



Footsteps Child Care, Inc.
Serving the community since 1994

SCHOOL AGE 2024-2025



FAMILY HANDBOOK

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@footstepschildcare.org		
Website	footstepschildcare.org		
License	410518969	Tax ID	94-3206278

Updated 08/08/2024

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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

Fax 650.683.1592

Email office@footstepschildcare.org

Karen Haas-Foletta - Executive Director

Lori Ottolini Geno – Deputy Director

Christine Rudolph – Director of Human Resources

Dr. Nili Luo – Quality Program Director

Lisa Dimaculmangan - Enrollment Coordinator

Nick Foletta – Director of Finance

Stephen Finn – Director of Programs

Trisha Valbusa – Payroll Administrator

Kenzie Bauer – Administrative Assistant

Footsteps School Age Programs

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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. offers safe, supervised, quality care, designed to meet the developmental, cultural, and social needs of the children and youth enrolled.

Footsteps Child Care operates seven infant, toddler, preschool, and afterschool programs in Belmont, San Mateo, Redwood City, and Redwood Shores. As a private, non-profit organization, Footsteps is governed by an Executive Board of Directors composed of parents, guardians, and community members.

Founded in 1994, Footsteps Child Care will celebrate its 30th Anniversary this year. The celebration will include streetlight banners on Ralston Avenue in Belmont and a special event at the Hiller Aviation Museum on Saturday, September 28, 2024, featuring live performances, children's decorations, a buffet dinner, raffle prizes, and a silent auction. Thanks to our sponsors, the event is very affordable and expected to sell out quickly. Other celebratory events are planned throughout the school year.

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

Footsteps Child Care's philosophy and approach is based on research and best practices, which includes play-based curriculum, child, teacher, and family-initiated experiences, continuity of care and consistency in routines. The heart of our programs is the belief of respect for children, families and their point of view.

- We believe children learn through play, exploration, and discovery. We have an integrated approach to our play-based curriculum, focusing on children's development and emerging interests.
- We support and enhance a child's learning 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, both structured and unstructured.
- The program provides the children with the space and time to discover and learn and practice new skills.
- We believe the staff enhance children's play in the role of facilitator, guide, partners, and initiators.

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.

- This handbook outlines the partnership we want to have with each family enrolled in our programs by identifying what to expect, and what is expected from you at our Footsteps Child Care, Inc. Preschool and School Age Program Sites. If, after reading this handbook and attending the orientation, you have additional questions, please contact us so we can answer your questions.
- This Family Handbook, along with your signed enrollment and financial agreement, outlines that you have agreed to abide by Footsteps Child Care policies, procedures, and program requirements.

ADMISSION POLICY

- **We want families to feel welcome and to understand the organization and its program policies, so we do require a parent or guardian attend an orientation before you child attends.** We will offer group orientations and will also set individual orientation before your child's first day.
- **Non-Discrimination 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 in determining which children to serve, welcomes the enrollment of children with disabilities; understands the requirements of the American with Disabilities Act (ADA) to make equal access and reasonable accommodations; implements those accommodations; and refrains from

religious instruction or worship. Footsteps Child Care helps to respect, protect, and promote human rights and fundamental freedoms for all, and to attract diverse and qualified candidates for employment.

- We want every child and their family to feel welcome and for your child to have the best opportunities for growth and development.
 - During enrollment and orientation, we partner with the family to identify needs a child or the family may have, offer resources and support through community agencies, and we conduct follow-up with a family to ensure needs are being met.
 - For families with children with exceptional needs it is important to meet prior to admission Footsteps Child Care to determine if the program is the best environment for the child and their family, generally with the Site Director and either the Deputy Director or Program Director and they will continue to meet regularly about the child's progress and discuss how best to support the child and family. Footsteps Child Care does acknowledge when our program may not be the best fit for a family.

COMMUNITY CARE LICENSING INFORMATION

Footsteps Child Care, Inc. sites are licensed through the State of California Department of Social Services, Community Care Licensing.

- 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.

School Age Programs

Cipriani Site	TK/Kindergarten to Fifth Grades	#410518969
Nesbit Site	TK/Kindergarten to Eighth Grade	#414001160
Shores Site	TK/Kindergarten to Fifth Grades	#414002640
Barrett Site	TK/Kindergarten to Fifth Grades	California Heritage School

- The Department of Social Services, Community Care Licensing has the right to interview children or review their records without parent or guardian notification.
- The Department of Social Services, Community Care 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 or children, including conditions that could indicate abuse, neglect, or inappropriate placement.
- If you have any questions about Community 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](#).

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. Pursuant to Local, State, and Federal regulations.



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. Pursuant to Local, State, and Federal regulations. 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 explicitly or implicitly made a condition of the enrollment, status, or progress.
- Rejection of conduct by the individual is used as the basis for decisions affecting the individual.
- Conduct has the purpose or effect of having a negative impact upon the child's performance, or of creating an intimidating, hostile, or offensive 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 environment.

FAMILY PARTICIPATION

Footsteps Child Care, Inc. has an open door policy, families are welcome to visit our programs at any time during the course of the program day.

Family Engagement and Education

First Five states Family Engagement is *"A relationship-based, mutual, respectful, and responsive partnership between families, early learning and care providers, and other related professionals to promote children's development, learning, and wellness. Family engagement happens when early childhood professionals and families actively participate in an ongoing process of building and maintaining these meaningful relationships."*

Footsteps Child Care's Family Engagement is evident through four strategies

- Build strengths-based relationships.
- Respect the family's role in the child's development.
- Show cultural respect. Learn what matters most to families.
- Take a shared approach to family engagement.

In an effort to enhance their Family Education and Engagement programs, Footsteps has decided to take advantage of the SMCOE (San Mateo County Office of Education) Family Education Workshops and Trainers, our StarVista Mental Health Clinicians, community resources, and Footsteps staff to ensure maximum participation and engagement, Footsteps conducts surveys to obtain feedback from the families on the topics they would like to see covered.

How Can You Participate?

- 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. Families are invited to participate in special events and field trips. Please let the staff member in charge of your child's site know in advance if you would like to join us!
- Footsteps Child Care, Inc. is a non-profit organization, governed by an Executive Board of Directors. Family 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 beginning of each school year. The Executive Board of Directors has fiduciary oversight of the organization, establishes general policies, and acts as a clearinghouse for concerns affecting the entire organization.

FAMILY COMMUNICATION

Communication: We encourage the partnership between staff and families to support your child and we want families and staff to get to know each other so you can share information about your child during drop off or pick up. Staff will wear Footsteps Child Care photo ID badges and make themselves available to speak to you. However, we ask you understand the staff are supervising children and must concentrate on this task primarily.

How To Contact the Site: You can reach staff via Procure Connect, email, text, or the site telephone. We use Procure 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 use Procure Connect, email, or call with your questions or concerns. You may also call or email the Administrative Office regarding enrollment, tuition and billing, or family fees questions. Contact Karen Haas-Foletta, Executive Director, or Lori Ottolini Geno, Deputy Director, with concerns and suggestions.

Procure Connect: Procure Connect along with our website, footstepschildcare.org, are our main methods of communication to families, both includes newsletters, enrollment information and paperwork, licensing paperwork, state subsidized program information, updates and program news, and calendar events, along with child specific information and messaging between staff and family.

Newsletters and Organization Messages: The site newsletter and organization messages are sent through Procure Connect and contains pertinent information about the site, the organization, and upcoming events to keep you informed.

Please read the site newsletters and organization messages, both contain 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 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 agencies such as the 4Cs of San Mateo County, San Mateo County Office of Education and StarVista, along with other community agencies to provide both the organization and 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, resources, and training for the staff. Please contact the Administrative Office or your Site Director for more information.

BABY-SITTING BY FOOTSTEPS STAFF

Footsteps Child Care, Inc. strongly suggests against approaching staff members for babysitting.

STAFF PROFESSIONAL DEVELOPMENT AND TRAINING

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

Footsteps Child Care has conducted staff training on health and safety practices, best practices in caring for children, behavior guidance, curriculum implementation, 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. Subsequent to participation in formal training which is conducted in-person, via online seminar, or through online training modules, staff shares their reflections and new information at staff meetings.

ORGANIZATION HEALTH AND WELLNESS POLICIES

Footsteps Child Care wants children, families, and staff to be healthy and we have developed and instituted Health and Wellness policies for our staff, children, and their families covering nutrition, health, sun safety/sunscreen policy, and wellness issues. Footsteps Child Care formed a Wellness Committee, including staff and input from our Board of Directors and adopted our Wellness Policies in April 2013. A copy of the policies is included with this handbook.

TRANSPORTATION - SAFETY SEAT & SEAT BELT LAW

- For field trips and outings, we have vehicles with seat belts and car or booster seats that may be used for children preschool–school age.
- All children must have a signed Transportation Waiver & Authorization Form on file to ride in our vehicles.
- Staff who drive a Footsteps vehicle are authorized and cleared to operate a Footsteps vehicle and participate in annual driver training, including car and booster seat requirements.
- **California Safety Seat and Seat Belt Law:**
 - Children under the age of 8 must be secured in a car seat or booster seat in the back seat.
 - Children who are 8 years of age OR have reached 4'9" in height may be secured by a booster seat, but at a minimum must be secured by a safety belt. (California Vehicle Code Section 27363.)
 - Passengers who are 16 years of age and over are subject to California's Mandatory Seat Belt law.

DONATIONS

Footsteps Child Care, Inc. encourages and accepts donations from families, businesses, or philanthropic organizations. Footsteps Child Care, Inc. is a 501(c) 3 non-profit organization. A copy of our IRS Determination Letter is available in the Administrative Office.

Footsteps Child Care, Inc. Tax ID Number - 94-3206278

Ways you can donate:

- Donation directly to Footsteps Child Care, Inc. or to a specific site.
- Corporate or business matching gift programs.
- Donations of goods: Toys, games, children's books, art supplies, kitchen supplies, furniture (couches & rugs), computers, computer accessories, and recycled items are always appreciated. These items should be in good condition. We can always use paper for drawing. Our monthly newsletter lists suggestions of needed donated items.
- Donations of services, time, and/or talent.

QUESTIONS OR CONCERNS?

A family may have specific questions, suggestions or concerns and we want to be able to meet your needs in the most efficient way possible. This guide will help you direct your question or concern.

Questions or Concerns?	Please Contact
<p style="text-align: center;">Tuition, Payments, Bills, Receipts, Enrollment Office Hours: 9:30 AM – 5:00 PM</p>	<p>Footsteps Child Care, Inc. Administrative Office Tel: 650.610-0715 Fax: 650.683-1592 Email: office@footstepschildcare.org</p>
<p style="text-align: center;">Concerns About The Program Or Your Child</p> <p>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.</p>	<ol style="list-style-type: none"> 1. Your Child's Teacher 2. Site Director 3. Executive Director 4. Site Council 5. Footsteps Child Care, Inc., Board 6. Community Care Licensing
<p style="text-align: center;">Concerns About Staff</p>	<ol style="list-style-type: none"> 1. Site Director 2. Executive Director 3. Site Council 4. Footsteps Child Care, Inc., Board 5. Community Care Licensing
<p style="text-align: center;">Suggestions Or Comments</p>	<ol style="list-style-type: none"> 1. Site Director 2. Executive Director 3. Site Council 4. Footsteps Child Care, Inc., Board
<p style="text-align: center;">Community Resources</p>	<ol style="list-style-type: none"> 1. Site Director 2. Executive Director

REQUIRED ENROLLMENT FORMS

There are several forms required by Footsteps Child Care, Inc., the State of California Department of Social Services (Community Care Licensing), and if applicable, California State Subsidized Programs. 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. 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 office@footstepschildcare.org. You may also complete the forms at the Administrative Office or Site if you do not have access to a computer.

A Child's Enrollment File is only available to authorized members of Footsteps Child Care's management team. Only Footsteps Child Care's Senior Administrative staff is authorized to release information about current or former children on behalf of the organization. However, Footsteps Child Care will cooperate with - and provide access to a child's file to - Department of Social Services Community Care Licensing, law enforcement officials or local, state or federal agencies in accordance with applicable law, or in response to a subpoena, in accordance with applicable law.

Families enrolled in our State Subsidized Programs, CCTR, will provide the required additional forms and paperwork as necessary and required for participation. Enrollment in the State subsidized CCTR program is completed along with the Footsteps enrollment through Footsteps Enrollment Coordinator. Please see section titled State Subsidized Enrollment Process



Return Enrollment Forms: A Return Enrollment Form is required each school year, and we request that any information that may have changed since the initial enrollment be updated regularly for each child enrolled in a Footsteps Program. This includes home address, employer, email addresses, alternate phone numbers, demographic information, emergency contact or medical updates.

IMPORTANT

To make sure we are providing a safe program we do ask that families

- Update contact information as it changes; we must be able to contact you in case of emergency.
- Let your Emergency Contacts know that they have been designated as an emergency contact for your family.
- Make sure you have our contact information stored for easy access in case of an emergency.

Forms On File The First Day Of Care

- Current Year Application & Financial Agreement
- Identification and Emergency Information (LIC700)
- Pre-Admission Health History-Parent's Report (LIC702), with current immunizations noted
- Consent for Medical Treatment (LIC627)
- Family Rights Form (LIC995A)
- Personal Rights (LIC613A) – Enrolled child's rights
- Transportation Waiver and Authorization Form
- Media Consent Waiver
- Sunscreen Form
- **Any child with a Food Allergy or at risk of an Anaphylaxis Emergency must have a Food Allergy and Anaphylaxis Care Plan on file.**
- State Subsidized Program Forms as required

At any time, you are able to update your emergency contacts or authorized pick up list, please complete a new contact form on our website.

The three Footsteps Waivers can be updated at any time if a family wants to change their selections, as well as the Emergency Contact Information (LIC700) and the Authorized Pick-Up to make changes, corrections, or additions.

How to Complete Forms

- Once you have been offered a space for your child 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.

SCHOOL-AGE FINANCIAL INFORMATION

Monthly Tuition:

The first invoice for 2024-2025 includes one full month's payment, split 75% for August and 25% for June, which is held as your deposit until the final tuition payment in June 2025.

- After-school care tuition is charged via monthly statements.
- Tuition is divided over ten equal monthly payments, with split payments for August and June and 9 full payments from September - May.
- This deposit is refundable upon receiving 30 days' written notice to withdraw from the program.
- No adjustments will be made to tuition payments if a childcare site is mandated to close for at most 4 weeks. If a closure extends beyond 4 weeks, tuition may be discounted or forgiven.
- We do not prorate for holidays or other closure dates and no discounts are given for missed time due to vacation or absences.
- Tuition is to be paid whether my child is absent due to illness, holiday, vacation, or any other reason, and failure to pay the monthly tuition will result in my child's termination from the program.
- Full-day enrollment for non-school days and school breaks is included with a minimum enrollment of 3 full days per week or 5-part days per week.
 - Non-school days must be reserved in advance and will be subject to limited attendance.
 - Enrollment is available to non-full-time children at an additional fee.
- Programs are closed on federal holidays and during part of winter break, see the calendar for the full schedule.

Non-Refundable Registration Fee:

- An annual, non-refundable registration fee is charged for each child and is due within two weeks after you've received official confirmation of registration or returning enrollment.
- \$100 for the first child of a newly enrolled family.
 - A "new family" is any family who has not attended a Footsteps after-school care or preschool program, previously.
 - Families who have only attended summer camp or school breaks are considered new families.
- \$50 for a returning child or a new sibling.
- The 5% sibling discount does not apply to the registration fee.

Enrollment Deposit:

- All children and siblings are required to pay an enrollment deposit equaling one-quarter of the child's monthly tuition.
- The deposit is applied to the June tuition, or the month a child is enrolled, with proper notification.
- The enrollment deposit is included with the August invoice or your first tuition statement.
- Pro-rate adjustments will be made to reflect any schedule adjustments made during the year.
- 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' notice before the child is withdrawn from the program, and your account is settled in full, then your deposit will be credited to your final tuition bill, or a refund will be sent to you for the remaining amount.

Schedule Changes:

- Schedules may be adjusted at any time, subject to availability.
- Adding additional days or changing from part day to full day can be done without notice, but subject to availability.
- Removing days or switching from full day to part day requires written email notice to the Administrative Office and the Site Director. Tuition adjustments will be made thirty (30) days after receiving notice.
- The 30-day notice period is waived during summer until the first Monday of the school year.

Withdrawal Policy

To withdraw enrollment: Notify the Administrative Office and the Site Director of your intent to withdraw from the program thirty (30) days before withdrawing your child via email or in writing. Tuition will be due in full through the 30 days following receipt of the written notice. After the final payment, the remaining deposit payments will be refunded at the time of payment.

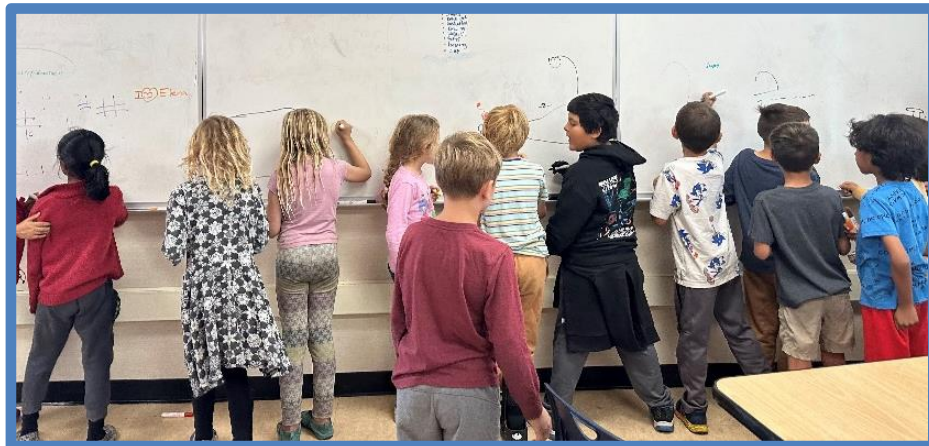
Sibling Policy

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. The sibling discount is for tuition only and does not apply to full-day care or any other charges. Children must attend a minimum of 3 full days or 5 part days per week to be eligible for a discount.

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 a subsidy is available at the time of the request.

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



PAYING TUITION:

Payment Is Due and Payable on the Tenth Day of The Month

- All tuition is considered late if payment is not **received by the 10th of the month or the following business day**. On that date, a late fee of \$20 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 collection agency. This policy is strictly enforced.
- Any issues, concerns, or questions about a month's payment should be directed to Nick Foletta, at the Administrative Office.

PAYMENT OPTIONS:

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

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 Tuition Express Form (found on our website at footstepschildcare.org), to authorize tuition and other charges, to be deducted from your chosen account, monthly.

- Returned ACH payments will be subject to a charge of \$25.

Manual Payment Methods: (to be paid by the 10th of each month)

1. **Online Payment** - Payments can be made using the Procure app
2. **Payment by Check** - Returned checks will incur a \$25 penalty.
 - 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.
 - For banking bill pay systems, use your child's last name and site as the account number
Example: Foletta - Nesbit
 - Payments can be given to the Site Director or mailed directly to:
Footsteps Child Care, Inc. 374 El Camino Real, Belmont, CA 94002
 - **Do Not Mail Checks to Program Site/School Addresses**
3. **Cash Payment** - We discourage cash payments. Payment must be given directly to the Site Director or Administrative Office. Large cash payments over \$500 must be turned in directly to the Admin Office. A receipt will be immediately issued. A family paying by cash assumes responsibility to make sure payment is received and credited to the account.

Tuition Invoices & Receipts:

- Footsteps Child Care, Inc. generates an invoice for tuition monthly via email.
- Receipts for paid invoices and/or required FSA statements payments are available at myprocure.com
- 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.

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 for making sure the contract is correctly negotiated, with all anticipated childcare 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 fees on time will result in termination of services.

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, or if space is available and the Site Director agrees to accept an additional child for the day. Drop-in care is not to be used instead of regular child care.

- **Drop-In terms:** 24-hour notification is required and is only available if space is permitted with the Site Director's authorization.
- **Drop-in Rate:** \$45-\$75 per day for after-school care and a flat fee of \$25 for morning care.
 - 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 or pay on the day of service.

ARRIVAL AND DEPARTURE - SIGN IN AND OUT - ABSENCES PROCEDURE & POLICY

Footsteps Child Care takes the safety and well-being of the children in our care very seriously and to assist us with the safety of the children we ask:

- Children 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 a center tablet. The Procure Connect app captures arrival and departure times to the minute. Those who occasionally pick up will sign in or out using a staff tablet or their personal phone (Scan QR Code and use their unique 4-digit PIN and sign with their full name).
- **At drop off and pick up families will use Procure Connect to sign a child in or out, using a full signature, first and last names.**
- Families and visitors drop off and pick up at the defined area each site coordinates based on the site configuration. Your Site Director will provide this information during the orientation. Drop Off and Pick Up accommodates walkers, bikers, and vehicles.
- Children to be picked up by older siblings, babysitter, or family member: Written permission must be on file at the site office or in Procure, and the sibling, babysitter, or family member must sign them out daily. Any unfamiliar pick person will be required to provide legal identification matching the name on the permission list.
- Authorized pick-up person must be at least 16 years old to sign out a school-age child and at least 18 years old to sign out an infant/toddler-preschool child.
- Children Fourth Grade and up are able to leave the program only if there is written authorization on file.
- If your child is to be absent, please contact the Site Director through Procure Connect, call, or email to let them know of the absence, preferably before the start of the program day.
State Subsidized Program (CCTR or CSPP), please refer to the CCTR Attendance Policy section.

Footsteps Child Care, Inc. takes no responsibility for children before or after they are signed out of the program.

LATE CHILD PICK UP

- **All care ends promptly at the stated closing time:**
 - **3:00 PM Part Day at Cipriani, Nesbit, and Shores Sites**
 - **6:15 PM at four School Age Sites**
- **A family is considered late if your child is picked up after the stated closing time.**
 - We will 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 as your child's emergency contacts 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.
- **Footsteps Child Care expects families to pick up their child on time every day; continual late pick up may be grounds for dismissal from the program.**
- **A family may be 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 dismissal from the program.

RELEASE OF CONFIDENTIAL INFORMATION

When we receive a request for the release of confidential information regarding a 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 family 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 Footsteps Child Care staff are legally mandated to report any instance of observed or suspected child abuse or neglect of a child.

A mandated reporter, who in his or her 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 as an emergency contact to arrange alternative pick-up.
- If the pick-up person insists on leaving the premises with the child, we will call 911 immediately.

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 all designated person or persons on the **Child Release Authorization Form**. This form should be regularly updated.
- If someone other than the regular pick-up person or persons is to pick up your child, please notify the Site Director of the change before the scheduled pick-up time, messaging via Procure Connect App or email is the most efficient way to communicate this to the Site Director.
- Staff will request proof of identity for any pick up person unfamiliar to them, even if they are a parent, guardian, or an authorized pick up person.
- 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.

- 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.
- If the contracting parent or guardian cannot be reached and/or permission is not given, staff may need to call the police; and/or,
- 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.

BEHAVIOR EXPECTATIONS AND GUIDELINES

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, which staff models these behaviors, and we respect the dignity of all children, their families, and our staff.

- Staff strives to encourage children to become socially competent and emotionally literate, are able to talk about their feelings, regulate their strong emotions, solve their own conflicts, and model the language and tools of the Teaching Pyramid and Positive Behavioral Interventions and Supports (PBIS).

Positive Behavior Interventions (PBIS)

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 in the summer 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.

While Footsteps Child Care works to establish partnerships with the families to support the children enrolled in the program, to address behavioral concerns Footsteps Child Care will

1. Continue regular daily communication with the family. This is done in person, through Procure, email or telephone call.
2. Use a progressive system to help us assess children's progress; including daily communication and check-ins with the children and family, Behavior Observation Reports to help the staff understand the specific care and learning needs of each child and use this information to plan the next steps with the family.
3. Request a conference with the family to discuss the behavior or concern. Together, a plan of action will be instituted.
4. Footsteps Child Care and/or family may consult with outside services or agencies for resources or support.
5. The Site Director will apprise and consult with the Executive Director or Deputy Director concerning the situation, action taken, and plans of action up to and including:
 - Suspension: meaning any removal of a child from all or part of the program day, or the prevention of a child from attending the program for one or more days, in response to the child's behavior.
 - Expulsion: meaning the permanent dismissal of a child from a program in response to a child's behavior.

We understand there may be persistent and serious behaviors, meaning either repeated patterns of behavior that significantly interfere with the learning and activities of other children, or interactions with peers and adults that are not responsive to the use of developmentally appropriate guidance. This includes, but is not limited to, physical aggression, property destruction, and self-injury.

- When a child is having ongoing behavior difficulties, a predetermined set of consequences, with the family's notification, may be instituted. The consequences are explained in advance. The purpose of progressive discipline is to help the family understand the behaviors in advance and encourage the partnership between the family and staff.
- The staff and family have the right to request a conference at any time.
- Footsteps Child Care, Inc. is unable to 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. We request a family does not discuss problems, concerns, or confidential situations in front of children or other adults. Instead, families are encouraged to make an appointment to speak with the Site Director to discuss any problems, concerns, or suggestions.
- Footsteps Child Care, Inc. reserves the right to refuse service.

If Footsteps Child Care and the family are unable to have a resolution, a notice of dismissal in writing will be given. This dismissal notice can be immediate if the situation warrants; especially if it involves a child violating the personal rights of others (other children, staff, family, themselves, etc.).

Footsteps Child Care welcomes and encourages developing positive partnership with families, and to encourage a positive partnership with families, we do expect a family to adhere to all Footsteps Child Care rules and regulations to maintain a standard of safety to ensure that children are safe and in a healthy environment

- 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 can be suspended or removed from the program.
- Other instances when services may be terminated:
 - A family or child's continued inability to comply with Footsteps Child Care's policies and procedures, including health mandates and guidelines, procedures, and protocols.
 - 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 a full signature, first and last names.
 - Failure to comply with Footsteps Child Care, Inc.'s health and safety policies, including
 - Maintaining an environment that is smoke-free. Smoking is strictly prohibited inside the building and covered parking lots. For purposes of this policy, smoking includes the use of electronic smoking devices, such as electronic cigarettes, cigars, pipes or hookahs that create an aerosol or vapor.
 - Footsteps Child Care strictly prohibits the use, sale, attempted sale, conveyance, distribution, manufacture, purchase, attempted purchase, possession, cultivation and/or transfer of illegal drugs or other unlawful intoxicants at any time, and in any amount or any manner, regardless of occasion. "Illegal drugs" means all drugs whose use or possession is regulated or prohibited by federal, state or local law.
 - Footsteps Child Care strictly prohibits possessing weapons of any kind at any Footsteps Child Care program site or location.
 - 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.

Electronic Communication Free Zone

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

MEDICAL INFORMATION

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.

IMPORTANT – We must always have current telephones numbers on file for family, guardians, and emergency contact person (s).

We MUST be able to reach someone in case of an emergency!

Illness

The health and well-being of the children in our care is a primary goal of Footsteps Child Care. To help achieve this, the 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. We do ask families to partner with Footsteps in maintaining the health and well-being of the children on our care by

- Updating and confirming a child's emergency and medical information is correct and current before their first day of enrollment in the program or whenever there is a change in information.
- Your child's immunizations are up to date before their first day of enrollment.
- Families speak to their healthcare provider about the flu or influenza vaccine for those over six months of age.

Should a child become ill while in our care with symptoms that 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 will contact you to pick up your child **within 30 minutes of a parent or guardian being informed their child is exhibiting symptoms of 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 cheek syndrome.

Care with Footsteps Child Care may be terminated by a *family's inability to comply with Footsteps Child Care's policies and procedures*, including with regard to health mandates and guidelines, procedures, and protocols.

- Please inform your Site Director of your child's absence by the start of care on any day your child is absent via Procure Connect, email, or telephone.
- We understand the challenges working family 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 healthcare professional before your child returns to our program.
- If there is a difference of opinion between the parent, the personal physician, and Footsteps Child Care, the judgment of Footsteps Child Care 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. Contact you by telephone or Procure that your child is ill. **Footsteps Child Care does expect a child to be picked up within 30 minutes if a child exhibits symptoms of illness during the day.**
 3. If you cannot be reached, staff will call the emergency contacts you have designated. 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 – We follow the California Department of Public Health guidelines for positive Covid infections and exposure.
 5. 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.
 - **Children and the household MUST be treated and the child nit-free to return to the program.**
 - 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.
 - Please do routine lice checks on your child.
 - 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
 - You must treat your child and your house for lice before your child can return to child care. We will require proof of treatment.
 - When a case of lice is reported we will check all children, notify family, treat the center; and,
 - We will recheck the children in a classroom for up to two weeks after the last reported instance of head lice.
 - For more information or resources about head lice, contact your Site Director

Medication Administration

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 for what it is prescribed.
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 family. 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 a Food Allergy or at risk of an Anaphylaxis Emergency must have a Food Allergy and Anaphylaxis 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. Emergency evacuation sites are specific to each program site and are coordinated in consultation with local public safety entities.
- Prior to hire, staff are fingerprinted and must receive clearance through the Department of Justice and FBI.
- Most staff members are First Aid, CPR and AED 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 emergency agencies.

HEALTHY SNACKS - FOOD SERVICE

Children enrolled in our programs are served nutritious snacks. Snacks include foods appropriate to the ages and cultures of the children and follow licensing guidelines and regulations set forth by Community Care Licensing. Snacks will include protein, fruit and vegetables, whole grain foods, cheeses, yogurt, bread, and/or other healthy foods served with water or milk. A monthly menu is provided. Vegetarian options are regularly available.

- Families must provide their child with a daily lunch in a self-contained bag or container. Lunch may be provided through the BRSSD free lunch program.
- TK Children will need to bring a healthy lunch daily, BRSSD lunches will not be sent to us with your child.
- Wednesdays – No BRSSD lunches will be allowed at Footsteps, families must provide lunch or choose Footsteps Pizza Lunch, you must pre-order and payment is through our billing, no cash accepted. Families participating in our subsidized programs will be provided lunch on Wednesdays.
- Children are served nutritious AM and/or PM snacks daily. Snack menus are posted in Procure Connect.
- 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.
- **We are not a tree-nut and peanut-free environment in our school age programs but do follow needs of the children with tree-nut and peanut allergies.**
- If your child is particular about foods, you might choose to send additional foods.
- Please see Footsteps Health and Wellness Policies, including sun safety for more detailed information.

BIRTHDAY CELEBRATIONS – CANDY & SWEETS & SODA

If your child will celebrate their birthday during the program day, you have the option to celebrate your child's birthday by choosing a non-food birthday option. Please let the 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 and we are soda free.

CLOTHING AND SHOES

Clothing: We want children to feel comfortable participating in all activities offered, please dress your child accordingly by having your child wear clothing appropriate for a variety of activities and weather, both indoors and outdoors. Please have your child wear 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.

- For younger children, please send an extra set of clothing to keep at the site.
- If your child will wear a mask, 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.

Shoes: 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.

The following footwear is discouraged: Flip Flops, Crocs/Croc-type shoes, Shoes with heels, or Sandals without straps at the back of the foot.



REST OR NAP TIME

Children who are entering TK may take a rest or nap daily the first semester of the school year. 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.

ELECTRONICS, TOYS, & GAMES FROM HOME

Footsteps Child Care, Inc. provides many opportunities and activities for all children which are culturally and developmentally appropriate for all ages and interests. Classrooms are equipped with materials and equipment to allow for exploration and learning, and we ask families to help their child leave their special toys at home. These items can be easily lost or damaged. We do not allow any type of toy gun or war toy. In the best interest of the children, staff, and program philosophy, a teacher may take the item away from the child and set it aside. It will be returned to the family at pick up time.

Footsteps Child Care, Inc. does not take responsibility for lost or stolen property.

FIELD TRIPS

Programs may take selected field trips during the school year, with most field trips during school breaks. 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 current emergency contacts on file. Transportation varies depending on the location and length of the trip. Transportation can include Footsteps Child Care, Inc. vehicles, rented bus, walking, or public transportation. We never use private cars for field trips.

FOOTSTEPS CHILD CARE CURRICULUM

Footsteps philosophy and approach is based on research and best practices, which includes play-based curriculum, child, teacher, and family-initiated experiences, continuity of care and consistency in routines. The heart of our programs is the belief of respect for children, families and their point of view.

- We believe that children are competent, curious, self-motivated learners who are ready to explore the world around them.
- We believe the child's family and its culture and language are central to a child's development and learning. In high-quality programs, relationships between the family and the child's teachers are central to its success.
- We believe in a family-oriented approach to infant toddler care and education. For infants and toddlers, the family's influence on development and learning is paramount.
- We believe that a responsive relationship between the child and their caregivers/teachers is the basis for early care & learning. Nurturing relationships that meet the child's needs is the foundation for children's early emotional security.
- We acknowledge children innately know how to learn by interacting with their social and physical environments.
- We believe children learn through play, exploration, and discovery. We have an integrated approach to our play-based curriculum, focusing on children's development and emerging interests.
- We understand children have unique needs and capabilities and they learn at their own developmental timetable.
- We provide 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.
- We believe that teachers enhance children's play in the role of facilitator, guide, partners, and initiators.
- We believe in continual learning and improvement for our staff and programs.
- We believe in collaborating with local community resources.
- We believe in high quality and affordable child care for all income levels.

Play is an active, child-initiated process that supports children's learning throughout the California Department of Education Foundations and Frameworks: 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 outcomes in all areas.

- Play assists us in offering quality programming - The programs are designed so the children can seek activities and experiences that meet their individual needs. In addition, children with different knowledge and abilities stimulate one another's thinking and encourage pro-social behaviors amongst themselves. Play is the channel we most often use to achieve these outcomes.
- Foster life-long learners - The program environment offers a rich variety of spaces, material, and activities organized to promote children's active exploration and mastery. Although the classroom often appears informal, they are the result of careful planning and structuring to ensure that the needs of each child are met in a supportive and nurturing way.
- Foster improved social interaction and cooperation – Using play our teachers encourage curiosity and enthusiasm for learning, promote cooperative social interactions, support individual creativity and diversity, and provide opportunities for children to use their bodies to develop a sense of autonomy and self-worth.

Footsteps Child Care, as part of the State Subsidized contract, uses the State of California Foundations and Frameworks. Eight principles guide the development of the entire curriculum framework. Grounded in early childhood research and practice, the eight principles emphasize offering children individually, culturally, and linguistically responsive learning experiences and environments

- Relationships are central
- Play is a primary context for learning
- Learning is integrated
- Intentional teaching enhances children's learning experiences
- Family and community partnerships create meaningful connections
- Individualization of learning includes all children
- Responsiveness to culture and language supports children's learning
- Time for reflection and planning enhances teaching.

Concepts of the 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, we follow the fundamental principle that children are learning everywhere and all the time. The focus is on the real needs of children, offering activities that are personally meaningful to them, and fully embraces developmentally appropriate practices.

One of the key benefits of outdoor play is the range of sensory experiences the children will encounter.

- Children who are exposed to nature can connect with the environment in a more meaningful way.
- Children will be able to develop a wide range of physical skills, including balance, coordination, and dexterity, in a natural environment.
- Outdoor play can provide an opportunity for children to take reasonable risks and challenge themselves, which is essential for healthy child development.
- The regular use of creativity, critical thinking and problem-solving skills in an unstructured outside setting means that children are more likely to have these skills in the classroom and future careers

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 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.

Program Self-Evaluation Process

Footsteps Child Care conducts an annual self-evaluation of the state-subsidized programs to address our efforts towards our ongoing quality program improvements. The self-evaluation includes family surveys, interviews, and evaluations and 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 and includes the listed formal assessment and evaluation systems:

- **Desired Results For Children and Families:** San Mateo County Office of Education Child Development State subcontracted program services include 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 state-subsidized 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 School Age Environment Rating Scale**. The program strives for an over-all rating of “5”.
- **Environmental Rating Scales (ERS):** San Mateo County Office of Education Child Development State subcontracted program services include an Environment Rating Scales (ERS) assessment completed once a year. The system has been established by the California Department of Education, Child Development Division, and is used throughout the state.
 - The Environment Rating Scales (ERS) are designed to assess process quality consisting of the various interactions that go on in a classroom between staff and children, staff, families, and other adults, among the children themselves.

GENERAL PROGRAM COMPONENTS

AM Program We provide before school care beginning at 7:00 AM. Morning activities include outside play, quiet activities, art area, game area, homework space, group time, and dismissal to school.

PM Program The program provides children with snack, homework time, outside activity time, small group time, activities that include art, crafts, science, music, drama, cooking, sports and games, time for socialization, Kids Clubs, specialty classes and a variety of group activities to encourage discovery and exploration. All care for the elementary sites ends at 6:15 PM.

Homework is a habit a child needs to practice and learn to complete daily and to along with learning organization and time management skills. To support children's daily homework, Footsteps Child Care, Inc. provides a formal homework time at each site Monday through Thursday. Each homework area has the equipment necessary to assist children in working on their homework. Homework time is not a tutorial session, but rather time and space to work on and complete homework assignments with staff available to

provide guidance. To help us, it is important to speak with the child care teacher, with your child present, to define your family's homework expectations. A homework contract is available to outline formally the homework expectations for staff, children, and families. For more specifics about homework, please speak with the Site Director.

Kids Clubs & Club Ones Kids Clubs are an important part of our program. These specialty classes, taught by staff, are offered to the children once a week, usually lasting four weeks in duration. These skill-building classes are a chance to mix ages, learn new things, and have fun! Children select from a wide range of choices and activities are based on staff interest, expertise, and the children's interests. Activities have included cooking, sports, ceramics, games, science, woodworking, art, and drama. In addition, during the week and on full days they will offer Club Ones or Colored Squares where the staff presents choices and children informally choose an activity.

Special Events Throughout the year, sites host special events for children and events for children and their families. The special events are the culminating of curriculum themes or celebrations of seasonal holidays. Some of these events include a Halloween Carnival, Winter and Spring Performances, and fundraising events. Sites often need family volunteers to help with the events.

Interact Club In partnership with the Rotary Club of Belmont, Footsteps hosts an Interact service club for youth in fifth grade-eighth grade. The Footsteps Interact club meets once per month starting in late September.

Movies Occasionally during the school year, children will view movies. These movies or educational programming are either streamed or videos and are shown at the site or as part of a field trip to a movie theater.



We have a number of CCTR State subsidized spaces at our school age sites for children. The spaces are available through our sub-contract with the San Mateo County Office of Education. Eligibility for the 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 California 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.”

California State Preschool (CSPP) and General Child Care (CCTR) Eligibility & Enrollment Process

Applying For Subsidized Services

1. Each family interested in applying for subsidized services must complete a program waitlist application to begin enrollment. This can be found on the website, footstepschildcare.org under the School Age Enrollment tab, “State Subsidized”
2. Once completed, the application for enrollment can be obtained from the Administrative Office Enrollment Coordinator.
3. The application can be completed and returned to the Enrollment Coordinator once the waitlist application is completed and ready for processing.
4. The family will be assigned an eligibility rank based on income and family size reported on the application.
5. Families will be contacted based on the identified priorities and ranking established by the State of California.
6. Additional documentation will be required to verify income and family size when a space is available.

Family Selection Process For Subsidized Services

When a family submits an eligibility wait list form, priority will be identified, and/or a ranking number will be issued based on the parent/guardian’s initial reporting of their family size and gross income or other eligibility criteria. Based on the initial reporting of family size and income, the program staff will refer to the California Department of Education’s income eligibility ceiling chart to issue a ranking number. Families will be enrolled based on priority and/or the lowest ranking first until all spaces are filled. When two or more families have the same ranking number, a child from a family whose primary home language is a language other than English will be enrolled first. If there are no children on the wait list from a family whose primary language is one other than English, the child on the waitlist the longest will be admitted first. To determine the admission order, public assistance recipients’ grants shall be counted as income.

Our program maintains an eligibility wait list when spaces are filled. Families will be contacted based on the ranking number issued when the wait list form is submitted. Please contact the office to update your information if income and/or family size change after the wait list form submission. Based on the change(s) reported the program staff will update the ranking number as needed. Families will be contacted as soon as spaces become available. When families are notified of a space available, they will need to bring documents to verify their eligibility and/or need to their certification appointment. Families will also be required to provide documentation of CA residency.

Families will be placed on the waitlist according to the family’s ranking when all spaces are filled and will be notified once a space becomes vacant.

Eligibility Criteria

The parent or guardian is responsible for providing documentation of the family’s total countable income, and the contractor must verify the information. The parent(s) will provide the total countable income for all individuals counted in the family size. The contractor will calculate income based on the income information reflecting the family’s current and ongoing income.

Eligibility for the program is based on documentation and verification of at least ONE of the following:

- The family is a current aid recipient
- The family is income eligible
- The family is experiencing homelessness
- The child is a recipient of child protective services, or has been identified as being abused, neglected, or exploited, or at-risk of being abused, neglected or exploited
- The child has a disability; only the children in the family with a disability may enroll under this eligibility category
- Families who have a member of its household who is certified to receive benefits from Medi-Cal, CalFresh, the California Food Assistance Program, the California Special Supplemental Nutrition Program for Women, Infants, and Children, the federal Food Distribution Program on Indian Reservations, Head Start, Early Head Start, or any other designated means-tested government program, as determined by the department, will be categorically eligible. The CDE has determined that CalWORKs is a means-tested government program that families can use also under this provision to get categorical eligibility.
- The family has an income that is no more than 85% of the state median income eligibility threshold.
- Three- and four-year-old children can access CSPP Neighborhood School eligibility based on neighboring school FRPM status (must be an approved FRPM site)

Enrollment Priorities

1. The family has a child who is in Child Protective Services **OR** is at risk of abuse, neglect, and/or Exploitation.
2. The family has a child with exceptional needs that are below the income eligibility threshold.
3. Three- or four-year-old children who are not enrolled in a state-funded Transitional Kindergarten program.
 - a. Eligible children with the lowest income according to the income ranking on the most recent schedule of income ceiling eligibility table shall be enrolled first.
 - b. If two or more families have the same income ranking according to the most recent schedule of income ceiling eligibility table, the child that is identified as a dual language learner shall be enrolled first. If there are no children who are identified as dual language learners, the child that has been on the waiting list for the longest time shall be admitted first.
4. After all eligible children have been enrolled, shall be children from families whose income is no more than 15 percent above the income eligibility threshold.
5. Three- and four-year-old children from families that meet eligibility criteria without having a need for services. Families will be enrolled based on income ranking order, lowest to highest, and within income ranking order, enroll four-year-old children before three-year-old children.

Upon establishing initial eligibility or ongoing eligibility for services, **a family shall be considered to meet all eligibility and need requirements for those services for no less than 24 months** before having their eligibility or need to be recertified **unless the child is no longer age eligible or family income exceeds the 100% SMI during the certification period**. The family shall not be required to report changes to income or other changes for at least 24 months unless requested by the family. The program will notify the family in writing within the final thirty days of the initial certification to prepare for upcoming recertification. The recertification appointment will occur within 50 days after the initial certification ends. The Enrollment Coordinator will contact the family to schedule a recertification appointment and communicate any documents the family will need for recertification. If families have questions about the recertification process they can contact our Enrollment Coordinator.

When a family with full-day service voluntarily requests a reduction to their family fee (if applicable) by reporting a change such as family income, days and hours of care needed, or family size, the contractor must reassess the family fee. The parent must provide documentation to support the reported change. The program will issue a Notice of Action within ten (10) business days of receiving appropriate documentation informing the family of the program's decision.

The family fee reduction takes effect on the first of the month following the receipt and approval of the required supporting documentation. This documentation may not be used to make other changes to the family's service agreement.

Families in full-day CSPP/CCTR classrooms are certified for 24 months beginning with the first day of certification.

The current Schedule of Income Ceiling is

- CCTR is up to 85% of the State Median Income (SMI) with the Family Enrollment Packet.

The program will provide the parent with a copy of the income calculation worksheet to verify income eligibility and the maximum income threshold for their family size. The family must notify the program within 30 calendar days of any income that causes the family's income to go above the maximum income threshold. The program will recalculate the family's income to determine the family's continued eligibility for services.

Notice Of Action (NOA)

The Notice of Action (NOA) is a written notification of your childcare status with the state-subsidized program for approval, change, and termination of services.

Parent/Guardian will receive a Notice of Action (NOA) at

- Initial certification to approve or deny services
- Recertification
- Changes in service
- When your family fee payment is delinquent
- Disenrollment from the program/Termination of Services
- Abandonment of Care

Parent Appeal information

- Notice of Action - Whenever the program makes changes to childcare services (for example, by approving or denying services, by changing the approved hours of care, or by terminating services), the agency must notify you by giving you a document called a "Notice of Action" (NOA).
- The NOA will inform you of the type of action taken, the reasons for the action, and the date when the action shall take effect.
- If the family(s) do not agree with the action taken on the NOA, you must file a notice to appeal the action within fourteen (14) days from the date the NOA is given or nineteen (19) days if mailed to the home.
- Your Notice of Action provides you with specific instructions for appealing an action. Please keep a copy of your NOA.
- If you, the parent, disagree with the local hearing appeal decision, the parent may appeal for a state review of the local hearing decision.
- The [Parent Appeal Information Pamphlet](#) (attached) provides information regarding the two levels of appeal described above.
- Please see your Notice of Action for specific instructions on how to appeal.

Approval For Services

Families must first meet the program's specific California Department of Education (CDE), or Department of Social Services Community Care Licensing (CCL) approved requirements for eligibility.

Families are certified for services for twenty-four (24) months at initial enrollment. A Notice of Action (NOA) will be issued on the enrollment status.

Child Age Eligibility

- **CCTR**- Children under three years old and have not yet had their third birthday or children TK through Fifth Grade.

Please note that children who are age-eligible for Transitional Kindergarten may choose to enroll in the CSPP state preschool program if that is the best fit for the family.

Children With Exceptional Needs

Children with an exceptional need for CSPP state preschool eligibility are defined as having an active individualized family service plan (IFSP) for children ages 0-3 or an individualized education plan (IEP) for children ages 3-22.

Children with exceptional needs are eligible for the state preschool program as a separate eligibility category. Only children with a current IFSP or IEP may be enrolled in the program under this category. Any other children in the family who do not meet the definition of exceptional needs may be enrolled based on any other eligibility category for which the family is eligible.

To qualify for full-day CSPP/CCTR, families must establish a need for service; however, after the program has enrolled all eligible families meeting the need criteria, the program may enroll families that do not have a need.

The program must set aside 5% of state-funded of the program's state-funded enrollment reserved specifically for children with exceptional needs, including children with severe disabilities, to be enrolled in income order, but without regard to enrollment priorities until set aside is met. No other children without exceptional needs can be enrolled within this set-aside category.

Once the program has met the 5% set-aside percentage of children with exceptional needs required in the set-aside category, age-eligible children with exceptional needs and whose families are income-eligible will receive second priority for enrollment. Once all eligible families have been enrolled and there are no additional families on the waitlist, additional children with exceptional needs whose families are over income may be enrolled.

Homelessness

If the basis of eligibility is homelessness, one of the following is required:

- To meet the eligibility requirements, the family must obtain and provide documentation, which includes either of the following:
 1. A written referral dated within three months before the application for services from one of the following entities, which identifies the child as experiencing homelessness.
 - a) A legal, medical, or social services agency.
 - b) A local educational agency liaison for children and youth experiencing homelessness.
 - c) A Head Start program or
 - d) An emergency or transitional shelter

The referral shall include the following:

 - a) The name of the identifying entity.
 - b) The physical address.
 - c) Telephone number; and
 - d) Title and signature of the person identifying the family as experiencing homelessness.
 2. A written parental declaration, signed under penalty of perjury, that the family is experiencing homelessness

The McKinney-Vento Act defines homeless children and youths as individuals who lack a fixed, regular, and adequate nighttime residence and includes:

- Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.
- Children and youths who may be living in motels, hotels, trailer parks, or camping grounds due to a lack of adequate alternative accommodations.
- Children and youths living in emergency or transitional shelters or are abandoned in hospitals.
- Children and youths who are a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
- Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or
- Migratory children who qualify as homeless because they are children who are living in similar circumstances listed above.

FAMILY SIZE

The family size or composition of the family size is initially determined by the number of adults and children identified on the waitlist application. The program will request documentation to substantiate the reported family size when a space is available.

“Family” means the family and the children for whom the family is responsible, who comprise the household in which the child receiving services is living.

“Parent” means a biological parent, adoptive parent, stepparent, foster parent, caretaker relative, legal guardian, or domestic partner of the parent as defined in Family Code section 297 or any other adult living with a child who has responsibility for the care and welfare of the child.

The parent shall obtain and provide supporting documentation regarding the number of children and family in the family as listed on the application for service.

The number of children shall be documented by providing any **ONE** of the following documents, as applicable:

- Birth certificate or other live birth records.
- Court order regarding child custody
- Adoption documents.
- Records of Foster care placements
- School or medical records
- County welfare department records or
- Other reliable documentation indicating the relationship of the child to the parent

SELF-CERTIFICATION, ABSENT PARENT, OR SINGLE PARENT STATUS

If only one parent has signed an application and the information indicates the child(ren) in the family has another parent whose name does not appear on the application, then the parent who has signed the application shall self-certify the presence or absence of that parent under penalty of perjury and shall not be required to submit additional information documenting the presence or absence of the second parent.

WHAT IS COUNTABLE INCOME?

Total countable income means all income of the individuals counted in the family size.

For Example:

- Gross wages or salaries, commissions, overtime, tips, bonuses, gambling, or lottery winnings.
- Wages for migrant, agricultural, or seasonal work.
- CalWORKs cash aid.
- Gross income from self-employment means fewer business expenses except wage draws.
- Disability or unemployment compensation.
- Workers' compensation.
- Spousal support, child support received from the former spouse or absent parent, or financial assistance for housing costs or car payments paid as part of or in addition to spousal or child support.
- Survivor and retirement benefits.
- Dividends, interest on bonds, income from estates or trusts, net rental income or royalties.
- Rent from a room within the family's residence.
- Financial assistance received for the care of a child living with an adult who is not the child's biological or adoptive parent.
- Veterans' pensions.
- Pension or annuities
- Inheritance.
- Allowances for housing or automobiles provided as part of compensation.
- Insurance or court settlements for lost wages or punitive damages.
- Net proceeds from the sale of real property, stocks, or inherited property; or
- Other enterprises for gain

If the basis for eligibility is employment income, documentation shall include but not be limited to...

- A release authorizing the program to contact the employer(s) that includes, to the extent known, the employer's name, address, telephone number, and usual business hours.
- Payroll check stubs or independently drafted letters from the employer, or other records of wages issued by the employer from either month of the two-month window immediately preceding the initial certification or the recertification of eligibility for services.
- Income documentation is for either month of the two-month window preceding certification. The program has the right to request additional documents to determine eligibility.

A release authorization allows the program's designated staff to contact the employer(s). The release authorization includes **Employer's name, address, telephone number, and usual business hours.**

Self-Employment Income

If the basis of eligibility is self-employment, you shall obtain and provide a combination of documentation necessary to establish current income from either month of the two-month window immediately preceding the initial certification or recertification of eligibility for services. The documentation shall consist of a self-certification of income and as many of the following types of documentation as necessary to determine income:

- An independent drafted letter from a source of income or
- A copy of the most recently signed and completed tax return with a statement of **current estimated income** for tax purposes **OR**
- Other business records, such as ledgers, receipts, or business logs

If documentation of income is not possible, you may provide a self-certification of income.

FAMILY FEE

Families receiving full-day service will be assessed whether a family fee applies based on income and family size. The family fee is a flat monthly full-time or part-time fee based on the hours of care certified for the month. Families with a certified need of less than 130 hours per month will be assessed a part-time fee, while families with a certified need of 130 or more hours per month will be assessed a full-time fee. The agency can charge a part-time fee or the cost of care (calculated by multiplying the days of enrollment by the rate), whichever is less, depending on the number of hours of certified enrollment for the month. Families assessed with a total family income below the 75% State Median Income (SMI) will not be assessed a family fee. For all families with a total family income above the 75% SMI will be charged a family fee based on the Family Monthly Fee Schedule provided by the CA. Department of Education. Family fees will not be increased during the 24 month certification period. Fees may be recalculated with the written request from the parent. The family will need to provide supporting documentation to assess if the fee shall be decreased. There is no fee assessed when CPS or At-risk referral includes to waive the fees (limited to 12 months).

The family fee must be paid at the beginning of each month before services are rendered. No adjustment is made for absences from the program. When a family has more than one child enrolled in CSPP and/or childcare programs administered by the California Department of Social Services (CDSS), the family fee must be assessed based on the family's child who is certified for the greatest number of hours. Family fees shall be considered delinquent after seven (7) calendar days from the date the fees were due. A Notice of Action shall be issued for a delinquent family fee.

The family fee must be paid by the Tenth Day of The Month

Payment Options

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

- **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 Tuition Express Form. The authorization form to deduct monthly tuition and other charges from your account. Returned ACH payments will be subject to a charge of \$25.
- **Manual Payment Methods**
 1. **Online Payment** - Payments can be made using the Procure app
 2. **Payment by Check** - Due on the tenth day of the month. Returned checks will incur a \$25 penalty.
 - 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.
 - For banking bill pay systems, use your child's last name and site as the account number
Example: Foletta - Nesbit
 - Payments can be given to the Site Director or mailed directly to:
Footsteps Child Care, Inc. 374 El Camino Real, Belmont, CA 94002
 - **Do Not Mail Checks to Program Site/School Addresses**
 3. **Cash Payment** - We discourage cash payments. Payment must be given directly to the Site Director or Administrative Office. Large cash payments over \$500 must be turned in directly to the Admin Office. A receipt will be immediately issued. A family paying by cash assumes responsibility to make sure payment is received and credited to the account.

Tuition or Family Fee Invoices & Receipts

- Footsteps Child Care, Inc. generates an invoice for tuition monthly via email.
- Receipts for paid invoices and/or required FSA statements payments are available at myprocure.com
- 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.

Child care services shall be terminated 14 days from the Notice of Action (NOA) date unless all delinquent fees are paid, or a payment plan has been established. before the end of the period for NOA appeal. If the NOA was mailed to the family, the termination would occur after 19 days. Upon termination of services for nonpayment of delinquent fees, the family shall be ineligible for childcare and development services until all delinquent fees are paid. The program shall accept a reasonable payment plan to pay delinquent fees. Child care service shall continue to be provided to the child, provided the parent(s) pays current fees when due and complies with the provisions of the repayment plan.

The fee for the initial certification is due upon enrollment. For new family fees due as the result of recertification or updates to the family file, a NOA must be issued to the family showing the new fee to be imposed and contain an effective date of either 14 or 19 calendar days after service of the NOA, depending upon whether the NOA was personally served or mailed to the family. The fee is due on the first of the month following the effective date of the NOA.

When the initial enrollment is not on the first day of the month, the contractor can assess a fee based on certified hours for the partial month and another fee for each subsequent month based on certified hours as documented in the application for services. For example, a family works 40 hours per week or full-time, and their initial enrollment date is May 20. For the month of May, the family will utilize less than 130 hours. In this example, the family will be assessed a part-time fee for May and a full-time fee for each subsequent month of service. If a new family fee is assessed, the fee will become effective on the first day of the month following the issue date of the NOA.

CREDITS FOR FEE PAID TO OTHER PROVIDERS

This section shall apply to child care and development services provided by someone other than the contractor:

(a) When a contractor cannot meet all of a family's needs for child care for which eligibility and need have been established, the contractor shall grant a fee credit equal to the amount paid to the other provider(s) of these childcare and development services.

(b) The contractor shall apply the fee credit to the family's subsequent billing period. The family shall not be allowed to carry over the fee credit beyond the family's subsequent fee billing period.

(c) If the fees paid to other service providers exceed the assessed fee for CSPP, no payment will be made to the family for the excess fees

(d) The contractor shall obtain copies of receipts or canceled checks for the other child care and development services from the parent each month. The copies of the receipts or canceled checks shall be maintained in the contractor's fee assessment record.

WHEN FAMILIES VOLUNTARILY REQUEST A REDUCTION OF THE FAMILY FEE

A family may voluntarily request a reduction to their family fee by reporting a change such as family income, days and hours of care needed, or family size. The program must reassess the family fee by requesting documentation to support the reported change. The family fee reduction takes effect on the first of the month following the receipt and approval of the required supporting documentation. **This documentation may not be used to make other changes to the family's service agreement.**

A Notice of Action (NOA) must be issued immediately upon receipt and approval of the required supporting documentation so that the new family fee will become effective on the first day of the month that follows the issue date of the NOA. For example, if an NOA is issued on July 28, 2023, the effective date of the reduced fee would be August 1, 2023.

When a family is initially certified or recertified based on income eligibility:

Within thirty (30) calendar days, the family shall report changes to ongoing income that causes their adjusted monthly income, adjusted for family size, to exceed ongoing income eligibility.

Once determined and certified as income eligible for services, families remain income eligible until their adjusted monthly income exceeds 100% percent of the most recent SMI, adjusted for family size.

The program must notify the family at the time of initial certification, and at recertification, the dollar amount that equals 100 percent of the SMI, based on their family size. Family must report when their family income exceeds the 100%-dollar amount for their family size.

When family income exceeds the identified 100% of SMI for the family size, the program must dis-enroll the family and issue a Notice of Action (NOA) citing the family has exceeded 100 percent of the SMI adjusted for family size.

Specifically, the program must inform the parent in writing of the maximum adjusted monthly income the family could earn, based on the family size most recently certified before the family is no longer income eligible for services. To do this, the program must provide the family with a copy of the most recent Schedule of Income Ceilings (100 percent SMI) for Recertification,

Families with incomes up to 15 percent over the income threshold are eligible for state preschool; however, the program is limited to enroll no more than 10 percent of the total contract under this provision. The families under this provision must provide a Need for Services.

DOCUMENTATION OF NEED FOR SCHOOL AGE CARE

Upon establishing initial eligibility or ongoing eligibility for services, a family shall be considered to meet all eligibility and need requirements for those services for no less than 24 months before having their eligibility and need to be recertified unless the child is no longer age eligible or family income exceeds the 100% SMI during the certification period.

Each adult counted in the family size must have a need for childcare services. If it is determined by the enrollment specialist that there is no documented need for subsidized childcare, a Notice of Action to deny or terminate services will be issued. The following are the categories of documentable needs for childcare. However, after the program has enrolled all eligible families meeting the need criteria, the program may enroll families that do not have a need for services.

At any time during the family's certification period, a parent may request an increase or decrease in the certified schedule. Requests to change the certified hours must be provided in writing. If the request is to decrease hours, the program will notify the family of the right to maintain the current certified schedule.

1. At Risk of Abuse or Neglect - When the basis of need is At Risk of Abuse or Neglect, a child who a legally qualified professional has identified in a legal, medical, social services agency, or emergency shelter as being at risk of abuse, neglect, or exploitation, and referred for childcare and development services. At-risk families may receive a 24-month fee exemption when a legally qualified professional from a legal, medical, social services agency, or emergency shelter specifies in the referral that it is necessary to waive the family fee. For families with a fee exemption, income information will not be required, and fees will not be assessed or collected. If the referral from a legally qualified professional (a legal, medical, social services agency or emergency shelter) does not waive the fee, the family must provide income documentation. Fees must be assessed and collected, as applicable, based on the most recent fee schedule issued by the CDE, CDSS. Fee assessment and collection will begin on the first day of enrollment unless the fee is waived.

2. Child Protective Services (CPS) - When the basis of need is CPS, a written referral from a legal, medical, social service agency, or emergency shelter is required. The written referral shall include a statement that the child is at risk of abuse or neglect and that childcare services are needed to reduce or eliminate that risk. CPS shall certify that the child is receiving protective services, and that childcare is a necessary part of the CPS plan. CPS families may receive a 24- month fee exemption when a legally qualified professional from a legal, medical, social services agency, or emergency shelter specifies in the referral that it is necessary to waive the family fee.

Note: A "legally qualified profession" means a person licensed under applicable law and regulation of the State of California to perform legal, medical, health, or social services for the general public.

1. **Employment** - When the basis for need is employment, means of verification may include but is not limited to Pay Stubs, Record of Wages, Proof of Self-Employment, and/or Tax Returns, as well as a completed Employment Verification form.

2. **Vocational training or participation in an educational program** - When the basis of need is training, childcare services may be authorized for six years from the initiation of services. Twenty-four-semester units, or its equivalent, after attaining a bachelor's degree. A parent may request additional hours for study time and travel to support their educational needs with appropriate documentation. At recertification, the continuation of services is contingent upon the parent's adequate progress. To verify adequate progress, the program will request additional documentation to assess the progress made. In a graded program, the parent must achieve a minimum of a 2.0-grade point average in the last enrollment period. In a non-graded program passing at least 50% of the class requirements or meeting the institution's standards. If adequate progress has been made, then that parent can recertify under this need.

3. **Seeking employment** - When the basis for need is seeking employment, the participant may be approved to seek employment for 6.5 hours per day and no more than 32.5 hours per week.

4. **Family is Experiencing Homelessness** – A family experiencing homelessness may establish both Eligibility and Need. The family must obtain and provide documentation which includes: a referral dated within three months before the application for services from one of the following: A legal, medical, or social services agency; a local educational agency liaison; a Head Start program or an emergency or transitional shelter OR a written parental declaration signed under penalty of perjury that the family is experiencing homelessness. If the Need is a family experiencing homelessness, services shall be as requested by the parent and shall occur no more than five days per week for less than 30 hours per week.

5. **Seeking permanent housing for family stability** – When the basis of need is seeking permanent housing, the participant may be approved to seek permanent housing for no more than 32.5 hours per week for consecutive working days, Monday to Friday.

6. **Incapacitation** - When the basis of need is Incapacitation, childcare and development services shall be based on the documentation provided by the legally qualified health professional, which shall include a statement that the participant is incapacitated and incapable of providing care and supervision for the child. The documentation must identify the extent to which the participant is incapable of care and supervision. Childcare cannot exceed 50 hours per week.

After all otherwise eligible children have been enrolled, programs can enroll families whose income is no more than 15% above the SMI or under the neighborhood school eligibility, free and reduced-price meal program (program must be an approved FRPM site). Eligibility for subsidized spaces is not based on "first-come, first-serve" but is determined by CDE or CDSS guidelines.

FAMILY'S RIGHT TO VOLUNTARILY REPORT CHANGES

A family may at any time voluntarily request a reduction in their service level or a re-evaluation of their family fee. Before a contractor may take any actions, a parent shall submit a written request for the requested changes, which may include the days and hours per day requested, the effective date of a proposed reduction of service, or the parent's income status change. The parent must provide documentation to support the reported change. The parent must acknowledge in writing that he/she understands that the parent may retain their current certified childcare service level.

Upon receipt of the parent's written request, the contractor shall notify the family in writing of the parent's right to continue to bring their child pursuant to the original certified service level and collect documentation to support the changes requested, and not later than ten business days after receipt of applicable documentation, issue a Notice of Action for the requested change in service level. No other changes to the service agreement shall be made using the received information.

FRAUD POLICY

The California Department of Education requires the program to take reasonable action to recover funds due to fraud. Fraud is the submission of false or misleading information or documentation to obtain subsidized childcare services. This includes but is not limited to providing false or misleading information or statements, altering documentation, or failure to report income exceeding 100% SMI, need for services, family size, or family information. If a determination is made that fraudulent activity has occurred, one or more of the following actions will take place:

The participant's services will be terminated, and the program may no longer serve the family under this contract.

The case will be referred to the appropriate agency for investigation and possible prosecution.

UNIFORM COMPLAINT PROCEDURES NOTICE (UPC)

Individuals, agencies, organizations, students, and interested third parties have the right to file a complaint regarding the **FOOTSTEPS CHILD CARE, INC.**, alleged violation of a statute or regulation that the California Department of Education is authorized to enforce. This includes allegations of unlawful discrimination. Complaints must be signed and filed in writing with the following:

California Department of Education
Early Learning and Care 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.

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.

Disenrollment Policy – Suspension and Expulsion

Definition:

“**Suspension**” means any removal of a child from all or part of the program day, or the prevention of a child from attending the program for one or more days, in response to the child's behavior.

“**Expulsion**” means the permanent dismissal of a child from a program in response to a child's behavior.

“**Persistent and serious behaviors**” means either repeated patterns of behavior that significantly interfere with the learning of other children, or interactions with peers and adults that are not responsive to the use of developmentally appropriate guidance. This includes, but is not limited to, physical aggression, property destruction, and self-injury.

SUSPENSION:

Suspension must only be used as a last resort in extraordinary circumstances when there is a serious safety threat that cannot be reduced or eliminated without removal of the child. To the greatest extent possible, a program must endeavor to ensure the full participation of enrolled children in all program activities.

When the program determines that suspension is necessary, the program will collaborate with the child's parents or legal guardians to determine the best course of action to improve the situation, and/or use appropriate community resources, as needed.

If suspension is deemed necessary, a CSPP contractor must help the child return to full participation in all program activities as quickly as possible while ensuring child safety by doing at least, all the following:

- Continuing to engage with the parents or legal guardians and continuing to use, and provide referrals to appropriate community resources, such as, but not limited to, an early childhood mental health consultant and the local resource and referral agency.
- Developing a written plan to document the action and supports needed.
- If the child has an individualized family service plan (IFSP) or individualized education program (IEP), the CSPP contractor, with written parental consent, must contact the agency responsible for the IFSP or IEP to seek consultation on serving the child.

When it is determined no other reasonable option is appropriate, the program will provide written notice through a Notice of Action to the child's parents or legal guardians. The effective date of the action will be no less than 24 hours after service of the notice.

EXPULSION:

If a child exhibits persistent and serious behaviors, the program will:

- Expeditiously pursue and document reasonable steps to maintain the child's safe participation in the program, including, but not limited to, consulting with the child's parents or legal guardians, and, if available, engaging an early childhood mental health consultant.
- Document details of the child's persistent and serious behaviors. This will include a description of the behaviors of the child and the program's plan for maintaining the child's safe participation in the program.
- For child with an IFSP or IEP, the CSPP, with written parental consent, will make every effort to contact the agency responsible for the IFSP or IEP to seek consultation on serving the child. The program may request assistance from the parent if contract is unsuccessful.
- Conduct a comprehensive screening to identify the needs of the child, including, but not limited to:
 - "Ages & Stages Questionnaires: Social-Emotional" or any other recommended tool
 - Referring the child's parents or legal guardians to community resources
 - Implementing behavior supports within the program.

When it is determined no other reasonable option is appropriate, the program will refer the parents or legal guardians to other potentially appropriate placements, the local childcare resource and referral agency, or other referral service available in the local community, and, to the greatest extent possible, support direct transition to a more appropriate placement.

The determination to expel the child will be made in consultation with the parents or legal guardians of the child, the child's teacher, and, if applicable, the local agency responsible for implementing the IFSP or IEP, as described above. The program will provide written notice through a Notice of Action to the child's parents or legal guardians.

In the event that you disagree with the action taken, you may file an appeal following the procedure on the Notice of Action within fourteen (14) days of receiving the NOA directly with the CDE by submitting a written request for an appeal hearing to EEDappeals@cde.ca.gov

Since the action to suspend or expel a child involves persistent and serious behaviors impacting the safety of children, the child may not attend the program during the appeal process.

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 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/CDD-26)
- 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, no available transportation, 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, getting up too late and raining too hard).
- **Absences 7-Days or More:** Footsteps Child Care will attempt to contact the family after seven days of no contact from a family.
- **Absences 30-Days or More:** In cases where there is no contact from the parent or guardian after 30 days of absence a Notice of Action, Termination of Services will be issued.

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.





Name of Child Enrolled _____

Program Site _____

As a family enrolled in a Footsteps Child Care, Inc. program I understand that my dated signature below acknowledges and agrees to abide by the written policies and procedures of the program this includes acknowledgment of the consequences for failure to abide by those policies and procedures.

Name of Parent or Guardian _____

Signature of Parent or Guardian _____

Date _____

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 funded for three years, and family 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 is re-accredited in June 2002 and July 2005.
- 2000 - Club Central opens in San Carlos. The San Carlos School District adds fifth grade to middle school. Family 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.
- 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. Nesbit Puma Cub's program opens for infant, toddler, preschool, and pre-kindergarten children, receiving a start-up grant through SmartKids, First 5 San Mateo County, and the Human Services Agency of San Mateo County.
- 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. Nesbit Club Puma receives NAA Accreditation. Receive 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 State of California State Preschool funding for eight prekindergarten children.
- 2008 - Janice Morimoto, Nesbit Puma Cubs Director, wins the prestigious Mary Elizabeth Griffin Award, given by the 4Cs of San Mateo County. In September 2008, we opened a morning preschool 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. 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 middle school youth to teach the importance of recycling and gardening, develop a garden at Puma Cubs Preschool, and maintain our Ropes Course at RAMS. The Shores Site, with capacity for 70 children, opens at Redwood Shores School. 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; developed an Interact Club through the Rotary Club of Belmont; expanded our State Preschool capacity.
- 2014 –2015 Grants through 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 events, Alumni & Family Picnic, Valentine’s Dance, and Family Event at CuriOdyssey.
- 2015-2016 Footsteps Child Care sites applied for and achieved accreditation through the Council on Accreditation. We received a generous donation from the Joan and Norman Kinsey Foundation to improve the outdoor play at City Center Plaza. Rebuilding Together made improvements at the Nesbit location, including new cabinetry and sinks in every classroom.
- 2016-2017-Footsteps was awarded the contract through Mid-Pen Housing to provide onsite child care in affordable senior housing in downtown Redwood City. The program will serve infants-preschool and is slated to open in 2020. We received another generous grant from the Kinsey Foundation to improve the outdoor play areas at Puma Cubs and City Center Plaza, including a mural on front of the Puma Cubs building by artist, Florence deBretagne. Mid Pen Housing remodeled our play and indoor spaces at City Center Plaza, and we hosted an open house for the community to celebrate! Footsteps received funding through the San Mateo County Office of Education for program quality improvements for our preschools.
- 2017-2018-The Norman and Joan Kinsey Foundation funds the purchase of an additional 20-passenger van for our Barrett location. The Olympic Club Foundation awards Footsteps a grant to subsidize up to 40 children, who could not otherwise afford, to attend our Tennis and Swim Camp Summer 2018. Sequoia Healthcare District awards Footsteps a grant to provide stretching and Mindfulness for the BRSSD PE program and after-school for Footsteps elementary school locations for TK-1st Grade for the 2018-2019 school year.
- 2018-2019-Sequoia Healthcare District awards Footsteps a grant to provide Yoga and Mindfulness for the BRSSD PE program and after-school for Footsteps elementary school locations for TK-1st Grade for the school year. Karen Haas-Foletta was awarded the Mary Elizabeth Griffin Children’s Award by the Child Care Coordinating Council of San Mateo County and a proclamation from the Mayor of Belmont! The Kinsey Foundation funded new toys, furniture, and equipment for our preschools.
- 2019-2020 – We Celebrated our 25th Anniversary! We opened Little Footsteps at St. Andrews Church in San Mateo in July 2020.
- 2020-2021 – After a complicated year, we opened Footsteps@Redwood Creek, an Infant-Toddler-Preschool Program located in the Arroyo Green Senior Housing complex in Redwood City. This five-year project is an exciting addition of an early education program in San Mateo County and a state-of-the-art facility and program for Footsteps Child Care and funding by The Norman and Joan Kinsey Foundation helped with the purchasing of classroom furniture.
- 2022 – 2023 - Footsteps was able to operate through the pandemic due to the generosity of funding and in-kind donations by Sequoia Healthcare District, San Mateo Strong, Silicon Valley Foundation, Child Care Coordinating Council of San Mateo (4Cs), StarVista, CalSAC, two Federal PPP grants, and especially, the families who donated over \$40,000 to support subsidies for Footsteps families in need. Footsteps also received media attention, including local news print and television media. Karen Haas-Foletta was a presenter at Congresswoman Jackie Speier’s Town Hall Meeting, and she was a virtual guest of Congresswoman Jackie Speier at the Presidential Inauguration. We received funding from San Mateo Strong to provide paid scholarships to our summer camps for children in need. We received facility funding to create an outdoor classroom at Nesbit school that was funded by the Department of Social Services and the Kinsey Foundation.
- 2024: Footsteps Child Care Takes Flight Into the Future as we celebrate our 30th Anniversary of serving the community with a special event on Saturday, September 28, 2024 at the Hiller Aviation Museum!! Art Show, Children’s Performance, Silent Auction, Food & Drinks! All are invited to celebrate this tremendous milestone, <https://www.footstepschildcare.org/30th-anniversary-event.html>



FOOTSTEPS CHILD CARE SUN SAFETY GUIDELINES

The following information provides sun safety guidelines for family 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, considering any allergies. Older children may apply sunscreen themselves.
- Family 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, towel 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.sunsafetyforkids.org/sunprotection/sunscreen/>



EFFECTS OF LEAD EXPOSURE

Children 1-6 years old are the most at risk for lead poisoning.

- Lead poisoning can harm a child's nervous system and brain when they are still forming, causing learning and behavior problems that may last a lifetime.
- Lead can lead to a low blood count (anemia).
- Even small amounts of lead in the body can make it hard for children to learn, pay attention, and succeed in school.
- Higher amounts of lead exposure can damage the nervous system, kidneys, and other major organs. Very high exposure can lead to seizures or death.

LEAD POISONING FACTS

- Buildup of lead in the body is referred to as lead poisoning.
- Lead is a naturally occurring metal that has been used in many products and is harmful to the human body.
- There is no known safe level of lead in the body.
- Small amounts of lead in the body can cause lifelong learning and behavior problems.
- Lead poisoning is one of the most common environmental illnesses in California children.
- The United States has taken many steps to remove sources of lead, but lead is still around us.

IN THE US:

- Lead in house paint was severely reduced in 1978.
- Lead solder in food cans was banned in the 1980s.
- Lead in gasoline was removed in the early 1990s.



LEAD IN TAP WATER

The only way to know if tap water has lead is to have it tested.



Tap water is more likely to have lead if:

- Plumbing materials, including fixtures, solder (used for joining metals), or service lines have lead in them.
- Water does not come from a public water system (e.g., a private well).

To reduce any potential exposure to lead in tap water:

- **Flush the pipes in your home**
Let water run at least 30 seconds before using it for cooking, drinking, or baby formula (if used). If water has not been used for 6 hours or longer, let water run until it feels cold (1 to 5 minutes.)*
- **Use only cold tap water for cooking, drinking, or baby formula (if used)**
If water needs to be heated, use cold water and heat on stove or in microwave.
- **Care for your plumbing**
Lead solder should not be used for plumbing work. Periodically remove faucet strainers and run water for 3-5 minutes.*





Name of Child Enrolled _____

Program Site _____

As a family enrolled in a Footsteps Child Care, Inc. program I understand that my dated signature below acknowledges and agrees to abide by the written policies and procedures of the program this includes acknowledgment of the consequences for failure to abide by those policies and procedures.

Name of Parent or Guardian _____

Signature of Parent or Guardian _____

Date _____