



**EARLY CHILDHOOD EDUCATION
PROCEDURES, GUIDELINES
AND INFORMATION FOR
PARENTS**

2023-2024

Dear Families,

It is our pleasure to welcome you to the Olive Tree Learning Academy Early Childhood Education program. We currently operate 250 full-day California State Preschool(CSPP) and General Child Care and Development Programs(CCTR).

This Parent Handbook contains valuable information regarding the Olive Tree Learning Academy Early Childhood Education programs and the roles and responsibilities of both parents and staff members. We encourage you to read it carefully. If you have questions, the administrator of your child's program will be happy to assist you.

We look forward to your participation in the program and working with you to support your child's growth and development.

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MISSION, PHILOSOPHY AND GOALS

OUR MISSION

At Olive Tree, our mission is to provide a high quality early childhood experience to every child. We provide a safe, caring, and nurturing environment to present opportunities for children to grow and develop as life-long learners. This Child Development program examines the needs of the children, families and the community we serve. Our Program has an important role in shaping the social, emotional, physical and intellectual development of young children.

OUR PHILOSOPHY

The philosophy of Olive Tree Learning Academy, has been designed through a holistic approach where every child is valued, respected and seen as an individual. Our classroom environment encourages trust, independence and responsibility. We believe this will help children gain a positive self-concept and self-discipline.

We believe children learn best through meaningful play. Children will explore, investigate, experience and discover through hands-on and developmentally age appropriate activities. Through play, freedom is fostered to children, so they can try out new ideas, developing social skills and “readiness” skills.

We offer a small class size, ideal student/teacher ratio where children, family and staff will work collaboratively with one another. We believe parents are our partners and strive for our families to become actively involved in their child’s learning program. We believe together we can build an early foundation towards a successful school experience.

OUR GOALS

For the children, we strive to maintain a safe, healthy and nurturing environment where the developmental needs of the children are addressed. For the parents, we strive to keep the program affordable and available. For staff, we strive to provide an atmosphere that will attract and retain well-trained personnel by maintaining good working conditions. We encourage a sense of cooperation and open communication among members of the preschool community. The program maintains high educational and training requirements for staff.

GENERAL CENTER INFORMATION

ADMINISTRATION

- **Executive Director:** Jung A Kim
- **Assistant Director:** Clara Kim

Email: jkim@olivetreepreschool.com

Office: 213-315-5076

HOURS OF OPERATION

Olive Tree Learning Academy is open Monday through Friday from 7:30 am to 6:00 pm. The center is closed for the following holidays:

- Labor Day
- Veterans Day
- Thanksgiving Day and following Friday
- Christmas Day
- New Year's Day
- Martin Luther King, JR's Birthday
- Presidents Day
- Memorial Day
- Juneteenth
- Independence Day

CLASSROOM CURRICULUM

Our approach to curriculum is based on using the Creative Curriculum. Our curriculum is arranged with the use of choices and through project work; both aids to guide the curriculum process. The creative curriculum gives each child the opportunity to select activities independently. The curriculum sets up the environment to guide their social development. It also allows the teaching staff to gather information on student skills, interests and group dynamics. The curriculum areas include math, science, language arts, social studies, blocks, music, dramatic, health and safety development.

EXTRA CURRICULUM (are optional and rates varied)

- ❖ Tae Kwon Do
- ❖ Ballet

CLASSROOMS

There are 3 classrooms offered at Olive Tree Learning Academy.

- **Butterflies** 4 years to 5 years
- **Ladybugs** 3 years to 4 years
- **Caterpillar** 2 years to 3 years
- **Ant**

RATIOS

At Olive Tree Learning Academy Learning Center, we maintain the following staff-to-child ratios at all times in our classrooms:

Age of Children Minimum Ratio of Staff to Children

Title 5 regulation 1 staff for every 8 children
 Title 22 regulation 1 staff for every 12 children

Children of different age groups may be combined if the following guidelines are followed:

- Children may be combined with children who are 3-5 years old as long as the ratio is maintained.
- Classrooms of children 3 years and older may be combined, with the ratio determined by the age of the majority of the children in the group.

During naptime, at least **one** staff member shall be present in every room where children are sleeping and/or resting. Staff-to-child ratios can be reduced to one staff member per room where children are resting for a period not to exceed one hour. Staff should remain in the center so, if needed, they can assist in a classroom.**

Volunteers **CANNOT** be used to meet staff-to-child ratio such as high school students (at least 16 years of age), college students, parents, or retired individuals. However, in accordance with the Constitution of California, Title 22, Division 12. Article 6, **Ratios must be maintained at all times, including when emergency procedures are in effect.**

RESPONDING TO COVID-19

The protection of children, educators and our family is important. As we reopen our facility, we are taking full precautions that are necessary to prevent the spread of Covid-19.

To ensure safe school operation, we recommend parents to provide face coverings, such as masks for their child and avoid sending them to school with any types of symptoms such as fever, cough, runny nose etc.

PROGRAM DESCRIPTIONS

California Department of Education Programs

The Olive Tree Learning Academy offers high quality developmentally appropriate environments addressing the social-emotional, physical, cognitive and language needs of young children.

This program is:

- **California State Preschool Program (CSPP)**
Part-day and Full-day programs, for 3 and 4 year-old children and their families, are located at early education centers throughout the area. Families must meet State determined income criteria as well as be eligible for this program.
- **General Child Care and Development Program (CCTR)**
Full-day programs, for 2 year old and 5 year old children and their families, are located at early education centers throughout the District. Families must meet State-determined income criteria as well as be eligible for this program.
- While we believe it is important to model and teach values such as concern and respect for all people, we believe it is the parent / guardian's responsibility to provide religious instruction of their choice. Therefore, and in accordance with the Constitution of California, Article XVI, Section 5, 'religion is not taught in any child development program administered by the STATE CHILD DEVELOPMENT and all programs refrain from religious instruction.'

Children 2 years and older enrolled in the CSPP and CCTR should be able to use the restroom successfully. (*The Americans with Disabilities Act (ADA) provides for exceptions to this requirement when children have toileting needs due to their disabilities.*)

Early Childhood Education programs offer settings in which children will:

- Develop early literacy skills such as oral language, listening and speaking, phonemic awareness, vocabulary development, problem solving, pre-writing and comprehension and critical thinking skills.
- Participate in a rich learning environment.
- Develop cognitive and effective skills through active involvement in concrete learning experiences.
- Become self-directed and self-reliant while participating in a planned indoor/outdoor instructional program.
- Grow socially, emotionally, mentally and physically in a comfortable and relaxed atmosphere.
- Receive guidance, instruction and support from nurturing and understanding adults.
- Receive nutritionally balanced meals each day.

Promoting the Social Development of Young Children and Addressing Challenging Behavior

An important role of Early Childhood Education staff members is to facilitate children's social emotional development so that they have the skills needed to be successful in school and in life. These skills include the ability to solve problems, communicate needs and emotions appropriately and effectively and build friendships. Our staff members provide:

- A caring community.
- Schedules, routines and expectations for safe, responsible and respectful behavior.
- Models of effective communication.
- Activities that are meaningful, meet the individual needs of all children, and promote engagement with other children and adults.
- A team approach to addressing challenging behavior which includes parents as active participants.
- An environment free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, threat, mental abuse, or other punitive actions.

The Desired Results Developmental Profile 2015

Staff members in Early Childhood Education programs provide a personalized learning plan for each child with an assessment tool developed by the California Department of Education, Early Education and Support Division. The Desired Results Developmental Profile (DRDP) is a validated assessment instrument that covers the developmental domains of physical, cognitive and social-emotional development and is aligned with the K -12 standards. It gives specific feedback that informs ongoing instructional planning throughout the year and is an important tool for articulation between early childhood education and elementary school staff as children transition to kindergarten. Children are assessed using the DRDP within 60 days of enrollment and every six months thereafter. Parent input is a necessary component of this assessment.

The Environmental Rating Scale

The California Department of Education, Early Education and Support Division, requires the use of the *Environmental Rating Scale* designed to assess quality in Early Childhood Education programs. Depending upon the ages served, programs use either the *Infant/Toddler Environmental Rating Scale* or the *Early Childhood Environmental Rating Scale*. Each scale has items to evaluate the physical environment, basic care, curriculum, interactions that go on between staff and children, schedule and program structure, and parent and staff education.

Health

In order to ensure that all of our children are healthy and safe while at school, the following procedures and routines have been established:

- All children enrolled in licensed child care facilities and public schools must provide a record of current -immunizations. Prior to, or within 30 calendar days following enrollment, a written report of the child's physical exam, prepared by a licensed physician, must be provided. The preferred form is the Department of Social Services form LIC 701, "Physician's Report". TB tests are not required for children entering preschool programs unless certain risk factors are present. The LIC 701 has a checkbox at the bottom that indicates whether there is a need for TB screening. Any physician's report provided by the parent must be less than one year old.
- New students will not be enrolled unless a written immunization record, provided by a health care provider or the health department, is presented at the time of enrollment and immunizations are up-to-date. Students who require additional vaccine doses at the time of enrollment or who lack a written record are no longer allowed a grace period. All students new to the District, or transfer students within the District, must show that they have received all currently required immunizations in order to be enrolled.
- The immunization status of all students will be reviewed periodically. Those students who do not meet the State guidelines must be excluded from school until the requirements are met. Students who have been exposed to a communicable disease for which they have not been immunized may be excluded from school at the discretion of the health department. A doctor may exempt your child from some or all immunizations (for example, due to a medical condition). You may exempt your child because of your personal or religious beliefs.

Senate Bill 277 (SB277) removes the Personal Belief Exemption option for school immunization requirements. New exemptions from immunizations for religious belief and personal belief are no longer available beginning January 1, 2016.

- A daily wellness check is completed upon the arrival of each child to ensure that children are healthy and able to participate in daily activities. When it is observed that children arrive in the classroom ill, they will be required to be taken home. (Illness does not refer to medical conditions that are not contagious.)

- Under no circumstances may a parent bring a sick child to school. If the child shows any signs of illness or unable to participate in the normal routine, please keep your child at home. Sick children will expose all children and staff members who they come in contact with. Sick children want care from their parents in the comfort of their own homes. Because this is disruptive to other children and their families, your cooperation on this issue is extremely important.

Olive Tree Learning Academy has the right to report to Social Services Health Department if any child is not seeking care when ill from Parents/Caregivers or continues to come to school sick.

Symptoms requiring removal of child from daycare:

- Fever: Fever is defined as having a temperature of 99.8°F or higher. (A child needs to be fever free for a minimum of 24 hours before returning to school, that means the child is fever free without any Tylenol®, or any other fever reducing substance.)
- Fever AND sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- Diarrhea: runny, watery, bloody stools, or 2 or more loose stools within the last 4 hours.
- Vomiting: 2 or more times in a 24-hour period. Note: please do not bring your child if they have vomited in the night.
- Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous coughing.
- Runny nose (other than clear), draining eyes or ears.
- Frequent scratching of the body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm.
- Child is irritable, continuously crying, or requires more attention than we can provide without hurting the health, safety or well-being of the other children in our care.

MINOR INJURIES AND ILLNESS: If a child has been slightly injured at school with a non-emergency incident (scrape, bruise, bump) an “incident report” will be completed and given to the parents with a copy placed in the child’s file. We will wash with water, issue a Band-Aid, and apply an ice pack, if necessary. In the event of a more serious injury, every effort is made to contact a parent, or the emergency contacts on file. If necessary, 911 will be called.

PRESCRIPTION MEDICATIONS: Only ***prescribed medication*** by physicians or health care providers will be accepted. In the event that prescription medications need to be dispensed at school, parents must complete LIC 9221 Form, “Parent Consent for Administration of Medications”, indicating the beginning and ending date the child is to receive the medication.

In addition, parents are required to –

- Provide information on possible side effects of the medication.
- Bring medication in its original container in a clear bag.
- Ensure that prescription medication includes a prescription label with specific dispensing instructions and a current date.
- Do not store medications in lunch bags, backpacks, or any other personal belongings. It must be stored in the school office.
- Any time physician's written instructions are required.
- A log will be kept at the office indicating who administered the medication, date and time given.

OVER THE COUNTER MEDICATIONS: OTC medication also requires a doctor's note with the following information. Duration the child will be taking the medication, start date, stop date, amount to be administered, and a time schedule of when the medication is to be administered. The note must be on the prescribing doctor's letterhead with a phone number, doctor signature, and an office stamp.

EPI PEN: If the child has a medically prescribed EpiPen, the Olive Tree staff will:

- 1) Use in accordance with the directions and as prescribed by a physician and in emergencies only. The Epi Pen will only be used in the event of an allergic emergency as prescribed by a physician and will be administered in accordance with the emergency medical treatment plan as supplied by the parents for the child. The use of this device is for emergency supportive therapy only and is not a replacement or substitute for immediate medical or hospital care.
- 2) Keep the EpiPen ready for use at all times. It will be stored in the Emergency backpack or Office First Aid Cabinet.
- 3) Protect the EpiPen from exposure to light and extreme heat.
- 4) We will note the expiration date on the unit and request a replacement from the parents prior to that date.
- 5) Call 911 and the parents, or authorized representative immediately after administering an EpiPen.
- 6) If 911 is called we will notify the Community Care Licensing Division Regional Office within 24 hours. Written notification (LIC 624) "Unusual Incident Report" will be sent to CCLD Regional Office within 7 days. A copy is also given to the parents, placed in the child's file and a copy will be kept in the Director's office.

RECORD OF FOOD ALLERGY & ANAPHYLAXIS CARE PLAN: Parents are requested to communicate fully with the teachers and administration about their child's allergies. If the child requires medication during preschool hours, a completed "Food Allergy Action Plan" must be on file in the office, before commencement of the school year. A copy of the "Action Plan" will be placed in the child's Ziploc bag with any medication provided.

We require that parents or an authorized representative complete and sign a "Food Allergy Action Plan". The name of the child's doctor, phone number and specific written

instructions are required as well. The child's medication will be kept in a Ziploc bag and must be clearly marked with the child's name and room name. The Ziploc bag will be stored in the first aid cabinet which is in the office. A master "Allergy List" is posted in the school's kitchen which itemizes the child's name, classroom, allergy, medication and/or EpiPen.

STORAGE OF MEDICATIONS AND EPI PEN: All medications will be kept in a Ziploc bag in the office. The medication goes with the teacher during every transition in the school day and will be taken with the class in the event of an evacuation. If a child stays for lunch on a regular basis we require an extra set of medications and instructions for the kitchen backpack.

SPECIAL MEDICAL NEEDS: As a general policy our staff do not administer injections. The only exception is the EpiPen in the case of extreme allergic reactions.

FIELD TRIPS: It is school policy that the parent of the child who has severe allergic reaction must accompany the child throughout the duration of the field trip. It is their responsibility to attend to their child's incidental or emergency medical needs while off campus. During field trips, two CPR and First Aid trained teachers will accompany the class and a first aid kit will be taken on the trip.

UNUSUAL INCIDENTS: Should a child be involved in an unusual incident parents will receive a written "Unusual Incident Report". This report will describe the nature of the situation and how the staff responded to it. A call will also be placed to the Duty Officer at CCLD (323-981-3350) within 24 hours to report the unusual incident. The "Unusual Incident Report" will be sent to the CCLD Regional Office within 7 days. A copy is also given to the parents, placed in the child's file and a copy will be kept in the Director's office.

SAFETY PRECAUTIONS: Latex gloves are provided in every classroom for diaper changes and for potential contact with bodily fluids. After use, the gloves are disposed of in a plastic bag and placed in a trash can with a lid.

FIRST AID SUPPLIES: Supplies will be stored out of reach of children.

- **MEDICAL TRAINING OF STAFF:** All teachers have an up-to-date pediatric CPR and First Aid training certification
- A child returning to school with sutures, casts, crutches, braces or a wheelchair must have a health care provider's written permission to attend school and must comply with any safety procedures required by school administration and health services personnel. A child returning to school following a serious or prolonged illness, injury, surgery or other hospitalization must have written permission by the health care provider to attend school, including any recommendations regarding physical activity.

- A current Emergency Information Card must be on file at the school so that parents can be notified promptly in case of an accident or injury involving their child. **A child may only be released to an adult at least 18 years old listed on the Emergency Information card.**

EMERGENCY PROCEDURES

1. In the case of a serious injury or accident, Olive Tree Learning Academy will call 911 and the paramedics.
2. Separate and remove other children from the area.
3. Phone the child's parents and perform any CPR as necessary.
4. Cover the injured child and keep him/her calm.
5. With a consent form signed by parents in advance (when entering school), school will take the child to a physician close by.
6. Report or notify the licensing agency within the next working day, if any injury to any child which requires medical treatment.
7. Complete Unusual Incident/Injury Report (LIC624) that is to be sent to the Licensing Agency within seven days following the occurrence/event.
8. Retain a copy of the report in the child's file.

Health And Social Services

When Olive Tree Learning Academy identifies the need of a child and family for health or social services, a reference will be provided. The school will refer the family to an appropriate agency in the community based on the family's needs.

Nutrition

All children enrolled in Olive Tree Learning Academy will receive at least one nutritious meal daily, depending upon the length of the program. Meals are served in the classroom where children can enjoy a pleasant social atmosphere. At mealtime, they practice eating independently, eat and enjoy a variety of foods and engage in social and instructional conversations with other children and adults at their tables.

The Olive Tree Learning Academy is responsible for the preparation of meals for programs. All meals served meet or exceed limitations on total fat, saturated fat, calories, sodium, additives and dyes, and trans-fats that are required by law.

- Children in full-day programs may receive breakfast, lunch and an afternoon snack, depending on the hours they are attending.
 1. Morning snack (8:30 AM ~ 8:50 AM)

2. Lunch (11:15 AM ~ 12:00 PM)
 3. Afternoon Snack (2:10 PM ~ 2:45 PM)
 4. Dinner (4:15 PM ~ 5:00 PM)
- Dietary modifications can be made for children who meet the criteria of special needs definitions. Children must have a completed medical statement submitted for evaluation and approved by a Doctor or nutrition specialist. Should your child require a special diet, please ask the school office for a *Medical Statement to Request Special Diet* form.
 - We welcome children to celebrate their birthdays at school. Parents are welcome to send in a special treat. However, please meet with your child's teacher for any allergies. Small sized candy is prohibited.**

A copy of the menu is posted on the Parent Bulletin Board.

PROFESSIONAL DEVELOPMENT

The Olive Tree Learning Academy is committed to providing high-quality early childhood education. All teachers hold the appropriate credential/permit required by the State of California.

- New teachers and support staff are provided an orientation to guide them to understand how agency policies relate to their respective job description. Orientation also includes topics such as child abuse reporting procedures, the California Desired Results System, supervision of children, curriculum and program schedules, first aid procedures, and positive behavior support for children.
- We support continuous staff growth by assessing the needs of staff and providing professional development activities to enhance their growth.
- Professional development activities are provided at your child's school site as well as by the Local District and Early Childhood Education central offices.
- Our staff members are evaluated on a regular basis according to specifications outlined in their respective collective bargaining contracts.
- We have sound internal communication mechanisms which include email, phone, meetings and newsletters to provide staff with information regarding professional development opportunities necessary to carry out their respective duties.

PARENT INVOLVEMENT

Parent involvement is an important component to the operation of each of our Early Childhood Education Programs. We value the role you play as your child's first teacher and recognize the importance of the partnership between home and school.

- Because your child's first 5 years of life are so important, we want to help you provide for his/her best start. Within the first 45 days, your child attends their Early Childhood Education program, you will be asked to answer questions about some of the things your child can do and cannot do. The questions are from a screening instrument, the *Ages and Stages Questionnaire (ASQ-3)*, which is used in programs nationwide. You will be asked about your child's communication, gross motor, fine motor, problem solving and personal social skills. Your answers will help us provide a program to best meet the needs of your child.
- Parent education workshops are offered at early education centers and elementary school sites on a variety of topics of interest. In addition, opportunities for participation on Parent Advisory Councils, committees, annual program review teams, at special events and in the classroom are encouraged.
- Parent-teacher conferences are held a minimum of 2 times each year to share information and discuss children's progress. Moreover, conferences are always available upon request.
- We ask that you participate in the annual *Desired Results Parent Survey*. The survey asks for parent feedback about the program your child attends. The California Department of Education is very interested in how the program helps to support your child's learning and development and meet your family's needs. Responses are completely confidential and your feedback will help to improve the services provided to you and your child.

We welcome you to visit your child's classroom at any time and to ask the teacher how you can be involved in the many opportunities offered by your early childhood education program.

ENROLLMENT PROCEDURES

Olive Tree Learning Academy receives both State and Federal funds and follows regulations as set forth in Title 5, *California Code of Regulations* and Title 22, *California Child Care Licensing Requirements*. The regulations regarding enrollment and admission follow.

Eligibility List

An Eligibility List is maintained at each Early Childhood Education program site. The term "eligibility" is used because families are ranked by eligibility factors established for California subsidized child care and education programs. Families whose children are receiving child protective services or whose children are at risk of being neglected or abused are admitted first. Next are families in accordance with family income, with the lowest per income ranking admitted first. .

Enrollment Process

Olive Tree Learning Academy will notify you by phone or mail when they have space available for your child. They will provide you with a checklist of documents needed to complete the certification and enrollment process. On receipt of all the required documentation, an appointment will be scheduled to complete the *Confidential Application for Child Development Services and Certification of Eligibility*.

You will be issued a *Notice of Action* following the completion of the *Confidential Application for Child Development Services and Certification of Eligibility*. The *Notice of Action* will indicate the date of entry into the program, the family fee, if applicable, and the days and hours for preschool services.

A *Notice of Action* is also issued when:

- Recertification is completed
- Changes that affect need, fees, eligibility and contract hours occur
- The family is to be terminated from the program
- The family fee is delinquent

Termination of Services

If the change or termination is involuntary or initiated by the Early Childhood Education program, the parent/caretaker has 14 calendar days (19 if the Notice of Action is mailed) to appeal. When given to the parent, the parent's initials acknowledging receipt are required.

Causes for Termination Policy

The following are causes for termination of early education center services, not to exceed three occasions per year:

- Violation of program policies and procedures
- Behavior of a family member that presents a risk to children and staff such as a parent using profane language, threats or destroying property
- Delinquent family fees. Fees are due on the first working day of each month and are delinquent seven days after that date. On the eighth day, a termination NOA will be issued and services will be terminated in 14 days if hand-delivered, 19 days if mailed if fees are not paid in full.
- Failure of parents/guardians to comply with a plan for payment of delinquent fees.
- Excessive unexcused absences are limited to five days per school year.
- Failure to cooperate with school personnel where such failure materially disrupts the smooth and efficient operation of the program.
- Failure to follow sign-in/sign-out procedure.
- Making a false material statement regarding family, financial status, employment or other information relating to eligibility or need.
- Conduct of children tending to seriously disrupt the smooth and efficient operation of the program.
- Children are not trained in toilet habits even though the school has worked with families on transitioning children to attain independent toileting habits .
- Failure of a parent/guardian to respond promptly when requested to remove a child from the center because of a child's illness or suspension.
- Violation of contract hours, early drop-off or late pick-up, on three occasions per school year.
- Late pick-up of children after center closing or program ending hours (termination of services may occur on the fourth instance of late pick-up following three written warnings within a one year period of time)

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 on the back of the Notice of Action. 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. The appeal is sent to the Early Childhood Education Division address that appears on the back of the Notice of Action.

How to Qualify for a **Part-Day, Part-Year** California State Preschool Program (CSPP)

Eligibility is established at the time of enrollment. **Priority** is given to children receiving child protective services or who are at risk of abuse, neglect, and/or exploitation. Priority criteria includes **lowest gross monthly income and family size**.

Eligible children can attend part-day, part-year California State Preschool programs

for up to two years before they are enrolled in kindergarten or transitional kindergarten. Families must establish eligibility at the time of initial enrollment and will remain eligible for the remainder of the program year. Families of children eligible to continue for a second year of preschool will have their income eligibility recertified prior to the beginning of the new preschool year.

Income Eligibility

Verification: Total countable income is all income of the individuals, 18 years and older, counted in the family size, for example:

- Gross wages or salaries including overtime and tips
Verified by: Consecutive pay stubs for the most recent month prior to acceptance into the program (if paid monthly, 2 consecutive monthly check stubs). Parents must sign an authorization for the center to contact the employer to verify employment and wage information. If you are self-employed and/or have income that fluctuates, verification may include as many of the following types of documentation as necessary to determine income: letter from source of income, copy of the most recently signed and completed tax return, other business records, such as ledgers, receipts, check stubs or business logs.
- Cash aid
Verified by: *Department of Public Social Services “Notice of Action”, “Verification of Benefits”, bank statement showing automatic deposit, unemployment or disability statements, if applicable*
- Child support payment received
Verified by: Copy of court decree, agreement, checks
- Portion of student grants or scholarships not identified for educational purposes as tuition, books, or supplies
Verified by: Copy of grant or scholarship
- Other countable income
Verified by: Copies of documentation of all non-wage income or self-certification of any income for which no documentation is possible

Determination of Family Size

As defined by the Education Code, a “Parent” means a biological parent, stepparent, adoptive parent, caretaker relative or any other adult living with the child who has responsibility for the care and welfare of the child. Parents must provide documentation to determine the number of children and parents in the family, with at least one of the following:

- Birth certificates
- Court orders regarding child custody
- Baptismal certificates

- Adoption documents
- Record of Foster Care placements
- County welfare department records
- Other reliable documentation indicating the relationship of the child to the parent

How to Qualify for a **Full-Day** California State Preschool Program (CSPP) or a General Child Care and Development Program(CCTR)

Eligibility is established at the time of enrollment. Priority is given to children receiving child protective services or who are at risk of abuse, neglect, and/or exploitation. Per Assembly Bill 2626, effective 07/01/19, families with the lowest adjusted gross monthly income are admitted. .

Additionally, for full-day programs, families must provide documentation verifying that all adults counted in the family size are employed, actively seeking employment (shall be less than 30 hours per week), attending school/training during center hours (including online 22 courses), have a parental incapacity or are seeking permanent housing (shall be less than 30 hours per week). Required documentation may include:

- Employment and Self-Employment – Including Days and Hours Employed
Verification of countable income which must include days and hours employed
- Seeking Employment
A written parental declaration signed under penalty of perjury stating that the parent is seeking employment
- Attending School or Training Toward Vocational Goals
Documentation of the days and hours of training to include the parent’s vocational goal, name of training institution, dates of current quarter, semester or training period, signature or stamp of the training institution’s registrar. (A “Verification of Training” form can be obtained in the office.) At the completion of the quarter, semester or training period, a report card, a transcript, or if the training institution does not use formal grades, a “Progress Report” form can be obtained in the office.
- Parental Incapacity
A written release signed by the incapacitated parent authorizing a legally qualified health professional to disclose information necessary to establish that the parent meets the definition of incapacity and needs services. Documentation provided by the legally qualified health professional verifying that the parent is incapable of providing care and supervision to their child. (A “Statement of Incapacity” form can be obtained in the early education

center office.)

- Seeking Permanent Housing

Family Fees

The following information applies to the assessment and collection of family fees:

- Some families in full-day programs may be required to pay fees if their income is below the income ceiling but falls within the Family Fee Schedule limits.
- There are no family fees for part-day part-year programs.
- There are family fees in full-day and part-day programs.
- Family fee assessment is based on income and family size. No adjustment is made for excused or unexcused absences.
- Fees are not assessed for days the program is closed.
- Credit is given for fees paid to other child care providers such as babysitters or other programs providing day care services. A receipt or canceled check is required and credit is for the subsequent billing period.
- All fees must be paid in advance of service by check or money order. Fees must be paid on the first working day of each month.
- Fees are considered delinquent after 7 calendar days of the due date. Services shall be terminated within 2 weeks unless delinquent fees are paid within two weeks. A reasonable repayment plan will be accepted and the parent must comply with the repayment plan for continued services, not to exceed three occasions per year.
- In accordance with State Department of Education regulations, fees shall not be assessed for field trips or for any other activity or service.

Emergency Information

Every parent, legal guardian or caregiver must complete an Emergency Information card for each child at time of enrollment. Emergency information must include the following:

- Home address and current telephone number, including cell phones
- Employment/business addresses and phone numbers
- Relative/friend's first and last names, addresses and telephone numbers, authorized to pick-up and care for a child due to illness, in an emergency situation, or after program closing hours, if a parent cannot be reached. **In**

these situations, children will only be released to an adult at least 18 years of age listed on the Emergency Information card.

Change of Residence and/or Other Emergency Information.

It is the responsibility of every parent, legal guardian or caregiver to ***immediately*** inform the office of any change of address, telephone number or emergency information on the official Emergency Information card.

ATTENDANCE POLICIES

Signing In and Out

Signing children in and out daily upon arrival and departure is required by law for the safety and supervision of the children and for program fiscal accountability. **The parent or other authorized adult must enter the time of arrival and departure on the sign-in/out sheet using a full signature.** As per the California Department of Education and licensing regulations, Children may only be signed out and picked up by an adult (18 years or older) that is on the student's emergency card. **Proper identification may be requested.**

Absence Policy

Children learn and develop in ongoing and predictable educational environments. Their engagement through consistent and regular attendance is crucial to their success.

When there are circumstances where your child must be absent from school, it is the parent's responsibility to notify the program as to the reason for the absence on the same day of the absence, or in case of an emergency as soon as possible. In order for the center to obtain an accurate meal count, parents should call **before 9:00 am** on the day of the absence. Excessive absences, or failure to contact the center in a timely manner when a child is out, may result in termination from the program. Our program does not receive State reimbursement for excessive unexcused absences.

Excused absences include:

- Illness or quarantine of the child or parent, not a sibling
- Court ordered, unlimited time spent with a parent/guardian or other relative
- Family Emergency - The duration of family emergencies will depend on the nature of the emergency, the place of occurrence and what is reasonable under each specific circumstance. Family emergencies include:
 - Accident involving members of the immediate family
 - Automobile failure
 - Death in the family
 - Act of nature, with damage to the home, such as an earthquake, flood or fire
 - Civil unrest, police action in the neighborhood
- Best Interest Days – children are allowed 10 “best interest days” per program year. These 10 days may include:
 - Vacation
 - Funeral, other than a family member
 - Cultural or religious celebration
 - Other family occasions such as parent or sibling graduation
 - CPS unlimited number of days for best interest of child

Unexcused Absences

Students with good attendance do better in school, have more friends, like school and are more likely to graduate from high school.

Any/all unexcused absences may be cause for termination of services; this will be limited to no more than five days per school year.

Parents -will be informed, in advance, if they are in danger of being terminated for excessive unexcused absences.

Examples of unexcused absences are:

- The child did not feel like coming to school
- The parent or child woke up late
- The weather was too cold or too hot
- Family errands
- Court appearance, not requiring the child

CONFIDENTIALITY

Information obtained from families to determine eligibility and complete enrollment is strictly confidential. This information is maintained by authorized District personnel, and can only be viewed by authorized District and funding source personnel. Confidential records will not be released unless stipulated by the parent/s or otherwise authorized by applicable law.

UNIFORM COMPLAINT PROCEDURES (UCP)

The Olive Tree Learning Academy has the primary responsibility to ensure compliance with state and federal laws and regulations governing educational programs. The school shall investigate and seek to resolve complaints at the local level. The school shall follow uniform complaint procedures pursuant to state regulations when addressing complaints alleging failure to comply with the law in Adult Education, Career Technical Education, Child Development Programs, Consolidated Categorical Programs, Migrant and Indian Education, Nutrition Services, Special Education and laws regarding unlawful student-to-student, adult-to-student, and non-employee discrimination/ harassment on the basis of age, ancestry, color, disability (mental or physical), ethnic group identification, gender, national origin, race, religion, sex (actual or perceived), sexual orientation, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by the District. For additional information regarding the school's Uniform Complaint Procedures process or assistance in filing a complaint, please contact the Office at (213) 315-5076.

Notifications

We shall annually notify in writing its students, employees, parents and guardians, district advisory committees, appropriate private school officials or representatives, and other interested parties of these procedures and the

person responsible for processing complaints.

Filing of UCP Complaints

A written complaint of alleged noncompliance with a federal or state law or regulation governing education programs must be filed with the school's office. When the subject matter of a complaint is not covered by this policy, the complainant will be advised in writing.

Uniform Complaint Procedures forms are available upon request from office, or by calling Office at (213) 315-5076. Any person, including, but not limited to individuals with a disability, requesting to file a complaint and who is unable to prepare a written complaint will be assisted by staff in filing the complaint.

Any student, parent, or non-employee individual, or specific group of individuals who allege that he/she or they were subjected to unlawful discrimination may file a Uniform Complaint Procedures (UCP) complaint alleging unlawful discrimination. Discrimination complaints must be filed no later than six months from the date the alleged discrimination occurred or the date when the complainant first obtained knowledge of the facts of the alleged discrimination unless the time of filing is extended by the director.

Investigation of Complaint

Upon receipt of the complaint and the determination that the allegations are under the jurisdiction of the Uniform Complaint Procedures process, the director or assistant director will open a complaint investigation. At the discretion of the director and with the consent of the parties, the director may undertake a resolution of the dispute via mediation. The complainant and/or complaint's representatives and the school representatives will be provided an opportunity to present information that is relevant to the complaint during the mediation and/or investigative process. By filing a complaint, the complainant authorizes the director to investigate and make disclosures, as may be reasonably necessary to the investigation and resolution of the complaint. To ensure that all pertinent facts are considered, the director or assistant director may request other individuals to provide additional information. The complainants are advised that, while the school will make an effort to protect their privacy and confidentiality, investigation of their complaint may require disclosure of certain information to others. Complainants are protected by law from retaliation for filing a complaint and/or their participation in the complaint investigation process.

Written Decision

Within sixty (60) days of receiving the complaint, unless the complainant agrees in writing to an extension of time, the director shall prepare and send to the complainant a written report of the school's investigative findings, and corrective action(s) if appropriate. The investigative report shall be written in English and in the language of the complainant whenever feasible or required by law.

Appeals to the California Department of Education

If a complainant is dissatisfied with the school's decision, the complainant may appeal in writing to the California Department of Education within fifteen (15) days of receiving the District's decision. The appeal must be in writing and must include a copy of the original complaint, as well as a copy of the school's decision and specific reasons for appealing the school's decision. The appeal should be sent to:

California Department of Education
1430 N Street, Sacramento, CA
95814

Complaints Not Under the Jurisdiction of the School's Uniform Complaint Procedures Process

In accordance with Section 4611 of Title 5 of the California Code of Regulations the following complaints shall be referred to the specified agencies for appropriate resolution and are not subject to these complaint procedures:

1. Allegations of employment/work, employee-to-employee or student-to-employee discrimination/harassment complaints may be referred to the Office at (213) 315-5076.
2. Allegations of suspected child abuse shall be referred to the Los Angeles County Department of Family Children Services (DCFS) or the appropriate city police department or Los Angeles County Sheriff's Department, as applicable.
3. Allegations of fraud shall be referred to the responsible division/branch/department/unit/administrator/supervisor or to the Office of the Inspector General.
4. Personnel action complaints shall be referred to the appropriate division/branch/department/unit/administrator/supervisor.

Health and safety complaints regarding a Child Development Program shall be referred to the Department of Social Services, for licensed facilities.

PERSONAL RIGHTS

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

PERSONAL RIGHTS

Child Care Centers

Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers.

- (a) Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:
- (1) To be accorded dignity in his/her personal relationships with staff and other persons.
 - (2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
 - (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.
 - (4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.
 - (5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.
 - (6) Not to be locked in any room, building, or facility premises by day or night.
 - (7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

THE REPRESENTATIVE/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS, WHICH IS:

Department of Social Services, Community Care Licensing Division

Los Angeles Northwest Regional Office
6167 Bristol Parkway, Suite 400
Culver City, CA 90230
(310) 337-4333

Los Angeles East Regional Office
1000 Corporate Center Drive, Suite 200B
Monterey Park, CA 91754
(323) 981-3350

DETACH HERE

TO: PARENT/GUARDIAN/CHILD OR AUTHORIZED REPRESENTATIVE:

PLACE IN CHILD'S FILE

Upon satisfactory and full disclosure of the personal rights as explained, complete the following acknowledgment:

ACKNOWLEDGMENT: I/We have been personally advised of, and have received a copy of the personal rights contained in the California Code of Regulations, Title 22, at the time of admission to:

(PRINT THE NAME OF THE FACILITY)

(PRINT THE ADDRESS OF THE FACILITY)

(PRINT THE NAME OF THE CHILD)

(SIGNATURE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(TITLE OF THE REPRESENTATIVE/PARENT/GUARDIAN)

(DATE)

LIC 613A (8/08)

CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHT

CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS

PARENTS' RIGHTS

As a Parent/Authorized Representative, you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.
 Department of Social Services, Community Care Licensing Division
 Los Angeles Northwest Regional Office
 6167 Bristol Parkway, Suite 400
 Culver City, CA 90230
 (310) 337-4333
 Los Angeles East Regional Office
 1000 Corporate Center Drive, Suite 200B
 Monterey Park, CA 91754
 (323) 981-3350
7. Be informed by the licensee, upon request, of the name and type of association to the child care center for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
8. Receive, from the licensee, the Caregiver Background Check Process form.

NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE CHILD CARE CENTER TO A PARENT/AUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENT/AUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.

For the Department of Justice "Registered Sex Offender" database, go to www.meganslaw.ca.gov

LIC 995 (9/08)

(Detach Here - Give Upper Portion to Parents)

ACKNOWLEDGEMENT OF NOTIFICATION OF PARENTS' RIGHTS (Parent/Authorized Representative Signature Required)

I, the parent/authorized representative of _____, have received a copy of the "CHILD CARE CENTER NOTIFICATION OF PARENTS' RIGHTS" and the CAREGIVER BACKGROUND CHECK PROCESS form from the licensee.

Name of Child Care Center

Signature (Parent/Authorized Representative)

Date

NOTE: This Acknowledgement must be kept in child's file and a copy of the Notification given to parent/authorized representative.

For the Department of Justice "Registered Sex Offender" database go to www.meganslaw.ca.gov

LIC 995 (9/08)