigo need a written clearance from a physician or health site.
4. In the cases of lice, the student needs to be treated and all of the lice eggs removed, and then be rechecked by authorized school personnel before being readmitted to the school or program.

500.4 Medication

1. Parents/guardians must inform the site if a student is on any frequent or regular medication at home.
2. If a student is taking medication, which has to be given at specific times during the site day, the *Request for Medication to be Taken During School Hours* Form must be completed by the parent/guardian with the physician's signature and instructions attached. This form is available at the site or OCD office.
2. Medication must be in the original container. Only one (1) week's dosage of medication is to be kept at the site.

3. Medication should be taken at home whenever possible.
4. Non-prescribed medication **cannot** be given to the students.

500.5 Student Information Card

1. The **Student Information Card** is completed by parents/guardians upon enrolling a student in the site, and it is the parents/guardians responsibility to keep this information up-to-date including the names of persons authorized to pick up the student, family addresses, phone numbers, work information, and doctor information.
2. If needed, parents/guardians may call or send a note in advance to authorize a person who is not on the **Student Information Card** to pick up their student. Adults should be prepared to present photo identification to the staff upon request.
3. No student will be released without the permission of a parent/guardian. However, when a student is left at the site after 6:00 p.m. and after all attempts have been made to contact parents/guardians and authorized persons, the student may be released into the protective custody of the Police or Sherriff's Department.
4. When complying with court-ordered custody and visitation agreements, the site staff, as a courtesy, will contact the custodial parent/guardian informing him or her of the student's release to the non-custodial parent/guardian.
5. In the case of a non-custodial parent/guardian with a restraining order on file at the site, the site staff will contact the authorities and custodial parent/guardian if the parent/guardian violates the conditions outlined in the restraining order.

500.6 Injuries

1. If a student is seriously injured at the site, the person in charge will call **911** and request assistance. The parent/guardian will be notified as soon as possible. The Program Director will be notified immediately by site staff. Any fees for medical assistance shall be the responsibility of the parent/guardian. Parents/guardians may inquire in the school office about low-cost insurance offered at the beginning of each school year.
2. If a student is taken to a hospital, a teacher or staff member will accompany him/her to provide needed emergency information, and will remain until a parent/guardian arrives.

600 DISCIPLINE

600.1 **Discipline Policy**

California State Board of Education Rule, Administrative Code, Title 5, Section 300 states that, "**Every pupil shall conform to the regulations of the school; obey promptly all the directions of his teacher and others in authority; be respectful to his teacher and others in authority; and refrain entirely from the use of profane and vulgar language.**"

The CCUSD/OCD policy on corporal punishment states that "**Corporal Punishment means the willful infliction of, or willfully causing the infliction of, physical pain on a student. No person employed by the Office of Child Development shall inflict, or cause to inflict, corporal punishment upon any student,**" per the California Department of Education Code, Section 49001.

It is important to establish behavioral limits for the students' benefit as well as for a safe and pleasant environment for all students. Students appreciate and need firm limits.

Site rules are established at each site to ensure that each student's personal rights are upheld at all times. This is done by incorporating school rules and policies on physical aggression, verbal abuse, and inappropriate language.

Most instances of "rule-breaking" are handled at the time of the incident, on site, and in a manner appropriate to the age of the student as well as to the situation.

Some methods used are:

- Providing positive reinforcement of acceptable behavior.
- Implementing a discussion with the teacher and/or between the students involved.
- Redirecting the student to another more suitable activity.
- Denying the student a privilege or participation in an activity.
- Changing the assigned group temporarily or permanently.

Our goal is that students will learn the skills needed to solve their own problems in an acceptable manner. The site will not be used to discipline for events that occurred in the school classroom or at home. These will be handled by the classroom teacher, principal and/or parent/guardian.

The judgment of the Program Director, Assistant Director, and teacher will be used to determine steps to be taken in the case of repeated infractions. After a series of steps and/or site-level interventions has been attempted, suspension or dis-enrollment may be considered. In the case of a very serious single event, immediate suspension or dis-enrollment will be assessed. If it becomes necessary to suspend or dis-enroll a student from the program, the parent/guardian, teacher, and student (as appropriate) will meet with the Program Director and/or Assistant Director to discuss the decision. In the event of a suspension, a "behavior improvement plan" will be implemented and subsequently reviewed after two (2) weeks for final determination of the student's status in the program.

Please also note that if a student has been uncooperative, disruptive, or has posed a danger to himself or others, he may not attend the next field trip.

The Culver City Unified School District Office of Child Development Programs reserve the right to discontinue services to anyone at any time.

600.2 CCUSD Civility Policy

**Culver City Unified School District Administrative Regulations and Board Policy
CC 1708.9**

The Board of Education is committed to maintaining orderly educational and administrative processes in keeping schools and the district sites free from disruptions and preventing unauthorized persons from entering school/district grounds. Members of the district staff will address colleagues, students, parents, and members of the public with respect and expect the same in return.

This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for all pupils and staff. In the interest of presenting positive role models to the pupils within the district, Culver City Unified School District expects civil and positive communication. The district will not tolerate behavior that may appear rude, uncaring, abrupt, or insensitive; nor volatile, hostile, or aggressive actions or loud, obscene, and/or offensive language. The district seeks employee, student, parent, and public cooperation with this endeavor.

Appropriate measures will be taken in accordance with the District Board Policy and Administrative Regulations such as termination and/or suspension from the Office of Child Development programs.

Legal Reference:

Education Code Sections 32210, 44014, 44810, 44811

California Penal Code Sections 243.5, 415.5, 626.8, 627.7

700 AGREEMENT

700.1 Admission Agreement

I have received, read, and agree to comply with all requirements as stated in the **OCD Policy Handbook for Parents, Full-fee programs (Preschool & School-age)** of The Office of Child Development / Culver City Unified School District.

I also understand that the State of California, Department of Social Services, and the Community Care Licensing Division all have the authority to interview students or staff, and/or to inspect and audit child care site records without prior consent (Section 101200(b), Inspection Authority of the Department).

Date

Parent/Guardian Signature

Date

CCUSD Authorized Agency Representative

Name of Site

Students Enrolled in the Full-fee Program Include:

Student's Name (Please Print)

Grade

Student's Name (Please Print)

Grade

Student's Name (Please Print)

Grade

Board Approved: TBD