

Footsteps Child Care, Inc.

Where little steps lead to big futures



~ Serving the community since 1994 ~



PRESCHOOL PROGRAMS FAMILY HANDBOOK 2016-2017

Administrative Office

374 El Camino Real

Belmont, CA 94002

Phone 650-610-0715

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Website

footstepschildcare.org

Email office@footstepschildcare.org

Tax ID 94-3206278



FOOTSTEPS CHILD CARE DIRECTORY

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Office 374 El Camino Real, Belmont, CA 94002

Direct Line 650.610.0715

Website www.footstepschildcare.org

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Email office@footstepschildcare.org

Karen Haas-Foletta - Executive Director

Lori Ottolini Geno – Deputy Director

Christine Rudolph – HR Manager

Stephen Finn – IT & Communication

Nick Foletta - Office Manager

Janice Morimoto – State Preschool Manager

Trisha Valbusa – Payroll Manager

Adrian Padilla – PE Specialist

Ying Li Frink – Mandarin Director

Janette Wernick – Art & Garden Specialist

Jennifer Foletta – STEM Specialist & Org Substitute



Footsteps@Cipriani Preschool Program

2525 Buena Vista, Belmont, CA 94002

Fax 650.592.3044

Email ciprianipreschool@footstepschildcare.org

Stephen Finn - Director

License # 414002365

Direct Line 650.592.3262

Cell 650.670.0770

Footsteps@Nesbit Puma Cubs Infant-Toddler & Preschool Program

License # 414001948 – Infant-Toddler

500 Biddulph Way, Belmont

Fax 650.394.4985

Email pumacubs@footstepschildcare.org

Shannon Wittgen - Director

License # 414001947 – Preschool

Direct Line 650.226.3356

Cell 650.557.8005

Darlene Luna - Assistant Director



Footsteps@City Center Plaza Program

950 Main Street, Redwood City

Email citycenterplaza@footstepschildcare.org Graciela Padilla - Director

License # 414002827

Direct Line 650.366.4166

Cell 650.400.9457



WELCOME TO FOOTSTEPS CHILD CARE, INC.

On behalf of the Board of Directors and staff, **welcome!** We share a common goal - quality programming - creating a safe, trusting and challenging environment where children are encouraged to pursue new and familiar interests, develop friendships, grow in confidence and independence and continue to develop respect for themselves and others.

Footsteps Child Care, Inc. operates eight programs in San Mateo County, most onsite at Belmont-Redwood Shores Schools, one off-site program in partnership with the City of Belmont Parks & Recreation Department, and one located in Redwood City. We are a private, non-profit corporation governed by an Executive Board of Directors comprised of parents and guardians. Footsteps Child Care, Inc. offers safe, supervised, quality care, designed to meet the developmental and social needs of the children and youth enrolled.

This handbook outlines what to expect, and what is expected from you at any Footsteps Child Care, Inc. site. Details specific to a site is distributed at the site level. If, after reading this handbook and attending a site orientation, you have additional questions, please contact us so we can answer your questions.

MISSION STATEMENT

Footsteps Child Care, Inc. provides infants, children, youth, and their families, quality programs in a safe, nurturing, and enriching environment, through caring and professional staff and family involvement.

PROGRAM GOALS AND PHILOSOPHY

- We believe children learn and master new skills through a variety of play and educational experiences.
- We support and enhance Kindergarten readiness by providing and creating opportunities for children to learn and experience new things through physical activity, social experience, hands-on participatory activity and choice.
- The curriculum includes a variety of age and developmentally appropriate group and individual activities (structured and non-structured).
- The program provides the children with the space and time to discover.
- We provide the children with supportive and encouraging staff, striving to assist children in developing and maintaining a positive self-image and encourage children to take responsibility for themselves and their actions while learning social skills, such as problem solving and cooperation with others.

ADMISSION POLICY

- We are non-discriminatory in admission, on the basis of sex, sexual orientation, gender, genetic discrimination, perceived gender identity, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical ability. Our programs serve children and youth, infant through eighth grade.
- **A parent or guardian is required to visit the site for an orientation before the child attends.** If you cannot attend the scheduled orientation, please set up an individual orientation before your child's first day.
- We will make every effort to include children with special needs in our program. Children who have special needs are considered for admission on an individual basis. The Site Director will meet with the parent or guardian before enrollment to determine if the program is the best environment for the child. Upon enrollment, staff and parents will continue to meet regularly to monitor the child's progress and discuss how best to support the child.
- It is sometimes necessary to redirect children and their families, especially if we do not have facilities or staff to work with the child's needs. In these cases, the Site Director and the child's parent or guardian will decide if the center can properly meet the needs of the child.
- We observe traditional celebrations, such as birthdays, Halloween, Christmas, Hanukkah, Kwanza, and Easter. If you would prefer your child or children not participate, please take the responsibility to alert the Site Director in advance of the scheduled celebration.
- The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

ACCREDITATION

In 2015 all of the Footsteps Child Care programs applied for and achieved accreditation through the Council on Accreditation (COA). COA accredits over 2,000 private and public organizations and programs that serve more than 7 million individuals and families in the United States, Canada, and overseas. The COA standards cover over 60 different service domains and hundreds of different types of programs. The accreditation process is designed to meet the needs of diverse organizations - voluntary, public and proprietary, local and statewide, large and small.

What is Accreditation?

The formal evaluation of an organization or program against best practice standards. It is both a status and a process:

- **As a Status**
It signifies that an organization or program meets standards of quality set forth by the accrediting body.
- **As a Process**
It involves an in-depth self-review of an organization or program against currently accepted best practice standards, an onsite visit by an evaluation team comprised of experts, and a subsequent review and decision by the accrediting body.

As a family accreditation means

- Services meet best practice standards
- Services are delivered by appropriately trained staff
- Clients participate in the decision-making process of service delivery
- Services are provided in a safe and respectful environment
- Privacy is protected
- Services support positive outcomes
- Services are culturally competent



HISTORY OF FOOTSTEPS CHILD CARE, INC.



- **1994** **Cipriani After School Care, Inc opens its first site at Cipriani School.** The Belmont-Redwood Shores School district re-opens Cipriani Elementary School and Karen Haas-Foletta becomes the Executive Director.
- **1997** **Middle School Camp at Ralston Middle School. With a grant from Work/Family Directions, the summer camp, including installation of a ropes challenge course, was developed.** "Hands-On" Science and Adventure Camp were funded for three years and parents requested a school-year program be developed.
- **1999** **Ralston After-Middle School (RAMS), at Ralston Middle School, opens.**
- **1999** **Cipriani After-School Site achieves accreditation through the National After-School Association (NAA) and the site is re-accredited in June 2002 and July 2005.** NAA Accreditation symbolizes a commitment to quality school-age care. As one of the first school-age programs nationally to be accredited by NAA, Cipriani After-School Care is recognized nationally as a leader in quality for school age care.
- **2000** **Club Central opens in San Carlos.** The San Carlos School District adds fifth grade to middle school. Parents from Central Middle School asked CASC, Inc. to open a program. The program grows to 49 youth.
- **2001** **Nesbit Club Puma opens at Nesbit Elementary School.** Upon opening, the children chose a name. A child, knowing the Ralston Middle School program was RAMS and Central School was Club Central, suggested Nesbit Club Puma, after the school's mascot. The program is licensed for 90 children.
- **2002** **CASC, Inc. receives a Playground Grant from KaBoom to rebuild the shared playground and garden at Cipriani School.** A grant from the 4Cs and SBC helped with facility improvements and computers.
- **2003** **A Peninsula Community Foundation grant of \$10,000.00 supports our Fee Subsidy program.**
- **2004** **CASC, Inc. celebrates its Tenth Anniversary with a Halloween Carnival and Casino Night, netting over \$4,000.00 for fee subsidies.**
- **2005** **CASC, Inc. receives two grants from the USTA Northern California Section to implement a tennis program.**

- **2005 Nesbit Puma Cubs program opens for infant, toddler, preschool, and pre-kindergarten children.** The program received a start-up grant through SmartKids, First 5 San Mateo County, and the Human Services Agency of San Mateo County. The \$84,000 grant covered supplies, equipment for the site, and an infant/toddler playground.
- **2006 Nesbit Puma Cubs received a grant from the 4C's and Rebuilding Together for facility repair and upgrades to the preschool playground.** Over 50 volunteers made improvements to the facility and playground.
- **2006 Nesbit Club Puma receives NAA Accreditation.** Cipriani and Nesbit Club Puma sites again receive the USTA Tennis Grant. CASC, Inc. receives a grant from The Taproot Foundation to rebuild our website.
- **2007 We held a successful fundraiser at the Punch Line Comedy Club, netting over \$1,500.00 for our summer fee subsidies.** We received a final grant from the USTA and over 120 children participated in the Tennis Regional Rally. We received State of California State Preschool funding for 8 prekindergarten children.
- **2008 Janice Morimoto wins the prestigious Mary Elizabeth Griffin Award, given by the 4Cs of San Mateo County.** We opened Cipriani Preschool, a morning program at our Cipriani Site.
- **2009 CASC, Inc. and the City of Belmont Parks & Recreation began a partnership, including middle school camps and joint Special Events.** The Belmont Rotary Club collaborates with CASC, Inc with tuition assistance for low income Belmont families and provides volunteers for organizational events. CASC, Inc. celebrates its 15-year anniversary with a series of family events. The Halloween Carnival and Haunted House are hosted in partnership with the City of Belmont. A grant from Get Healthy San Mateo County provides a PE Specialist for the organization and training for after-school staff throughout the county.
- **2010 Cipriani After School Care, Inc. changes its name to Footsteps Child Care, Inc.** The Barrett Site, a partnership with Belmont Parks and Recreation, opens. A David and Lucile Packard Foundation grant allows us to have middle youth teach the importance of recycling and gardening, develop a new garden at Puma Cubs Preschool, and maintain our Ropes Course at RAMS. Cipriani and Nesbit sites receive accreditation through the Council on Accreditation (COA). The Shores Site, with capacity for 70 children, opens at Redwood Shores School and a SmartKids grant, administered by the 4Cs, for equipment and supplies. **Cnotra Nichols**, Site Director of Footsteps@Nesbit, receives the 2010 California School-Age Consortium Award of Excellence.
- **2011 Footsteps Child Care** received a second year of funding from the David and Lucile Packard Foundation and County of San Mateo Health Department. Footsteps received a grant from the Sequoia Health Care District funding our PE Specialist. Sequoia Health Care District is also a sponsor of our "Fun, Safe and Healthy Halloween Event."
- **2012 Footsteps@City Center Plaza Opens** –Preschool with capacity for 24 children, opens March 2012. Little Footsteps, a preschool program with Belmont Parks and Recreation, opens in September.
- **2013 Adopted our Health and Wellness Policy for Staff and Families;** Provide PE instruction to the Belmont Redwood Shores School District through a Sequoia Health Care District Grant; developed an Interact Club through the Rotary Club of Belmont; expanded our State Preschool capacity.
- **2014 –2015 Grants from USTA, Get Healthy San Mateo County, and Sequoia Health Care District for tennis, gardens and physical activities were received.** Celebrated our 20th Year of delivering programs to the community, serving over 500 children daily! We marked this milestone with three successful and fun events, Alumni & Family Picnic, Valentine's Dance, and Family Event at CuriOdyssey. Over 250 families and community partners attend the celebration!
- **2015-2016** Footsteps Child Care sites applied for and achieved accreditation through the Council on Accreditation.

LICENSING INFORMATION

Seven of the eight Footsteps Child Care, Inc. sites are licensed through the State of California Department of Social Services (Community Care Licensing). License numbers and ages served by site:

Cipriani Site	Kindergarten to Fifth Grades	#410518969
Cipriani Site Preschool	3 years – entering TK/Kindergarten	#414002365
Nesbit Site	Kindergarten to Seventh Grades	#414001160
Shores Site	Kindergarten to Fifth Grades	#414002640
Barrett Site	Kindergarten to Fifth Grades	California Heritage School
Nesbit Puma Cubs Infants	6 weeks - 24 months	#414001948
Nesbit Puma Cubs Preschool	2 - 6 years old	#414001947
City Center Plaza	3 - 6 years old	#414002827
RAMS Site	Sixth through Eighth Grades	#414000842

- The Department of Social Services (Community Care Licensing) has the right to interview children or review their records without parent or guardian notification.
- Licensing has the right to interview staff and to inspect or audit facility records without prior consent.
- The licensee shall make provisions for private interviews with any children or staff member and for the examination of all records relating to the operation any Footsteps Child Care, Inc. program site.
- The Department has authority to observe the physical condition of the child (ren), including conditions that could indicate abuse, neglect, or inappropriate placement.
- Our adult to child ratio is approximately 1:3 for infant and toddlers, 1:8 for preschool and pre-kindergarten, 1:10 for children in grades Kindergarten to Second, 1:12 for grades Third through Fifth, and 1:14 for middle school youth.
- All children are covered by an individual accident policy while attending our programs.

PARENT/GUARDIAN PARTICIPATION

Footsteps Child Care, Inc. has an open door policy. You are welcome to visit at any time during the course of the program day. Footsteps Child Care, Inc. thrives with the help, talent, and skills of the family volunteers who participate in a variety of ways. If you have skills, talents or contacts to share, please let us know.

Footsteps Child Care, Inc. is a non-profit organization, governed by an Executive Board of Directors. Parents and guardians volunteer to serve on Site Councils. The Site Council is an advisory committee supporting the daily operation at the site level. Individuals are elected to the Board of Directors. The term alternates so new members are elected at the end of each school year. The Executive Board of Directors establishes general policies and acts as a clearinghouse for concerns affecting the entire organization.

FAMILY COMMUNICATION

COMMUNICATION: We encourage staff and families to get to know each other. Photos of staff are posted on the family bulletin boards and staff must wear photo identification badges. Please get to know our staff and ask questions about your child’s day. However, we ask you be aware staff are supervising children and must concentrate on this task primarily. Each site has a direct telephone line, a site email address and each site director has email and a cell phone; all are listed in this handbook. You are welcome to email or call with your questions or concerns. You may also call or email the Administrative Office or Karen Haas-Foletta, Executive Director, with concerns and suggestions. You can reach staff via site telephone or email address. We use email to communicate with families and Mail Chimp to communicate with families regarding events or special notifications. Our website is a source of information and all forms, handbooks, and newsletters are posted as documents. Each site has a Family Area with information available to you.

WEBSITE: Our website, footstepschildcare.org, is one of our main methods of communication to families, and it includes newsletters, enrollment information and paperwork, licensing paperwork, updates and program news, and calendar events.

EMAIL COMMUNICATION: Your monthly tuition statement, receipts, and newsletter will be emailed monthly.

NEWSLETTERS: The newsletter is emailed through Mail Chimp and contains pertinent information about the site, the organization, and upcoming events to keep you informed. The newsletter is posted and archived on our website, footstepschildcare.org. Please read the newsletter, it contains important and informative information.

COMMUNICATION ACCOMMODATIONS: We strive to accommodate the written and oral communication needs of children, youth, and their families by providing or arranging for, bilingual personnel or translators when necessary. Staff speaks Spanish, Russian, Mandarin, Cantonese, and American Sign Language. We will arrange for the use of communication technology as needed, including telephone amplification, sign language services, or other communication methods for deaf or hearing impaired persons, to the extent possible. We will provide or arrange for communication assistance for persons with special needs who have difficulty making their needs known, including considering a person’s literacy level.

COMMUNITY AGENCY RESOURCES

Footsteps Child Care, Inc. works with the 4Cs of San Mateo County and other community agencies to provide families with resources and support services such as mental health consultation and counseling, observations of children with challenging behaviors and tuition assistance. Footsteps Child Care, Inc. also works with these community agencies to provide support and training to the staff. Please contact the Site Director for more information.

BABY-SITTING BY FOOTSTEPS STAFF

It is Footsteps Child Care, Inc.'s policy that families not approach employees to baby-sit children enrolled in our programs outside our program hours. Staff is informed of this policy and is expected follow our No Babysitting policy. We request this because our insurance does not cover staff off premises, after hours.

COLLEGE AND HIGH SCHOOL VOLUNTEERS AND HELPERS

College and High school students volunteering part-time during the school year may volunteer in your child's group. These students are fulfilling community service requirements, and hold the title of "Volunteer," are not included in our child to adult ratio, and are never alone with the children. The students interact with the children, assist in leading activities, assist with maintenance and cleaning, and learn about child development and the child care profession.

STAFF TRAINING

We provide professional development and training opportunities throughout the year. Training may involve the entire organization, be site-specific, a community training, an educational training, or individual professional development. Staff is encouraged to grow professionally and leadership training is offered to staff.

TRANSPORTATION

We do not provide transportation to or from care, except for children attending the Barrett Site. We have mini-buses and vans with seat belts and car or booster seats for field trips and outings. All children must have a signed Transportation Waiver & Authorization Form on file to ride in our vehicles.

ORGANIZATION-WIDE HEALTH AND WELLNESS POLICIES

Footsteps Child Care formed a Wellness Committee, including staff and input from our Board of Directors. Through the guidance of Generations Community Wellness and the Bay Area Nutrition and Physical Activity Collaborative (BANPAC) Footsteps adopted our Wellness Policies in April 2013. The policies are for our staff, children, and their families and covers nutrition, health, sun safety/sunscreen policy, and wellness issues. A copy of the policies is included with this handbook.

SEXUAL HARASSMENT POLICY

Every child and staff member at Footsteps Child Care, Inc. has the right to be free from sexual harassment from adults and/or children. All harassment is unacceptable and prohibited. Conduct such as making derogatory comments, including epithets, jokes, etc; graphic commentary about an individual's body; suggestive or obscene notes or invitations; leering, making sexual gestures; inappropriate touching or impeding one's movement are prohibited. Footsteps Child Care, Inc. prohibits retaliatory behavior against any person who files a complaint or against any participant in the complaint process. Each complaint of sexual harassment will be promptly investigated.

UNLAWFUL HARASSMENT

Footsteps Child Care, Inc. is committed to providing an environment free of unlawful harassment. The policy applies to all persons involved in any of our programs and prohibits sexual harassment and harassment based on race, religion, gender, genetic discrimination, perceived gender identity, national origin, or ancestry, physical or mental disability, age, sexual orientation, or any other basis protected by federal, state, or local law. For the purposes of this policy, harassment must be based on one of the protected categories identified above, and means any unwelcome verbal, visual, or physical conduct, or unwelcome sexual advances by someone from or in the environment.

RELEASE OF CONFIDENTIAL INFORMATION

When we receive a request for the release of confidential information regarding your child, we take the following action:

- Determine if the request to release information is “valid.” Valid, meaning justifiable, legitimate, convincing, legally permissible, and in the best interest of child or youth.
- If the reason is valid, we will obtain written authorization from the child’s parent or legal guardian, will provide a copy of the signed authorization to the parent or legal guardian, and will place a copy in the child’s file.
- When permitted or required by law, regulation, or court order, confidential information may be released without the authorization of children and youth and their parents or legal guardians. However, you will be informed the information will be released.
- If we deem necessary, we will obtain legal counsel regarding the confidentiality of records and the conditions under which it may be subpoenaed.

SIGNING IN/OUT AND ABSENCES

- Children must be signed in and out daily by their parent, guardian, or authorized adult, using both first and last names.
- **Failure to comply with signing in and out using full name, on a daily basis, will be grounds for dismissal.**
- If your child is to be absent, please call or email to let the site staff know.
- Persons signing a child out must be 18 years or older for our preschool program, 16 years or older for our other sites. Written authorization must be on file if someone younger than 18 years of age picks up a child at these sites.
- Children to be picked up by older siblings: Written permission must be on file at the site office, and the siblings must sign them out daily. The older sibling must be at least 16 years old in the school age program and 18 or older in the pre-school programs.

Footsteps Child Care, Inc. takes no responsibility for children once they have signed out of the program.

CHILD PICK-UP SECURITY

- If the contracting parent or guardian would like another person to pick up their child, the contracting parent or guardian must list the designated person or persons on the **Child Release Authorization Form**.
- If someone other than the regular pick-up person will pick up your child, please notify the Site Director of the change before the scheduled pick-up time. Staff will request to see proof of identity.
- If the contracting parent or guardian chooses not to list the divorced or separated parent, pursuant to licensing regulations, we cannot release the child without a court-signed order. Staff cannot deny access to a biological parent.
- If the non-custodial, biological parent or other such person arrives to pick up the child, and they are not listed on the Child Authorization Release Form, and we do not have information on file, the staff will:
 1. Contact the contracting parent or guardian;
 2. Explain to the non-custodial, biological parent or other such person that we cannot release the child to them without permission from the contracting parent or guardian. Staff will explain the release procedure;
 3. If the contracting parent or guardian cannot be reached and/or permission is not given, staff may need to call the police; and/or,
 4. The police will then confirm the identity of the non-custodial, biological parent. In all probability, the police will then release the child to the non-custodial biological parent.



SUSPECTED NEGLECT AND/OR CHILD ABUSE SUSPECTED INFLUENCE UNDER A CONTROLLED SUBSTANCE

Staff is legally mandated to report any instance of observed or suspected child abuse or neglect of a child. This includes a parent or pick-up person who appears to be under the influence of alcohol or illegal/other controlled substance when picking up a child at any Footsteps Child Care, Inc. site.

- We will not release a child to anyone who is suspected to be under the influence of alcohol or illegal/other controlled substance.
- We will attempt to call the names listed on the emergency card to arrange alternative pick-up.
- If the pick-up person insists on leaving the premises with the child, we will call 911 immediately.

FINANCIAL INFORMATION

NON-REFUNDABLE REGISTRATION FEE

- All families must schedule a tour of the program prior to enrolling or submitting an enrollment application.
- If there is a waitlist, complete and return the application, and pay the \$25.00 waitlist fee.
- An annual non-refundable registration fee of \$100.00 is required for newly enrolling children and siblings. If you have paid the \$25.00 Wait List Fee, this is deducted from the registration fee.
- This registration fee is due and payable at the time of registration or by September of each year.
- The 5% sibling discount cannot be applied to the registration fee.

ENROLLMENT DEPOSIT

- All children and siblings are required to pay an enrollment deposit equaling one-half of the child's monthly tuition, the deposit is applied to the June tuition or the last two weeks a child is enrolled, with proper notification.
- The enrollment deposit is billed to your first tuition statement.
- When your child no longer attends a Footsteps Child Care, Inc. program and you have provided the Administrative Office notification, in writing, thirty (30) days before the child is withdrawn from the program, and your account is settled in full, your deposit is credited to your final tuition bill or a refund sent to you for the remaining amount.

To make changes in your child's schedule:

1. In writing, notify the Administrative Office and the Site Director of your intent to withdraw from the program thirty (30) days before withdrawing your child.
2. To add a session of care, please first check with the Site Director for space availability.

SIBLING POLICY

A 5% sibling discount, per child, is given to families enrolling two or more children, applicable to each child enrolled in a Footsteps Child Care, Inc. site.

FEE SUBSIDIES

We strive to meet the needs of all children enrolled in our programs, within the limitations of our budget. Fee subsidies are awarded to qualifying families, provided subsidy money is available at the time of the request.



- Families must apply for financial assistance on an annual basis and all financial information given to Footsteps Child Care, Inc. must be true and correct.
- Families are responsible for providing updated information regarding income as it changes during the year.
- Fee subsidy application must be received and processed before the first day of care.

COMMUNITY AGENCY TUITION PAYMENTS

Footsteps Child Care, Inc. accepts payment for child care through Community Agency programs (4C's and Social Services). The contracting parent or guardian is responsible to make sure the contract is correctly negotiated, with all anticipated child care needs during the school year calculated. All contracting forms must be signed in a correct and timely manner. The contracting parent or guardian understands they assume financial responsibility if fees are not paid through the Community Service Agency program. Any family fee is due before the end of each month, or the end of the last month attending. Failure to pay family fee in a timely manner will result in termination of services.

PAYING TUITION

PAYMENT IS DUE AND PAYABLE THE TENTH DAY OF THE MONTH

- All tuition is considered late if payment is not **received by the 10th of the month**. On that date, a late fee of \$20.00 is assessed to your account.
- If payment is not received by the last workday of the month, your child will be removed from the program and your account will be sent to our collections agency. This policy is **strictly** enforced.

PAYMENT OPTIONS

Families must choose a payment option upon registration: Automatic Payments through Tuition Express or Payment by the 10th of the month.

1. **Automatic Payments** - Payment is automatically deducted on the third of the month from a checking/savings account or credit card. To enroll, complete and sign the authorization form to deduct monthly tuition and other charges from your account. Returned ACH payments will be subject to a charge of \$25.00.
2. **Other Payment Methods**
 1. **Payment by Check** - Due the tenth day of the month. A late fee of \$20.00 is added to an account not paid by this date. The fee for a returned check is \$25.00.
 - Tuition payment is made payable to: Footsteps Child Care, Inc.
 - Your child's first and last name and site must appear on the check/money order.
 - Payment should be returned in the envelope provided and placed in the site "Tuition Drop Box" or mailed directly to: Footsteps Child Care, Inc. 374 El Camino Real, Belmont, CA 94002
 2. **Cash Payment** - We discourage cash payments. If there is a situation where a cash payment must be made, payment must be given directly to the Site Director or Administrative Office. A receipt will be immediately issued. Do not put cash in the mail or place directly in the Drop Box. A family paying by cash assumes responsibility to make sure payment is received and credited to the account.
 3. **Payment by Credit Card or Online Payment** - Payments can be made at the site, the office, or online through tuitionexpress.com. For more information for setting up online payments, contact the Administrative Office

TUITION INVOICES AND RECEIPTS

- Footsteps Child Care, Inc. generates an invoice for tuition on a monthly basis via email.
- Receipts for automatic payments and/or automatic check payments are available from your Site Director.
- Receipts for cash and point of sale credit payments are issued at the time of payment.
- The receipt contains our tax identification number and is appropriate for most reimbursement accounts.
- Year-To-Date accounting statements are issued via email in January for tax purposes. Please save this email for your records.

DROP-IN POLICY

Footsteps Child Care, Inc. does not provide drop-in care on a regular basis. Drop-in care is available in case of emergency, provided space is available, and the Site Director agrees to accept an additional child for the day.

- 24-hour notification is required and available only if space permits. A Site Director must authorize the drop-in.
- Drop-in Rate: We do not pro-rate hourly drop-in rates, we charge for a full hour.
Footsteps@Nesbit Puma Cubs \$15.00 per hour - Infants/Toddlers \$14.00 per hour – Preschool
- Drop-in hours are billed at the end of each month and are due upon receipt of the bill.
- **All Drop-In ONLY Families must enroll in automatic payments to use this service.**
- Drop-in families must complete all paperwork required for their child and have a paid a registration in advance of the first date of drop-in care.

ILLNESS

- Please telephone your Site Office by the start of care on any day your child is absent.
- **You should contact your child care site if your child becomes ill with a contagious illness.** When a contagious or communicable disease has been reported (such as Pink Eye or Strep Throat), a notice is posted on the Bulletin Board at the sign in/out area.
- We understand the challenges working parents face; however, in the best interests of the children and staff in our programs, we must have a standard and reasonable framework determining why a child may not attend our program.
- If your child has been ill, we reserve the right to require a note from a doctor before your child returns to our program.
- **If there is a difference of opinion between the parent, the personal physician, and the school, the judgment of the school must prevail.**
- **Do not send your child to the program if he or she has any of the following symptoms: fever, open wound, undiagnosed rash, vomiting, diarrhea, head lice, discharge from the eyes, severe cold, or sore throat.**
- If a child becomes ill during child care, we:
 1. Place the child in a quiet area isolated area of a room to await pick up;
 2. Telephone you to pick up your child. You must pick up your child within 30 minutes of being called; and,
 3. If you cannot be reached, staff will call the emergency contact listed on the Emergency Form. Please make sure your Emergency Contacts are aware they are listed as an emergency contact and may be contacted in case of emergency when you are not available.
- Footsteps Child Care, Inc. cannot accept a child who becomes ill while at school during normal school hours.
- **Children MUST be fever free for 24 hours (without the use of fever reducing medication) before returning to the program. We classify a fever as a temperature of 100.5 or higher.**
- **If a child is sent home from one of our programs due to a contagious illness, they MUST remain home the entire following day, no exceptions.**
- Diarrhea is a symptom of intestinal problems and can be very contagious. Mild diarrhea is the passage of a few loose or mushy stools. Moderate diarrhea involves many abnormally loose or frequent stools. **Children with diarrhea may NOT remain in the program, and must stay home until they are symptom free and have had a normal bowel movement.**
- Rashes may be a minor allergy or a reaction to an insect bite and may be caused by chicken pox, impetigo, or other bacterial and viral infections. If a new rash appears, you must take your child to a doctor so that we may eliminate the possibility of infectious diseases.
- Conjunctivitis (Pink Eye) is very contagious and may be caused by bacteria or a virus. Children may not return to the program until 24 hours after antibiotic treatment has begun **AND eyes must be clear and free of discharge.** If discharge reappears after your child has returned to the program, we will send your child home.

HEAD LICE

Footsteps Child Care has a No-Nit Policy consistent with the school district's policy; a child must be free of nits in order to return to our program. Cases of head lice are predictable in children's programs. Here are some tips for managing head lice:

1. Please do routine lice checks on your child;
2. Look for nits (eggs) as well as lice. The nits fix on the hair and do not flake off like dandruff. If nits are found, please let us know immediately;
3. You must treat your child and your house for lice before your child can return to child care. We will require proof of treatment;
4. When a case of lice is reported we will check all children, notify parents, and treat the center; and,
5. For more information about head lice, contact your Site Director.

MEDICATION

Footsteps Child Care, Inc. will only administer medication prescribed by a health care provider such as a doctor, physician's assistant, or nurse practitioner. If your child is taking medication during child care hours, we can dispense medication only if it is in the original container and a completed Medication Form is on file.

The Medication Form requires:

- Name of the medication and what it is prescribed for;
 - Dose amount and time dose is to be administered; including any special instructions; and,
 - Signature authorization of a parent or guardian and teacher.
- ✓ All prescription medications must be in their original prescription bottle, with the prescription label attached.
 - ✓ Non-prescription medications-if the child's age and weight are not on the container must include a doctor's note verifying correct dosage amount.
 - ✓ Child's medication and dosage container is labeled with child's first and last name.
 - ✓ The label on the medicine bottle must indicate a stop date for the medication; the stop date cannot exceed 12 months from the issue date.
- All medications will be kept in a locked container or locked cabinet either at the site. Medication requiring refrigeration will be kept in a designated, lockable container in the refrigerator that is clearly labeled "medication."
 - Epi-pens will be available at all times during program hours and will be clearly marked with the child's name. At the end of the program day, the epi-pen will be locked in the medicine cabinet.
 - Children/youth may administer prescription medications to themselves with written permission from the parents. The child/youth must be under adult supervision and away from other children.
 - Injectable medications will not be administered except for medications necessary to counteract severe allergic reactions or provide emergency glucagon for children/youth with diabetes. Additional and specialized training is required for any staff member responsible for the administration of injectable medications. Any child who has had a diagnosis of asthma or diabetes will have a special care plan from the health care provider on file.

Please do not send medicine in a child's lunch or backpack.

EMERGENCY PROCEDURES

Safety is our first priority. To ensure the safety and well being of the children and youth enrolled in our programs, Footsteps Child Care, Inc.:

- Will be responsible in the event of an emergency closing or disaster, for all children enrolled in the program, until such time as an authorized adult can pick-up the child;
- An updated disaster and mass casualty plan is posted at each site and this plan is reviewed by staff on a regular basis;
- Prior to hire, staff is fingerprinted and must receive clearance through the Department of Justice;
- Most staff members are First Aid and CPR certified;
- Staff receive training in emergency and disaster procedures and management;
- Programs have regular fire and earthquake drills;
- Staff is trained in Blood-borne Pathogens and Infectious Diseases;
- Staff receive training in suspected child abuse and mandated reporting;
- Staff receive on-going staff development opportunities in a variety of topics, both on site and off-site; and,
- Coordinate disaster and mass casualty planning and coordination in the event of an emergency.

DISCIPLINE AND REMOVAL FROM THE PROGRAM

DISCIPLINE

Footsteps Child Care, Inc. respects the dignity of the children. The children are expected to respect each other, as the staff respects them. Staff strives to encourage cooperative problem solving, internalizing impulse control, and appropriate verbalization of feelings. When a problem arises between children, children are encouraged to resolve their problem through discussion. Staff is available to help children with problem solving, make suggestions, offer support, help, and guide children to solve differences. Children are encouraged to recount the facts to each other, including staff, and to consider other ways to handle the difficulty in the future. **No corporal punishment or violation of personal rights is allowed at any of our sites at any time.**

- If the staff is unable to resolve a serious problem with a child's behavior (such as chronic aggressive, abusive, disturbing, or destructive acts), the Site Director will:

- Request a conference with the parent or guardian to discuss the problem or situation. Together, a plan of action will be instituted to manage the problem.
- If the behavior/situation continues, or there is no improvement, the Site Director will inform the parent or guardian that the child's behavior continues to be a serious problem and will request a conference.
- Site Director will apprise and consult with the Executive Director concerning the situation, action taken, and plans of corrective action.
- If the problem cannot be resolved, the Site Director will give the Parent or Guardian a notice of dismissal, in writing. This dismissal notice can be immediate if the situation warrants; especially if involves a child violating the personal rights of others (other children, staff, parents, themselves, etc.).

Parents and guardians are expected to adhere to all rules and regulations of our program. We request parents and guardians do not discuss problems, concerns or confidential situations in front of children or other adults. Instead, parents are encouraged to make an appointment to speak with the Site Director to discuss any problems, concerns, or suggestions.

- ◆ Progressive Discipline: When a child is having ongoing behavior difficulties, a predetermined set of consequences, with the parent's notification, may be instituted. Consequences are explained in advance. The purpose of progressive discipline is to help the family understand the severity of the difficulty in advance and encourage the family to work with the staff.
- ◆ The staff and parent or guardian has the right to request a conference at any time.
- ◆ Footsteps Child Care, Inc. will not tolerate behavior of an aggressive or violent nature to other children, staff, or to anyone who is on the premises of a Footsteps Child Care, Inc. program. This includes bullying, teasing, threats, or taunting.
- ◆ Families are requested not to confront another child or family regarding an issue, but should utilize staff to help resolve conflicts or difficulties.
- ◆ Footsteps Child Care, Inc. reserves the right to refuse service.

REMOVAL FROM THE PROGRAM

We reserve the right to suspend any child for disciplinary reasons. In such cases, tuition is not refunded. **Children who compromise the safety of the children and staff will be suspended or removed from the program.** Other instances when child care services may be terminated and the child removed from the program:

- Non-payment of tuition;
- Continual late pick-up of child and/or failure to make a late pick-up payment;
- Failure to sign in and out on a daily basis using both first and last names;
- Failure to comply with Footsteps Child Care, Inc.'s health and safety policies;
- Failure to comply with Community Care Licensing requirements for enrollment in the program; and,
- If a parent or guardian confronts or is verbally or physically abusive to staff, administrative staff, other children, their own children or other adults on the premises; or confronts staff while children are present.



QUESTIONS?

Many parents or guardians have specific questions; suggestions or problems and we want to be able to meet your needs in the most efficient way possible. This guide will help you direct your questions.

QUESTIONS OR COMMENTS	PLEASE CONTACT
Tuition, Payments, Bills, Receipts, Enrollment Office Hours: 9:30 AM – 5:00 PM	Footsteps Child Care, Inc. Administrative Office Tel: 650.610-0715 Fax: 650.610-0751 Email: office@footstepschildcare.org
Concerns About The Program Or Your Child You have the right to file a grievance without interference or retaliation. In this case, you will receive timely written notification of the resolution and an explanation of any further appeal, rights or recourse. You have the right to file a complaint to the supervisor of the person who the grievance is about and you have the right to be heard by a panel of board members.	1. Your Child’s Teacher 2. Site Director 3. Executive Director 4. Site Council 5. Footsteps Child Care, Inc., Board 6. Community Care Licensing
Concerns About Staff	1. Site Director 2. Executive Director 3. Site Council 4. Footsteps Child Care, Inc., Board 5. Community Care Licensing
Suggestions Or Comments	1. Site Director 2. Executive Director 3. Site Council 4. Footsteps Child Care, Inc., Board
Community Resources	1. Site Director 2. Executive Director

FORMS

There are several forms required by Footsteps Child Care, Inc., and the State of California Department of Social Services (Community Care Licensing). All forms must be completed and on file the first day of a child’s enrollment. A child's file is made available to Community Care Licensing for review at any time even without parent or guardian notification.

Changes in emergency information must be update as information changes. If you have any questions about any of the forms, please speak to the Site Director.

These forms are available on our website, footstepschildcare.org, under the Enrollment Forms tab. Please complete the forms, save the file, and email the file to the Office Manager, office@footstepschildcare.org. You may also complete the forms at the Administrative Office or Site, if you do not have access to a computer.

- **You will be asked to sign the forms if you are unable to do so at home, as licensing requires a live signature.**
- **You are required to update information as it changes, as we must be able to contact you in case of emergency.**

Forms to be on file:

- ◆ Current Year Application & Financial Agreement
- ◆ Identification and Emergency Information (LIC700)
- ◆ Pre-Admission Health History-Parent’s Report (LIC702), with current immunizations noted
- ◆ Physician’s Report (LIC701)
- ◆ Proof of current immunizations or waiver
- ◆ Needs and Services plan for Infants and Toddlers
- ◆ Consent for Medical Treatment (LIC702)
- ◆ Parents Rights Form (LIC995)
- ◆ Personal Rights (LIC613A)– Enrolled child’s rights
- ◆ Transportation Waiver and Authorization Form
- ◆ Media Consent Waiver
- ◆ Sunscreen Form
- ◆ State Preschool Forms as required

HEALTHY FOOD & SNACK/FOOD SERVICE

Children are served nutritious snacks daily, full-day programs have AM and PM snacks. The Barrett, Cipriani, Nesbit, and Shores sites received the Gold Healthy Apple Award for providing healthy snacks and physical activities.

- Please make sure staff is aware of any food allergies your child might have.
- If your child is particular about foods, you might choose to send additional foods in their lunch box.

- **We are a nut free environment. Please do not send your child with nut-based foods, foods made from or containing nuts or peanuts.**

Snack includes foods appropriate to the ages and developmental stages of the children and follows licensing guidelines and regulations set forth by Community Care Licensing. Monthly snack menus are posted at the site and on the website.

Footsteps Child Care participates in the Child and Adult Care Food Program (CACFP) offered by the U.S. Department of Agriculture (USDA) and serves meals and snacks at no separate charge to all enrolled children. The reimbursement received from the CACFP helps with our food costs, and therefore, enables us to keep our fees for care as low as possible.

BIRTHDAY CELEBRATIONS – CANDY & SWEETS

To promote wellness and foster healthy eating habits we have a Birthday Celebration Policy. This is an effort to join with the Belmont-Redwood Shores School District and Get Healthy San Mateo to implement Healthy Food Guidelines to focus on childhood nutrition, health and wellness, and obesity prevention.

Birthday Celebrations are held once a month. All children with a birthday during a given month celebrate the same day. You always have the option to celebrate your child’s birthday on their actual day by bringing in a healthy birthday snack or choosing a non-food birthday option. Please let your Site Director know in advance of your child’s birthday. We have a list of healthy, affordable food choices for snacks and parties, along with some non-food party ideas.

We do not allow children or youth to bring candy or sweets to the program.

CLOTHING AND SHOES

We want children to feel comfortable to participate in all activities offered, so please dress your child accordingly. Our programs are play-based; we want the children to feel free to participate, even our Infants and Toddlers! Please have your child wear play clothing appropriate for a variety of activities, both indoors and outdoors. Many activities can be messy; so please have your children dress accordingly. All clothing must be **labeled** with your child's full name. Please send an extra set of clothing to keep in their cubby.

Proper footwear is important so that the children may fully participate in both indoor and outdoor activities. Tennis shoes are preferred footwear for all children and youth. **The following footwear is not allowed: Flip Flops, Crocs/Croc-type shoes, Shoes with heels, or Sandals without straps at the back of the foot.**

REST OR NAP TIME

- Nesbit Puma Cubs Infants - Have their own cribs and a separate sleep area, they sleep as needed
Preschool & Pre-K - Nap Daily, Up to 2 Hours/Day
- City Center Plaza Nap Daily, Up to 2 Hours/Day
- Cipriani Preschool Do Not Nap

Each child has their own cot and teachers may rub backs to help children rest and/or fall asleep. Please provide a small blanket and pillow for rest time, labeled with the child's full name. Blankets and pillows are sent home weekly for washing.

TOYS AND GAMES FROM HOME

Footsteps Child Care, Inc. provides many opportunities and activities for all developmental ages and interests. Children **should not** bring toys and games from home, including video or electronic games. These items can be easily lost or stolen. We do not allow any type of toy gun or war toy. If toys or games are brought from home, a teacher may take the item away from the child and set it aside. It will be returned to the parent at pick up time.

Footsteps Child Care, Inc. does not take responsibility for lost or stolen property, including items lost on field trips.

FIELD TRIPS

All programs take selected field trips. You will receive advance information, in writing, about the field trip. Any child going on a field trip must have a signed and dated permission slip and a current emergency card on file. Transportation varies depending on destination and length of the trip and can include a Footsteps Child Care, Inc. van/mini-bus, rented bus, or public transportation. We never use private cars for field trips.



PROGRAM SPECIALISTS AND SPECIAL PROGRAMS

We are fortunate to employ three specialists who work at all of our programs.

Art Specialist	Janette Wernick - individual and group art projects with children, pre-school - middle school
PE Specialist	Adrian Padilla - fun and challenging physical fitness programs at all programs
Mandarin Director	Ying Li Frink – fun and challenging introduction to Mandarin for all sites and supervises our Mandarin Immersion Summer Program
STEM Specialist	Jennifer Foletta – works with the staff to offer interesting and engaging opportunities for the children to explore the STEM strands - Science, Technology, Engineering and Mathematics

GENERAL PROGRAM COMPONENTS

NESBIT PUMA CUBS AND CITY CENTER PLAZA

Hours: 7:00 AM - 6:00 PM, Monday – Friday State Preschool Available

CIPRIANI PRESCHOOL

Hours: 9:00 AM-12:00 AM, Monday - Friday State Preschool Available

Cipriani Preschool follows the Belmont-Shores School District Calendar. No afternoon care. State Preschool Available

The programs strive to educate the whole child, socially and emotionally, physically and cognitively, by offering the children opportunities through a variety of experiences to acquire the skills necessary to enter Kindergarten. The program provides children with snack, gross and fine motor skill play opportunities, outside activity time, small group time, rest periods, low adult to child ratios, exposure to a print rich environment to encourage language development and literacy, and art, crafts, science, music, drama, cooking, sports and games, with time for socialization.

OUR CLASSROOM ENVIRONMENTS

In the past year we have begun implementing changes to the classroom by expanding the outdoor environment. This developing outdoor classroom, we are developing the opportunities for the children to experience more play-based activities as a means to ignite and extending their learning. We have given the children more indoor/outdoor options throughout the day. Some of the activities we are doing outside include art, reading books, and story time. The children loved sitting on the mats and reading outside and being able to show off their tumbling skills.

PLAY-BASED CURRICULUM

Play is an active, child-initiated process that supports children’s learning throughout the preschool foundations, Approaches to Learning Self-Regulation, Social & Emotional Development, Language & Literacy Development, English Language Development, Cognition including Math & Science, History & Social Science, Physical Development & Health, and Visual & Performing Art.

By taking advantage of the highly engaging nature of children’s self-sustained play, and using this as a jumping off point for a deeper exploration of the science concepts involved, teachers can generate curriculum units that both integrate child-centered play and maximize children’s learning. Through thoughtful planning and the use of significant strategies to enhance children’s play experiences, they can integrate specific learning goals and objectives for the group and for individuals, dramatically enhance children’s learning, and meet standards for preschool outcomes in all areas.

Play-Based Learning

- Learning occurs everywhere and all the time
- Children already know how to learn, how do we help them?
- Effective education for children under five and under is fundamentally different from the traditional model of elementary education
- Enough time to develop their learning
- Enough materials to develop their learning activities
- Assistance from teachers in learning how to problem solve when they interact with their physical environment and with each other

- Teacher initiated activities that correspond to children’s interests and capabilities and incorporate teacher interests in a way that is meaningful for children.

How Do We Help Children Learn?

- Purposefully observing what children are doing while considering their developmental level
- Understanding who they are and how they are learning
- Providing the interest and support they need to continue and expand their learning

OUTDOOR CLASSROOM

In concert with modern child development research findings, the concept of the Outdoor Classroom is built upon the premise that children are complex beings. To nurture the whole child, early childhood education needs to follow the fundamental principle that children are learning everywhere and all the time. The Outdoor Classroom evolves from the real needs of children, offers activities that are personally meaningful to them, and fully embraces developmentally appropriate practices in early care.

Characteristics of the Outdoor Classroom

- Most activities that can be done indoors can be done outdoors. Some activities occur best outdoors; some can only occur outdoors.
- Children spend substantial periods outside, and it is easy and safe for them to get there; they are free to move easily between the indoors and outdoors.
- There is a full range of activities for children to participate in, including many activities that are traditionally thought of as “indoor activities.”
- The outdoor space offers a balance of areas for physically active and less active play.
- While outside, children frequently have the opportunity to initiate their own learning experiences and activities, with teachers available to support them.
- The outdoor curriculum evolves from and changes with children’s changing needs and interests.
- Children experience nature in as many ways as possible.

ELECTRONIC COMMUNICATION FREE ZONE

In the best interest of the families and children in our programs, our Preschool Programs are cell phone-texting-emailing free zones. We feel it is important for the teachers to be able to connect with parents at drop-off and pick up time and for parents to be able to focus on their child. Please complete your electronic conversations before entering the classroom.

STATE PRESCHOOL

We have a number of State Preschool subsidized slots at Nesbit Puma Cubs, City Center Plaza, and Cipriani Preschool sites for Pre-Kindergarten children who will be four years old on or before September 1, 2016 (Nesbit Puma Cubs & City Center Plaza) or three years old on or before September 1, 2016 (Cipriani Preschool and City Center Plaza). The slots are available through our sub-contract with the San Mateo County Office of Education. Eligibility for the half-day state preschool program is based on income and full day state preschool program is based on need and income. The terms and conditions for eligibility in the subsidized component are established by the State Department of Education. We are required to request parent income and family information. Enrollment is based on eligibility and need priority rather than “first-come, first-served basis”.

DESIRED RESULTS FOR CHILDREN AND FAMILIES San Mateo County Office of Education Child Development State Preschool and Pre-Kindergarten subcontracted program services includes a Desired Results Developmental Profile (DRDP) assessment completed twice a year. The system has been established by the California Department of Education, Child Development Division, and is used throughout the state. The Desired Results System

- Emphasizes results for children and families
- Results-based accountability for state-funded center based and family child care homes
- Set of tools for helping administrators and staff systematically review, evaluate and reflect on the program practices
- System providing concrete information, based on structured observations and parent feedback, for improving programs for children and families

The DRDP has three components used to improve program quality in early care and education programs:

1. **Desired Result Developmental Profile** for each child enrolled in the program, completed within 60 days of enrollment. Profiles, completed by staff, are based on observation and family feedback.
2. All families complete annual **parent surveys**.
3. Observations of each room are conducted as part of **the Early Childhood Environment Rating Scale**. Each item in the rating instrument must receive a score of “4” or above. The program strives for an over-all rating of “5”.

Our program must do a **self-review** each spring based on the components above. An action plan to maintain or raise the quality of the program is developed.

CHANGE IN STATUS Parents are responsible to keep us informed of any change in income - \$50 more or less each month, marital status, status in work or training position, and all other information stated on the enrollment form.

Failure to report changes may result in program termination.

SUBSIDY FAMILY FILE Information obtained during the conference will be maintained in a confidential basic data file for each family receiving child care services from the Footsteps Child Care, Inc. The basic data file will contain:

- Application for Child Development Services - signed by the parent and registrar, completed to document eligibility and need (CD-9600-9600A)
- Verification of monthly income of all family members (including child support if applicable)
- Notice of Action to Recipient of Child Care and Development Service (CD7617-A)
- Emergency and Identification Information (CD-9607)
- Child’s Pre-Admission Health History – Parent’s Report (CD-2206)
- Referral document from Family Protective Services if applicable
- Training Verification (form CD-9605) if applicable
- Medical Statement (CD-9606) if applicable
- All forms required by Community Care Licensing

ABSENCES Subsidized absences fall into three categories:

- **Unlimited Excused Absences** – Absences due to illness or quarantine of the child, the illness or quarantine of the parent/guardian, family emergency, and court ordered visitations are considered excused absences and **are not limited in number per year**. (Examples: illness of child or parent, family emergency and court ordered visitations.)
- **Limited Excused Absences** - Absences “in the best interest of the child” are limited to 10 days per fiscal year (July 1 through June 30), e.g. vacation, visit relatives, stay home with parent, etc. All other absences are unexcused.
- **Unexcused Absences** – A maximum of **10 unexcused absences** are allowed per fiscal year (July 1 through June 30). Unexcused absences of more than 10 will result in the parent receiving a two-week notice of termination. Re-certification will be allowed after six months if space is available. (Examples: suspension from school, no transportation, got up too late and raining too hard).

NON-DISCRIMINATION San Mateo County Office of Education’s Child Development state preschool and prekindergarten programs with services provided at various subcontracting agencies do not discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or+ physical disability in determining which children are served. San Mateo County Office of Education Child Development contracts provided through subcontracting agencies for state preschool and prekindergarten services welcomes the enrollment of children with disabilities; understands the requirements of the American with Disabilities Act (ADA) to make reasonable accommodations for such children; implements those accommodations; and refrains from religious instruction or worship.

UNLAWFUL HARASSMENT San Mateo County Office of Child Development state preschool and prekindergarten programs with services provided at various subcontracting agencies are committed to providing a school environment free of unlawful harassment. The policy applies to all persons involved in the program services provided by San Mateo County Office of Education and prohibits sexual harassment and harassment based on race, religion, gender, national origin or ancestry, physical or mental disability, age, sexual orientation, or any other basis protected by federal, state or local law. For the purposes of this policy, harassment must be based on one of the protected categories identified above, and means any unwelcome verbal, visual, or physical conduct, or unwelcome sexual advances by someone from or in the environment under any of the following conditions:

- Conduct is explicit or implicitly made a condition of the employee or child’s employment, academic status, or progress.
- Rejection of the conduct by the individual is used as the basis for academic or employment decisions affecting the individual.
- Conduct has the purpose or effect of having a negative impact upon the individual’s work or academic performance, or of creating an intimidating, hostile, or offensive work or learning environment.
- Submission to, or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding the benefits and services, and activities at or through the education environment.

UNIFORM COMPLAINT PROCEDURES It is the intent of San Mateo County Office of Education, Child Development state preschool and prekindergarten programs with subcontracting agencies to comply fully with all applicable state and federal laws and regulations.

- Individuals, agencies, organizations, students, and interested third parties have the right to file a complaint regarding an alleged violation of federal and/or state laws. This includes allegations of unlawful discrimination (Ed Code Section 200 and 220 and Government Code Section 11135) in any program or activity funded directly by the state or receiving federal or state financial assistance.
- Complaints must be signed and filed in writing with the State Department of Education, Child Development Division, Complaint Coordinator, 1430 N Street, Suite 3410, Sacramento, CA 95814.
- If the complainant is not satisfied with the final written decision of the California Department of Education, remedies may be available in federal or state court. In this event, the complainant should seek the advice of an attorney of his/her choosing.
- A complainant filing a written complaint alleging violations of prohibited discrimination may also pursue civil laws remedies, including but not limited to injunctions, restraining orders, or other remedies or orders.
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SAN MATEO
COUNTY
OFFICE OF
EDUCATION

NOTICE TO ALL STUDENTS, PARENTS, GUARDIANS, COUNTY OFFICE EMPLOYEES, ADVISORY COMMITTEE MEMBERS, PRIVATE SCHOOL OFFICIALS AND OTHER INTERESTED PARTIES

The San Mateo County Office of Education, as a Local Educational Agency, is primarily responsible for compliance with federal and state laws and regulations.

Accordingly, it is the policy of the San Mateo County Office of Education that discrimination against anyone based on actual or perceived sex, sexual orientation, gender, gender identity, gender expression, ethnic group identification, race, ancestry, national origin, religion, color, mental or physical disability, age, or based on a person's association or perceived association with a group featuring one or more of these perceived characteristics, is strictly prohibited.

The San Mateo County Office of Education has adopted Uniform Complaint Policies and Procedures designed to protect the rights of all students, staff, parents, and guardians. Complaints may be filed in cases of alleged discrimination and/or in cases of alleged violation of either Federal or State Law. The following procedures shall be used to address all complaints, which allege that the County Office of Education has violated federal or state laws or regulations governing educational programs.

- Any individual, public agency or organization may file a written complaint of alleged noncompliance by the San Mateo County Office of Education. Complaints alleging unlawful discrimination may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination.
- The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination.
- If assistance is needed in filing a complaint due to issues surrounding language, literacy or disability, County Office staff can assist the complainant.
- The identity of a complainant will be kept confidential and all complainants will be protected from any repercussion resulting from the filing of a complaint.
- Upon the receipt of a complaint, the San Mateo County Office of Education will immediately investigate and make every attempt to resolve the complaint quickly and at a local level.
- A complaint form may be obtained in the Superintendent's Office of the San Mateo County Office of Education, and copies of the San Mateo County Office of Education Uniform Complaint Procedures shall be available free of charge.
- Complaints should be presented to the:

Administrator, Board Support and Community Relations
San Mateo County Office of Education
101 Twin Dolphin Drive, Redwood City, CA 94065-1064
(650) 802-5563

- If not satisfied with the County Office's decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the response from the County Office of Education.
- A complainant may pursue available civil law remedies outside the County Office's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys.

July 2013



SAN MATEO
COUNTY
OFFICE OF
EDUCATION

**AVISO PARA TODOS LOS ESTUDIANTES, PADRES,
TUTORES LEGALES, EMPLEADOS DE LA OFICINA DE
EDUCACIÓN, MIEMBROS DEL COMITÉ, OFICIALES
DE LAS ESCUELAS PRIVADAS Y TODAS LAS OTRAS
PARTES INTERESADAS**

La Oficina de Educación del Condado de San Mateo como una Agencia Educación Local, es principalmente responsable de cumplir con las leyes y regulaciones federales y estatales.

De acuerdo con esto, es la política de la Oficina de Educación del Condado de San Mateo que la discriminación contra cualquier persona basado en la orientación sexual, género, identidad de género, expresión de género, identificación con un grupo étnico, raza, ancestros, origen nacional, religión, color, discapacidad física o mental, edad, o basado en la asociación o asociación percibida con un grupo que muestre una o más de esas características percibidas es estrictamente prohibido.

La Oficina de Educación del Condado de San Mateo ha adoptado una Póliza y Procedimiento de Inconformidades Uniforme, el cual está diseñado a proteger los derechos de todos los estudiantes, personal, padres y tutores legales. Las inconformidades o acusaciones de casos de discriminación y/o casos de violación de cualquier Ley Estatal o Federal deben de ser registrados y archivados. El siguiente procedimiento debe ser usado para dirigir todas las acusaciones que impliquen un alegato que implique que la Oficina de Educación del Condado de San Mateo ha violado leyes o regulaciones federales o estatales que regulan los programas educativos.

- Cualquier individuo, agencia pública u organización puede completar una querrela por escrito alegando incumplimiento por la Oficina de Educación del Condado de San Mateo. Querellas alegando discriminación ilícita debe ser completada por la persona que alega que el/ella sufrió personalmente discriminación ilícita o por una persona que piensa que un individuo o algún grupo específico de individuos ha sido objeto de discriminación ilícita.
- La querrela debe de iniciarse entre los primeros seis meses del día cuando la alegada discriminación ocurrió o cuando el demandante tuvo conocimiento de los hechos de la alegada discriminación.
- Si usted necesita asistencia para completar el proceso por problemas de lenguaje, alfabetismo o discapacidad, la Oficina del Condado le asistirá en completar la querrela.
- La identidad del demandante se mantendrá confidencial y todos los demandantes serán protegidos de cualquier persecución como resultado de haber completado esta querrela.
- Cuando se reciba la queja, la Oficina del Condado de San Mateo investigará inmediatamente e intentará resolver esta querrela rápidamente y a un nivel local.
- El formulario se puede obtener en la Oficina del Superintendente de la Oficina de Educación del Condado de San Mateo y las copias del Proceso Uniforme de Quejas de la Oficina del Condado de San Mateo deben también de estar disponible y gratis.
- Las querellas deben presentarse a:

Administrator, Board Support and Community Relations
San Mateo County Office of Education
101 Twin Dolphin Dr. Redwood City, CA 94065-1064
(650) 802-5563

- Si usted no está satisfecho con la decisión de la Oficina del Condado, el demandante puede apelar por escrito a el Departamento de Educación de California dentro del límite de 15 días después de recibir la respuesta de la Oficina de Educación del Condado de San Mateo.
- En demandante puede buscar remediar el conflicto dentro de la ley civil, disponible afuera de la Oficina del Condado de procedimiento de quejas. Los demandantes puede buscar asistencia en el centro de mediación o con ayuda pública/privada.

Footsteps Child Care: Wellness Policy

BACKGROUND

Our mission is to provide infants, children, and their families with quality programs in a safe, nurturing, and enriching environment. One of our goals is to create an environment ensuring the optimal health of your children and of our staff.

Child Care programs, such as Footsteps Child Care, are uniquely positioned to contribute to improving the nutritional health and physical activity of children and adolescents. Footsteps Child Care is an important venue to improve health behaviors and outcomes for many reasons:

- Our programs occur during a time of day when many children are likely to be sedentary if not given active options.
- Children are at a developmental stage when they are forming health habits they will carry into adulthood. Promoting healthy behaviors in after school programs can have benefits for a lifetime.
- Our sites offer a supportive, safe environment in which children can feel comfortable trying new activities and building skills.
- Our staff is caring, knowledgeable, and well-trained – they serve as role models that positively influence children’s health and nutrition choices.¹

Footsteps Child Care must also ensure the wellness of our staff. Like many Americans, our staff spends much of their waking hours at work. Therefore, creating a healthy environment for our employees is an important way to improve their health.

In order to ensure that we maximize the benefits of our programs, we have created a Wellness Policy to guide our efforts to create a healthy environment for youth, their families, and our staff. It includes guidelines regarding nutrition, physical activity, and promotion of healthy behaviors for your children while they are at Footsteps Child Care, as well as guidelines for the food and physical activity environments for staff at our sites. Using these guidelines, we seek to ensure that all youth and staff have access to:

- Healthy foods and beverages;
- Regular, fun, and inclusive physical activity (or, for staff the flexibility to get activity on their own);
- Appropriate and understandable health information; and
- Positive, healthy role models.

We recognize that healthy eating and physical activity are not all or nothing decisions—they are about balancing choices. Our goal is to make the healthy choice the easy choice.

NUTRITION GUIDELINES

These guidelines are meant to inform food and beverage selection for all program-related activities, including snacks, beverages, and meals provided to youth, as well as food and drinks served at staff meetings and events.

YOUTH NUTRITION GUIDELINES

These guidelines cover regular snacks and meals served to youth at Footsteps Child Care. Monthly birthday celebrations are excluded from strictly following these guidelines. Likewise, food served or

¹ Promoting Physical Activity and Healthy Nutrition in Afterschool Settings: Strategies for Program Leaders and Policy Makers. U.S. Department of Health and Human Services: August, 2006.

purchased by youth off-site may not meet the criteria. We aim to implement fully the guidelines over the next 12 months. Staff at each site will be responsible for implementation, with periodic checks by the Executive Director.

Food Served to Youth at Footsteps Child Care. Food items served to youth at Footsteps will meet the following criteria:

For infants under 1 year:

- We encourage breastfeeding. Mothers may express milk into bottles to be served to their infants while they are at Footsteps Child Care. For babies not breastfeeding, formula will be served following manufacturers' instructions.^{2,3}
- For infants who have begun to eat solid foods, we aim to introduce a wide variety of soft, safe foods, including fruits and vegetables and lean meats, as appropriate. We aim to offer new foods one at a time to check for allergic reactions.⁴
- Avoid serving cow's milk, as it's not recommended for children under 1 year of age.⁵

For young children 1 to 2 years old:

- Provide a variety of foods, including fruits and vegetables, grains, dairy products (including whole milk), and lean meats.
- Fat content will not be restricted, as very young children need additional calories from fat to ensure growth and development.⁶

For children 2 years of older:

- For children aged 2-3, no more than 30-40% of total calories are from fat; for children aged 4 and above, no more than 25-35% of total calories are from fat.
- For children aged 2 and above, food items will have no more than 10% of total calories from saturated fat.
- For children aged 2 and above, food will contain no trans-fat.⁷
- For children aged 2 and above, no more than 35% of calories are from total sugars, with the following exceptions:
 - Yogurt and milk with less than 25g of sugar per 8oz serving.⁸
- For children aged 2 and above, snacks should have 200mg of sodium or less and entrées/meals should have 480mg of sodium or less per serving.⁹

In general, we will aim to:

- Offer appropriate portion sizes and regular meal/snack times to prevent both hunger and over-eating. Toddler portion sizes are about one-quarter of adult serving sizes. For children 4-8, portion sizes should be about one-third of adult serving sizes. For children 9 years and old, portion sizes about the same size as for adults.¹⁰
- Focus on whole grains (ensure $\geq 50\%$ of grains served are whole grains).
- Emphasize colorful and varied produce. Include at least one serving of fruits or vegetables at each snack (can be fresh, frozen, canned or dried; ensure no items with added sugar). Vary produce offered to maximize nutrient diversity. At meal times, about half of plate should be produce,

² <http://www.brightfutures.org/nutritionfamfact/pdf/ColorEng/INB5color.pdf>

³ <http://kidshealth.org/parent/growth/feeding/feed13m.html#>

⁴ <http://kidshealth.org/parent/growth/feeding/feed47m.html#>

⁵ <http://www.nlm.nih.gov/medlineplus/ency/article/002448.htm>

⁶ Kliegman RM, Behrman RE, Jenson HB, Stanton BF, eds. *Nelson Textbook of Pediatrics*. 18th ed. Philadelphia, Pa: Saunders Elsevier; 2007:chap 42. See <http://www.nlm.nih.gov/medlineplus/ency/article/002455.htm>

⁷ For total fat, saturated fats, and trans-fat recommendations, see <http://www.cnpdp.usda.gov/Publications/DietaryGuidelines/2010/PolicyDoc/Chapter3.pdf> pages 24-26.

⁸ See http://www.cdc.gov/healthyyouth/nutrition/pdf/nutrition_factsheet_schools.pdf Standard 2 (page 4).

⁹ See <http://www.cnpdp.usda.gov/Publications/DietaryGuidelines/2010/PolicyDoc/Chapter3.pdf> page 23 and

http://www.cdc.gov/healthyyouth/nutrition/pdf/nutrition_factsheet_schools.pdf Standard 4 (page 4).

¹⁰ See http://pediatrics.about.com/od/nutrition/a/0508_food_prtns.htm for more information about appropriate portion sizes for children.

following USDA's "My Plate" initiative¹¹. Whenever possible, purchase produce that is grown locally.

- Vary food items and meals served, and encourage youth to try different foods, especially fruits and vegetables.
- Focus on lean proteins such as egg whites, poultry, fish, and soy products.
- Select healthy fats (mono- and poly-unsaturated fats and omega-3 fatty acids) over unhealthy fats (saturated fats).
- Avoid foods that are deep fried, par fried, or flash fried.
- Minimize sweet baked goods (cookies, cake, etc.) served. Any sweets that are served will be trans-fat-free.
- Accommodate dietary restrictions due to allergies, religion, or culture.



MyPlate is part of a larger communications initiative based on 2010 Dietary Guidelines for Americans to help consumers make better food choices. The guidelines recommend making about half of your plate fruits and vegetables.

- Encourage students to participate in selecting, preparing, and cleaning-up food, as appropriate.

Beverages Served to Youth at Footsteps.

For infants and children less than 2 years of age:

- We encourage breastfeeding for infants less than 1 year old; those not breastfeeding will be served formula following manufacturers' instructions (see above). Children 12 months to 2 years will be served water and whole milk.

For children aged 2 year and above, we will:

- Offer healthy beverages, including low- or non-fat milk, and non-carbonated water.
- Always have water easily available at no cost to students. Serve water in bulk (e.g. in a pitcher) during snack and meal times.
- Serve only 1% or fat-free milk. Limit milk consumption to 12-24 oz per day.
- Never serve beverages that contain caffeine or non-nutritive sweeteners.

PHYSICAL ACTIVITY GUIDELINES

PHYSICAL ACTIVITY FOR YOUTH

To ensure that youth meet national recommendations for daily physical activity, we will:

- Dedicate at least 20% or at least 30 minutes of morning and after-school program time to physical activity (60 minutes for a full day program).
- Ensure that daily physical activity time includes age-appropriate aerobic, muscle- and bone strengthening activities.¹²
- Provide physical activities in which students engage in moderate to vigorous aerobic activity for at least 50% of the physical activity time.
- Provide activities that help children strengthen muscles, such as tug-of-war, push-ups, sit-ups), or climbing on play structures.

¹¹ See <http://www.choosemyplate.gov/> for more information on this initiative.

¹² See <http://www.cdc.gov/physicalactivity/everyone/guidelines/children.html> for examples of age-appropriate activities.

- Include a variety of physical activity options that are fun, promote learning and skill building, and are accessible and enjoyable to students of all abilities. Ensure that activities are inclusive.
- Provide short physical activity breaks between and/or within learning or sedentary activities to invigorate children and eliminate long periods of sitting, and to incorporate physical activity into transition time.
- Select field trips and off-site events that promote physical activity and introduce youth to new ways to stay active.
- Encourage students to participate in selecting, organizing, and leading activities, as appropriate.

In addition, we seek to reduce the amount of time youth are sedentary. We will:

- Limit time spent watching television or movies, playing video games and digital devices' (computer, etc.) to less than one hour per day to allow for other activities. Exceptions include video games that incorporate moderate to vigorous physical activity (e.g. Dance-Dance-Revolution) and use of computers and other devices for schoolwork.

PARENT EDUCATION NIGHT

Footsteps Child Care will offer a health education workshop in the evening for parents. Dinner and child care will be provided free of charge. In addition, parents who attend will receive an incentive (see list of incentives) for the month in which they attend.

Topics may address nutrition, fitness (e.g. activities, muscle strengthening, flexibility), stress reduction, weight loss/management, tips for ways to incorporate physical activity into busy schedules), youth focused health topics (e.g. nutrition and physical activity for youth, social/emotional development, skills to increase healthy behaviors in youth), and/or healthy cooking.



FOOTSTEPS CHILD CARE SUN SAFETY GUIDELINES

The following information provides sun safety guidelines for parents and introduces California's laws related to sunscreen application in a school or out of school program environment.

Skin Cancer Facts

Skin is the largest organ of the body and skin cancer is the most common of all cancers.

- It accounts for nearly half of all cancers in the United States
- More than 3.5 million cases of basal and squamous cell skin cancer are diagnosed in this country each year
- The Skin Cancer Foundation reports that one blistering sunburn in childhood more than doubles a person's chances of developing melanoma later in life

Source: American Cancer Association
<http://www.cancer.org/cancer/cancercauses/sunanduvexposure/skin-cancer-facts>

Footsteps Child Care Recommends:

- All families are asked to give Footsteps written permission annually to apply sunscreen to their child while in our care, taking into account any allergies. Older children may apply the sunscreen themselves.
- Parents apply sunscreen every morning to their child's skin. Applying it to any part, which will be exposed to the sun (i.e. face, arms, and legs)?
- Sunscreen labeled with your child's name should be in your child's school bag.
- Your child should reapply sunscreen to exposed areas mid-day, either when transitioning into Footsteps after school or at lunch. For younger children staff will reapply sunscreen when needed.

Throughout the year, Footsteps Child Care will have dedicated days focused on sun safety and education.

The American Cancer Association Recommends:

- Avoid direct exposure to the sun between 10 a.m. and 4 p.m.
- Teach children the shadow rule: if your shadow is shorter than you are, the sun's rays are at their strongest.
- Seek shade, especially in the middle of the day when the sun's rays are strongest.
- Follow the Slip! Slop! Slap! and Wrap!® rules:
 - Slip** on a shirt: Cover up with protective clothing to guard as much skin as possible when you are out in the sun.
 - Slop** on sunscreen: Use sunscreen and lip balm with broad-spectrum protection and a sun protection factor (SPF) of 30 or higher. Apply a generous amount of sunscreen (about a palmful) to unprotected skin at least 30 minutes before outdoor activities. Reapply every two hours and after swimming, toweling dry, or sweating. Use sunscreen even on hazy or overcast days.
 - Slap** on a hat: Cover your head with a wide-brimmed hat, shading your face, ears, and neck. If you choose a baseball cap, remember to protect your ears and neck with sunscreen.
 - Wrap** on sunglasses: Wear sunglasses with 100% UVA and UVB absorption to provide optimal protection for the eyes and the surrounding skin.

Source: American Cancer Association
<http://www.cancer.org/cancer/cancercauses/sunanduvexposure/skin-cancer-facts>

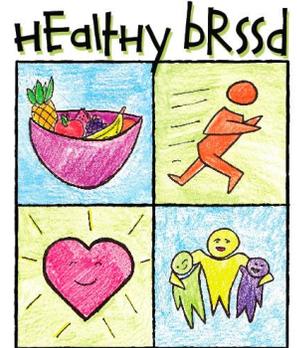
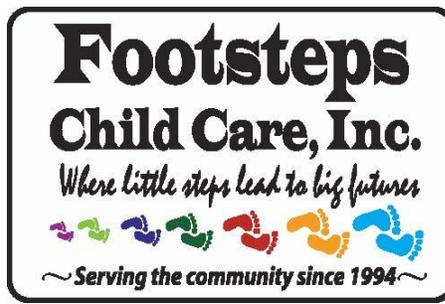
State Law aligns with Sun Safety Guidelines

In 2002, the California state government amended the Education Code as follows:

Section 35183.5 (b)

- 1) Each school site shall allow pupils the use of sunscreen during the school day without a physician's note or prescription.
- 2) Each school site may set a policy related to the use of sunscreen by pupils during the school day.
- 3) For purposes of this subdivision, sunscreen is not an over-the-counter medication.
- 4) Nothing in this subdivision requires school personnel to assist pupils in applying sunscreen.

Source: <http://www.sunafetyforkids.org/sunprotection/sunscreen/>



FUN, FIT FAMILY DAY

Saturday, September 24, 2016
1:00 - 3:00 PM
Barrett Community Center
1870 Ralston Ave, Belmont

FREE EVENT!

Featuring Interactive, outdoor games to get the whole family moving and having fun, health related booths, tennis, family Zumba and more!



Footsteps Halloween Carnival & Haunted House

Ghoulish Carnival Games! Explore the Haunted House!
Enjoy Frightening Food!

WHEN Sunday, October 30, 2016

WHERE Cipriani School
2525 Buena Vista Avenue, Belmont

TIME 3:00-5:00 PM

Tickets on sale early October
Please invite family and friends!
Come in Costume!

