FOOTSTEPS CHILD CARE, INC.
Administrative Office & Mailing Address
374 El Camino Real, Belmont, CA 94002

Phone 650-610-0715    Fax 650-683-1592
Email office@footsteepschildcare.org
Website footsteepschildcare.org
License 414058969    Tax ID 94-3206278

Updated 6/6/2023
# FOOTSTEPS CHILD CARE DIRECTORY

**Footsteps Child Care, Inc. Administrative Office**

Office 374 El Camino Real, Belmont, CA 94002  
Direct Line 650.610.0715  
Website www.footstepschildcare.org

**Karen Haas-Foletta - Executive Director**  
**Lori Ottolini Geno – Deputy Director**  
**Nick Foletta – Director of Finance**  
**Christine Rudolph –Director of Human Resources**  
**Stephen Finn – Director of Programs**  
**Trisha Valbusa – Payroll Manager**  
**Kenzie Bauer – Clerical Support**

## SITE INFORMATION

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<tr>
<th>SITE INFORMATION</th>
<th>Address</th>
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<tbody>
<tr>
<td><strong>CIPRIANI SITE</strong></td>
<td>2525 Buena Vista Avenue 94002</td>
<td>650.592.3262</td>
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<td><strong>BARRETT SITE</strong></td>
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<td>Aaminah Ewing</td>
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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 seven programs; six licensed, one a California Heritage Program, located in San Mateo County, most onsite at Belmont-Redwood Shores Schools, one off-site program located at the Belmont Community Center, and two programs located in San Mateo and 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 our Footsteps Child Care, Inc. Summer Camp. If, after reading this handbook and attending the 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 experiences.
- We support and enhance the school day by providing and creating opportunities for children and youth 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 and learn and practice new skills.
- We provide the children and youth 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, 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 attend 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 exceptional needs in our program. Children who have exceptional needs are considered for admission on an individual basis. The Deputy Director and 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 Deputy Director and the Site Director and the child’s parent or guardian will decide if the center can properly meet the needs of the child.
COMMUNITY CARE LICENSING INFORMATION
Our Footsteps Summer Camps located at Cipriani, Nesbit and Redwood Shores are licensed through the State of California Department of Social Services (Community Care Licensing). 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 of any Footsteps Child Care 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 1:10 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.
- If you have any questions about Child Care Licensing, please reach out to us.
- To file a complaint regarding a state licensed community care facility or child care facility, please call 1-844-LET US NO (1-844-538-8766). If you wish to email your complaint, you can email it to: letusno@dss.ca.gov, or for more information, you can contact your local regional office.

PARENT/GUARDIAN PARTICIPATION
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 and ask questions about your child’s day during drop off or pick up. Staff will wear Footsteps Child photo ID badges. However, we ask you understand that staff supervise children and must concentrate on this task primarily.
You can reach staff via ProCare Connect, email, or the site telephone. We use ProCare Connect and email to communicate with families and the site has a direct telephone line, a site email address and each site director has email and a cell phone. You are welcome to ProCare Connect, email, or call with your questions or concerns. You may also call or email the Administrative Office regarding billing or tuition questions. Contact Karen Haas-Foletta, Executive Director, with concerns and suggestions.
Procare Connect: ProCare Connect along with our website, footstepschildcare.org, are our main methods of communication to families, and it includes newsletters, enrollment information and paperwork, licensing paperwork, updates and program news, and calendar events, along with child specific information and messaging between staff and family.
Newsletters: The summer newsletter sent through ProCare Connect contains pertinent information about the specific camp session to keep you informed. Please read the newsletter.
Communication Accommodations: We strive to accommodate the written and oral communication needs of children, youth, and their families by providing or arranging for translation in the family’s preferred language when necessary. Staff speak a variety of languages, and the organization has access to translation assistance. 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 collaborates with these community agencies to provide support and training for the staff. Please contact the Site Director for more information.

BABY-SITTING BY FOOTSTEPS STAFF
Footsteps Child Care, Inc. strongly suggests against approaching staff members for babysitting.

STAFF TRAINING
We provide professional development and training opportunities throughout the year and prior to camp. Training may involve the entire organization, be site-specific, community training, educational training, or individual training. Staff are encouraged to grow professionally and to develop leadership skills.

Footsteps Child Care has conducted staff training on health and safety practices, guidance, and recommendations, and staff are CPR-First Aid-AED Certified. Training has also included our annual hand hygiene, food handling safety, infection control, airborne precaution, and transmission borne precautions, along with social-emotional and behavior topics, including Teaching Pyramid and PBIS topics.

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, 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:

1. 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.
2. 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.
3. 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.
4. If we deem it necessary, we will obtain legal counsel regarding the confidentiality of records and the conditions under which it may be subpoenaed.
SUSPECTED NEGLECT AND/OR CHILD ABUSE
SUSPECTED INFLUENCE UNDER A CONTROLLED SUBSTANCE

All staff are legally mandated to report any instance of observed or suspected child abuse or neglect of a child. A mandated reporter, who in their professional capacity, or within the scope of his or her employment, has knowledge of or observes a person under the age of 18 years whom he or she knows, or reasonably suspects has been the victim of child abuse or neglect must report the suspected incident. Suspected abuse that must be reported:

- Physical injury inflicted by other than accidental means on a child.
- Sexual abuse meaning sexual assault or sexual exploitation of a child.
- Neglect meaning the negligent treatment, lack of treatment, or the maltreatment of a child by a person responsible for the child's welfare under circumstances indicating harm or threatened harm to the child's health or welfare.
- Willful harming or injuring or endangering a child meaning a situation in which any person inflicts, or willfully causes or permits a child to suffer, unjustifiable physical pain or mental suffering, or causes or permits a child be placed in a situation in which the child or child's health is endangered.
- Unlawful corporal punishment or injury willfully inflicted upon a child and resulting in a traumatic condition.

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.

ARRIVAL AND DEPARTURE

- Families and visitors will drop off and pick up at a defined area that each site will coordinate based on the site configuration. Your Site Director will provide this information during the orientation, and it will be included in the newsletter. Drop Off and Pick Up accommodates walkers, bikers, and vehicles.
- At drop off and pick up families will use ProCare Connect to sign using a full signature, first and last names, to sign a child in or out.
- Children must be signed in and out daily by their parent, guardian, or authorized adult, using a full signature, first and last name, either with personal phone or with center tablet. Those who occasionally pick up will sign in or out using a staff tablet or their personal phone if set up with the Procare app.

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:
  - Contact the contracting parent or guardian;
    1. 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;
    2. If the contracting parent or guardian cannot be reached and permission is not given, staff may need to call the police; and/or,
    3. 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.
LATE PICK UP
All summer care ends promptly at the stated closing time, 6:00 PM.

- You are considered late if you pick up your child after the stated closing time.
- You are subject to a late charge of $1.00 per minute late. Late fees are billed to the family through the Administrative Office. Failure to make prompt late pick-up payments may result in termination of child care services.
- Footsteps Child Care expects families to pick up on time every day; late pick up is grounds for dismissal from the program.

We make every effort to reach you if your child is still in our care after closing time. If we cannot reach you, we will telephone the names listed on your child’s emergency form to reach someone. If we are unable to contact you or the emergency designee one hour after closing time, we are legally required to contact the Police Department.

REQUIRED ENROLLMENT 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 updated as information changes. If you have any questions about any of the forms, please speak to the Site Director.

- Families must update and confirm the child’s emergency and medical information is correct as of entering the program as of June 12, 2023.
- Families are encouraged to speak to their healthcare provider about the flu or influenza vaccine for those over six months of age.

Forms to be on file the first day child attends camp
- Signed Financial Agreement/Admissions Agreement
- Identification and Emergency Information (LIC700) and two completed and signed Emergency Cards
- Pre-Admission Health History-Parent’s Report (LIC702), with current immunizations noted
- Consent for Medical Treatment (LIC702) - Necessary for treatment by physician or hospital
- Parents Rights Form (LIC995A)– Informing you of your rights as a parent or guardian of the child enrolled
- Personal Rights (LIC613A)– Informing you of the enrolled child’s rights
- Field Trip Permission, when offered

How to Complete Forms
- Once you register you will be emailed the Adobe Sign link
- Complete the forms only in Adobe Sign
- When you have completed the forms, submit the forms through Adobe Sign.

If your child has been in our program the past 3 years or you have enrolled for the coming school year and your forms are up to date and complete, you do not need to resubmit the forms.
QUESTIONS?
Many parents or guardians have specific questions; suggestions or problems and we want to meet your needs in the most efficient way possible. This guide will help you direct your questions to the right person or group.

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<tr>
<th>QUESTIONS OR COMMENTS</th>
<th>PLEASE CONTACT</th>
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<tr>
<td>Tuition, Payments, Bills, Receipts, Enrollment Office Hours 9:30 – 5:00</td>
<td>Footsteps Child Care, Inc. Administrative Office Tel 650-610-0715 Fax 650-683-1592 Email <a href="mailto:office@footstepschildcare.org">office@footstepschildcare.org</a></td>
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**Concerns About the Program, Your Child, or Staff**
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 (about your child) |
| 2. Site Director |
| 3. Executive Director or Deputy Director |
| 4. The Footsteps Child Care, Inc., Board |
| 5. Community Care Licensing |

**FINANCIAL INFORMATION**

**Tuition**
- Tuition is due on Monday four weeks before camp begins.
- Families can either pay in full when enrolling or charge 25% up front and the remaining 75% on the Monday 4 weeks before camp begins.
- Any failed payments must be addressed immediately to avoid cancellation.

**Payments**
- All payments are processed through the care.com portal.
- All camps must be paid for in full before children can attend.
- For alternative payments, please contact the office.
- The preferred method for contacting the office is to email office@footstepschildcare.org. Responding to your confirmation email can be the most efficient way to communicate.
- Emails are sufficient for written notice; they do not need to be handwritten.

**Sibling Policy**
- A 5% sibling discount is applied to all children attending camp during the same week.
- Multiple children enrolled in the same camp will automatically receive the discount. For children in different camps or a sibling in preschool, reply to your confirmation email to request the discount.

**FEE SUBSIDIES**
We strive to meet the needs of all children enrolled in our child care programs, within the limitations of our budget. Fee subsidies are awarded to families who qualify, 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 must be true and correct. Families are responsible for providing updated information regarding income as it changes during the year.

**COMMUNITY AGENCY TUITION PAYMENTS**
We accept payment for child care through Community Agency programs (such as the 4C’s and Social Services). The contracting parent or guardian is responsible for making 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 are financially responsible 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.
DONATIONS
Footsteps Child Care encourages and accepts donations from families, business, or philanthropic organizations. Footsteps Child Care is a non-profit organization with a 501(c) 3 letter on file. A copy is available.
Footsteps Tax ID Number - 94-3206278
Ways you can donate to Footsteps:
- Donation directly to Footsteps Child Care or to a specific site.
- Corporate or business matching gift programs.
- Donations of items: Please speak to the Admin Office or the Site Director for approval before donating. Items should be in good and usable condition and can include toys, games, art supplies, kitchen supplies, furniture (couches and rugs), and recycled items. We can always use paper for drawing.
- Donations of services, time, and/or talent.
MEDICAL INFORMATION

Footsteps staff do a daily observation of the children upon arrival and observe children throughout the day for signs of illness, injury, or other situations.

- 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 100.4 F/38 C or higher.
- Families must update and confirm a child’s emergency and medical information is correct and updated before their first day of enrollment in camp.
- Please make sure your child’s immunizations are up to date before their first day of enrollment in camp.
- Families are encouraged to speak to their healthcare provider about the flu or influenza vaccine for those over six months of age.

Footsteps Child Care expects a child to be picked up within 30 minutes of a parent or guardian being informed their child is exhibiting symptoms of illness.

These symptoms include, but are not limited to, inability to participate in routine activities, needing more care than staff can provide, fever (100.4 F/38 C or higher with temporal thermometer), fever with behavior changes, difficulty breathing, uncontrolled coughing, diarrhea, vomiting, open sores, rashes, signs of infection, runny nose with colored mucus, or any other sign of communicable illness.

We insist, that as a member of the Footsteps community and for the well-being of all, families and staff participate in informing us of communicable illnesses and exposures as soon as possible, such as, but not limited to COVID, influenzas, noroviruses, head lice, strep throat, pink eye, fever over 100.4F/38C, hand-foot-mouth disease, chicken pox, or slapped check syndrome.

Medical Or Dental Emergencies

- If your child has an accident, such as a hard head bump or cut, the Site Director or staff will administer first aid. We attempt to build trusting relationships with the children, so a child feels comfortable informing staff about their physical well-being on a regular basis. Staff routinely notifies a family of an injury or accident when staff has seen, or staff has been informed about an injury or accident.
- If your child experiences a serious medical or dental emergency when in our care, we take the following steps:
  1. Call 911;
  2. Call the parent or guardian; if we are not successful, we call the names listed as emergency contacts;
  3. Call the listed doctor or dentist; and,
  4. Notify Footsteps Child Care, Inc. Executive Director.
- If a child must be transported by ambulance, a staff member accompanies the child until a parent or guardian arrives. Emergencies of this nature are very rare; we make every effort to provide a safe program.

Illness

- Please inform your Site Director of your child’s absence by the start of care on any day your child is absent via Procare Connect, email, or telephone.
- Contact Footsteps immediately 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 and sent to families.
- 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 or injured, we reserve the right to request 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 with 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. Footsteps Child Care will expect a parent to pick up a child within 30 minutes if a child exhibits symptoms of illness during the day.
  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.

• 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 100.4 F/38 C 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 or if fever is present for 24 hours, no exceptions.
  1. 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.
  2. 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.
  3. 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.
  4. Covid – Follow the California Department of Public Health guidelines for positive Covid

**Head Lice**

Footsteps Child Care follows the Center on Disease Control recommendation; children diagnosed with live head lice do not need to be sent home early; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun.

Nits may persist after treatment, but successful treatment should kill crawling lice. Cases of head lice are predictable in children's programs. Head lice can be a nuisance, but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting 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, treat the center; and,
  5. We will recheck the children in a classroom for up to two weeks after the last reported instance of head lice.
  6. 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 and signed Medication Form is on file.

The Medication Form requires:
  1. Name of the medication and what it is prescribed for;
  2. Dose amount and time dose is to be administered; including any special instructions; and,
  3. 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 is not on the container must include a doctor's note verifying correct dosage amount. Non-prescription medications include over the counter items such as Tylenol, lip balm, lotions, hand sanitizer, and sunscreen.
✓ 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 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 always be available 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, including asthma or diabetes, will require an individualized medical services plan on file.
- Any child with Food Allergy or at risk of Anaphylaxis Emergency must have an updated Care Plan on file. This plan must include a physician/HCP authorization signature and the parent or guardian signature.

Please do not send medicine in a child's lunch or backpack. Please give medications directly to a Footsteps Teacher or to the Site Director.

EMERGENCY PROCEDURES
Safety is our 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;
• Updated disaster and mass casualty plan posted at each site; the 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 onsite and off-site; and,
• Coordinate disaster and mass casualty planning and coordination in the event of an emergency. We collaborate with the San Mateo County Big Five and local police departments.
BEHAVIOR EXPECTATIONS AND GUIDELINES

Program Expectations
Footsteps Child Care, Inc. is a place that is safe, respectful, and friendly. We are inclusive and we are healthy. These are our behavior expectations, the staff models these behaviors, and we respect the dignity of the children, the families, and the staff.

➢ 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 are 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.

School Age Programs
The School Age Programs coordinates with the Belmont Redwood Shores School District to use the Positive Behavior Interventions and Supports (PBIS). Collaborating with the school district with this system provides the children with the continuity and consistency children need throughout the day to be safe, respectful, healthy, and to learn and practice making appropriate choices.

The main tenets of PBIS
• Trust and communication across families, staff, and children
• Staff teaches and models how to treat others with respect
• Staff uses systems for frequent praise and encouragement
• Children know the routines and expectations for behavior, so they are empowered community members
• Staff plans and offers engaging, relevant learning experiences for children
• Children experience voice and choice as they learn.

For more PBIS information - https://www.pbis.org/

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 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 or 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 problem and will request a conference.
• The Site Director will apprise and consult with the Executive Director or Deputy 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 the 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. The 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 collaborate with the staff.
- The staff and parent or guardian have 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:

- A family or child’s failure to comply with Footsteps Child Care’s policies and procedures, including health mandates and guidelines, procedures, and protocols as grounds for suspension or termination.
- Failure to inform Footsteps of a family member who has had any exposure to communicable illnesses, such as COVID, influenza, strep throat, flu, pink eye.
- Failure to keep a child home 24 hours fever free (without the use of fever reducing medication) before returning to the program. We classify a fever as a temperature of 100.4 F/38 C or higher.
- Failure to pick up a child within 30 minutes if a child exhibits symptoms of illness during the day.
- 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.

HEALTHY FOOD & SNACK

- Families must provide their child with a daily lunch in a self-contained bag or container.
- Children are served nutritious AM and PM snacks daily. Snack includes fruit and vegetables, whole grain crackers, cheeses, yogurt, bread, and other healthy foods served with water or milk.
- Snack menus are posted.
- Please see Footsteps Health and Wellness Policies, including sun safety for more detailed information.
- If your child is particular about foods, you might choose to send additional foods in their lunch box.
- Please make sure staff are aware of any food allergies your child might have. Any child with Food Allergy or at risk of Anaphylaxis Emergency must have an updated Care Plan on file. This plan must include a physician/HCP authorization signature and the parent or guardian signature.
- Program sites are aware children will have tree nut and peanut allergies and will make accommodations, but we are not Tree Nut and Peanut Free.

BIRTHDAY CELEBRATIONS – CANDY & SWEETS

If your child will celebrate their birthday during camp, you have the option to celebrate your child's birthday by choosing a non-food birthday option. Please let the Site Director know in advance of your child's birthday plans. We have a list of 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 participating in all activities offered, so please dress your child accordingly. Please have your child wear clothing appropriate for a variety of activities, both indoors and outdoors. Many activities at camp can be messy; so please have your children dress accordingly.

- **All clothing must be labeled with your child’s full name.**
- If your child will wear a mask during camp, you should send your child with two face masks; in case one becomes soiled or wet during the day. We keep a limited number of disposable child-size face coverings onsite.
- For younger children, please send an extra set of clothing to keep in their cubby.
- Proper footwear is important so that the children may fully participate in outdoor activities. Tennis shoes are preferred footwear for all children and youth. Sandals should have back straps on them. Croc-type shoes and flip flops are discouraged.
- Campers should bring a bathing suit and towel to remain at camp for water play.

REST OR NAP TIME
At Junior Explorers or Explorers Camps children, entering TK or Kindergarten, may take a rest or nap daily. Napping children may bring a small blanket, labeled with their name, which goes home weekly for laundering. Each child will have a separate rest space. Napping equipment will be at least three feet apart with head-to-toe orientation or six feet apart. Rest or naptime will last up to one hour; non-sleepers may get up after 1/2 hour.

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 weapon toy, 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.**

FIELD TRIPS
Weekly field trips are offered at some of our camps.

- The Field Trip permission form is an Adobe Sign form sent to you when you register; we require a full parent/guardian signature, using your full name.
- Transportation is provided by King's Tours rented buses or via our vans/buses. We never use private cars for field trips.
- Parents/guardians are welcome to join us on field trips. However, you must let the director know in advance that you would like to attend. You may be asked to drive your own car and pay your admissions.
- Any trips changed or added will require an additional or updated permission slip during the summer.
- Each child is given a camp-T-shirt to wear on all outings before the first field trip.
- On field trip days, lunches should be in a paper bag, carried inside your child's camp backpack.
- As of June 12, 2023, masks will not be required on Footsteps vehicles or rented buses. A child or staff member may choose to wear a mask.
CAMP SPECIFIC ACTIVITIES

We have a very busy summer planned and are excited to have your join us this summer!
It is especially important children arrive by 9:00 AM daily for activities and special events.
Please note our schedule is subject to change without prior notice.

Junior Explorers - Explorers Camp – Nesbit, Cipriani, & Shores
These camps have developmentally appropriate session themes, field trips, activities, and special events planned to engage and interest the children. The following activities are included:
Art - Children will have a choice of participating in theme related art projects.
Sports - Group sports are offered during the day, such as kickball, basketball, volleyball, hockey, golf, soccer, and tennis.
Kids’ Clubs – These are group lessons children are offered every session of camp. Club choices may include games, art, embroidery, cooking, science, crafts, etc. Youth from our middle school camp may assist staff during these clubs as a part of their counselors-in-training program.
Special Events - Every Friday children work on or participate in a Special Event. Information about each event is included in the session newsletter.
Wheels Day & Roller Skating – Children may bring roller skates, scooters, and/or bikes from home at times indicated in the camp newsletter. All children are required to wear kneepads and helmets while roller-skating. Bike or scooter riders must wear safety helmets.
We take no responsibility for lost or stolen bikes, scooters, or skates.
Group Games - Group Games are teacher directed, usually non-competitive games fostering group development, sharing, and fun.
Parks - The children walk to nearby parks during camp. Staff takes a walkie-talkie for communication and a sign is posted on the sign-out table letting you know where we are located.

Future Chefs – Shores Site
In this busy camp, young chefs will learn and practice indispensable kitchen skills, experiment with recipes, and learn the fundamentals of cooking. Campers will enjoy working alongside other campers to create daily snacks. On the last day of every two week session, campers will create and serve a healthy feast for their families. Camp includes two recipes per day, including healthy recipes, non-allergenic recipes, and dessert recipes. We will build our recipe book as a takeaway at the end of the program.

Dolphins, Seals, & Sharks Swim Camps – Cipriani Site
Typical Day – Our Swim Camp provides an opportunity to learn basic swim skills or improve swimming skills, time to enjoy the water, and have a fun camp experience. The day begins with a morning check-in and activities, snack included.
- Dolphins’ campers may spend time at Cipriani School Kindergarten play yard, a local park or the Belmont Library before swim lessons and recreational swim. After swim, they return to the site for snack and end of camp day activities.
- Seals and Sharks’ campers may stay at the site or go daily to Laurelwood Park for recreation and lunch before they head to Highlands Recreational Center for swim lessons and recreational swim.

What To Bring – Campers should come dressed in comfortable clothing and appropriate shoes. Campers must wear their Footsteps swim shirts for sun protection. They will be given a swim shirt on the first day of camp. Campers who attend more than one week of swim camp will only receive one shirt unless a second shirt is needed. Swim shirts should be rinsed off daily and not put in the dryer. Campers should bring swimsuits, towels, water shoes, and a bag for wet items, sunscreen, and water bottles. Label all items with camper’s first and last names. You should also have an extra swimsuit always at camp along with an extra set of dry clothing.
Tennis & Swim Camp – Barrett Site

Typical Day – Our Tennis & Swim Camp provides an opportunity to learn basic tennis skills or improve skills, time to play tennis, and have fun swimming in the afternoon. The day begins with a morning check-in and activities (snack included). Then it is off to the tennis courts for lessons and recreational swim in the afternoon. After, campers return to the site for snack and end of camp day activities. We have some extra Footsteps swim shirts but may not have enough for all Tennis and Swim Campers. Each camper will receive a HITS t-shirt.

What To Bring – Campers should come dressed in comfortable clothing and appropriate shoes for tennis and swim. We encourage campers wear swim shirts for sun protection. Campers should bring tennis equipment or ask to use Footsteps equipment, swimsuits, towels, water shoes, and a bag for wet items, sunscreen, and water bottles. Label all items with camper’s first and last names. An extra swimsuit, along with an extra set of dry clothing, is a good idea to have at camp.

Bay Area Adventurers – Barrett Site

Camp is geared to children and youth, grades four and up with plenty of opportunities to discover and learn new things! Each day begins with a morning meeting and activities including art, crafts, cooking, games, and sports.

- Mondays – “Welcome Day” with teambuilding activities and games
- Tuesday - Morning Hiking and recreational swim at local pools
- Wednesday – Field Trip Day
- Thursday – STEAM projects in the morning with the afternoon at the Belmont Library and Recreational Swim
- Friday – Special events, off-site community service, or counselors-in-training program.

What To Bring – Campers should come dressed in comfortable clothing and appropriate work shoes. Campers should bring a change of clothing, swimsuits, towels, a bag for wet items, sunscreen, and water bottles.

Special Events & Activities – Throughout the summer, the camp will join the other camps for special events. Swimming – Swim is available to interested campers at Carlmont High School Pool or Highlands Rec. Tuesday and/or Thursday afternoons, pool lifeguards are on duty during the swim and camp staff are in the water. They will walk or be transported by our van. This is an optional activity with no additional cost.

Counselors-In-Training (CIT) – Campers will learn about the responsibilities of a job, with actual on-the-job training when they go as a group to Nesbit most Fridays to help with special events.

Community Service Learning - Campers will be encouraged to clean up trails and parks during the Monday morning hikes.

Thrill Seekers Camp – Shores & Cipriani Sites

Four days of fun and adventure to water and adventure parks throughout the Bay Area! Field trips leave daily at 9:00 AM and return between 5:00-6:00 PM. Children bring lunches except on days when lunch must be purchased at the theme park. Children bring swimsuits, towels, sunscreen, and water shoes on waterpark days.
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 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

Footsteps Child Care Recommends:
- All families are asked to give Footsteps written permission annually to apply sunscreen to their child while in our care, considering any allergies. Older children may apply 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.

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

State Law aligns with Sun Safety Guidelines
In 2002, the California state government amended the Education Code as follows:
Section 35183.5 (b)
- Each school site shall allow pupils the use of sunscreen during the school day without a physician’s note or prescription.
- Each school site may set a policy related to the use of sunscreen by pupils during the school day.
- For purposes of this subdivision, sunscreen is not an over-the-counter medication.
- Nothing in this subdivision requires school personnel to assist pupils in applying sunscreen.
Source: http://www.sun.safetyforkids.org/sunprotection/sunscreen/
Footsteps Child Care: Health & 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 purchased by youth off-site may not meet the criteria. We aim to implement the guidelines fully 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, 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 ≥ 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, 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.

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³ http://kidshealth.org/parent/growth/feeding/feed13m.html
⁴ http://kidshealth.org/parent/growth/feeding/feed47m.html
¹⁰ See http://pediatrics.about.com/od/nutrition/a/0508_food_prtns.htm for more information about appropriate portion sizes for children.
¹¹ See http://www.choosemyplate.gov/ for more information on this initiative.
Encourage students to participate in selecting, preparing, and cleaning-up food, as appropriate.

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.

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.
- 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 break 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.

12 See [http://www.cdc.gov/physicalactivity/everyone/guidelines/children.html](http://www.cdc.gov/physicalactivity/everyone/guidelines/children.html) for examples of age-appropriate activities.