



Footsteps Child Care School Age 2023

Family Orientation

Monday, August 14, 2023

7:00 PM



Welcome to Footsteps Child Care School Age Programs!



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.

Footsteps Child Care Leadership!

Footsteps Board of Directors

Karen Haas-Foletta - Executive Director

Lori Ottolini Geno – Deputy Director

Nick Foletta – Director of Finance

Christine Rudolph –Director of Human Resources

Stephen Finn – Director of Programs

Dr. Nili Luo – Quality Program Director

**Kenzie Bauer & Elizabeth Pereira –
Administrative Assistants**



Our School Age Leadership!

Barrett Site

- Site Director - Steve Ish
- Head Teachers - Yesenia Andrade, Sara Tobar

Cipriani Site

- Chris Geno - Site Director
- JR Pablo - Site Director
- Assistant Director - Darlene Luna
- Head Teachers - Jamie Madigan, Joe Silva, Chris Bates

Nesbit Site

- Site Director - Cnotra Nichols
- Assistant Director - Aaminah Ewing
- Head Teachers - Brandy Bennett, Jesus Ortega

Shores Site

- Site Director - Christian Castillo
- Head Teacher - Caroline Finn



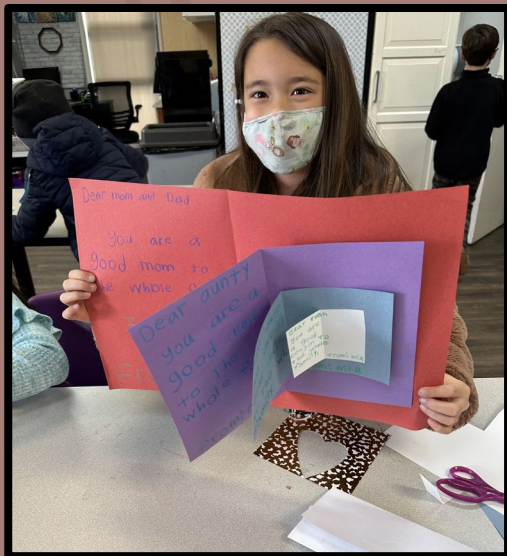
On behalf of the Board of Directors and staff, welcome to School Year 2023-2024!



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.

MISSION STATEMENT

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



PROGRAM GOALS AND PHILOSOPHY

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



ADMISSION POLICY

- We are non-discriminatory in admission, on the basis of sex, sexual orientation, gender, gender identity, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical ability.
- A parent or guardian is required to attend an orientation before the child attends.
- We will make every effort to include children with exceptional needs in our program. Children who have exceptional needs are considered for admission on an individual basis.
- It is sometimes necessary to redirect children and their families, especially if we do not have facilities or staff to work with the child's needs.





COMMUNITY CARE LICENSING INFORMATION

- Licensing has the right to interview staff and to inspect or audit facility records without prior consent.
- The licensee shall make provisions for private interviews with any children or staff member and for the examination of all records relating to the operation of any Footsteps Child Care program site.
- The Department has authority to observe the physical condition of the child (ren), including conditions that could indicate abuse, neglect, or inappropriate placement.
- Our adult to child ratio is approximately 1:10 for children in grades Kindergarten to Second, 1:12 for grades Third through Fifth, and 1:14 for middle school youth.
- All children are covered by an individual accident policy while attending our programs.
- If you have any questions about Child Care Licensing, please reach out to us.
- To file a complaint regarding a state licensed community care facility or child care facility, please call 1-844-LET US NO (1-844-538-8766). If you wish to email your complaint, you can email it to: letusno@dss.ca.gov, or for more information, you can contact your local regional office.

FAMILY PARTICIPATION

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

Footsteps Child Care, Inc. thrives with the help, talent, and skills of the family volunteers who participate in a variety of ways. If you have skills, talents or contacts to share, please let us know.

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



COMMUNICATIONS

Communication: We encourage staff and families to get to know each other and ask questions about your child's day during drop off or pick up. You can reach staff via Procure Connect, email, or the site telephone.

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

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

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.

TRANSPORTATION

We do not provide transportation to or from care, except for children attending the Barrett Site. We have vehicles with seat belts and car or booster seats for field trips and outings. All children must have a signed Transportation Waiver & Authorization Form on file to ride in our vehicles. Staff who drive are authorized to operate a Footsteps vehicle and participate in annual driver training.

ORGANIZATION-WIDE HEALTH AND WELLNESS POLICIES

The policies are for our staff, children, and their families and covers 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. Footsteps adopted our Wellness Policies in April 2013. A copy of the policies is included with this handbook and on our website, www.footstepschildcare.org.

COMMUNITY AGENCY RESOURCES

Footsteps Child Care, Inc. works with the 4Cs of San Mateo County and other community agencies to provide families with resources and support services such as mental health consultation and counseling, observations of children with challenging behaviors and tuition assistance.

Baby-sitting By Footsteps Staff

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

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.

Unlawful Harassment

Footsteps Child Care, Inc. is committed to providing an environment free of unlawful harassment.

Suspected Neglect and/or Child Abuse - Suspected Influence Under A Controlled Substance

All staff are legally mandated to report any instance of observed or suspected child abuse or neglect of a child.

Release of Confidential Information

When we receive a request for the release of confidential information regarding your child, we take specific actions.

Child Pick Up Security

If the contracting parent or guardian would like another person to pick up their child, the contracting parent or guardian must list the designated person or persons on the **Child Release Authorization Form.**

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 injury.

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

This includes a parent or pick-up person who appears to be under the influence of alcohol or illegal/other controlled substance when picking up a child at any Footsteps Child Care, Inc. site.

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



ARRIVAL AND DEPARTURE

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

At drop off and pick up families will use Procare Connect to sign using a full signature, first and last names, to sign a child in or out.

LATE PICK UP

All care ends promptly at the stated closing time, 6:15 PM for school age program locations.

If you have a Tk/Kindergarten child enrolled until 3:00 PM, you must pick up by 3:00 PM.

- You are considered late if you pick up your child after the stated closing time.
- You are subject to a late charge of \$1.00 per minute late. Footsteps Child Care expects families to pick up on time every day; late pick up is grounds for dismissal from the program.



CHILD PICK-UP SECURITY

- If the contracting parent or guardian would like another person to pick up their child, the contracting parent or guardian must list all designated person or persons on the **Child Release Authorization Form**. This form is to be regularly updated.
- If someone other than the regular pick-up person or persons will pick up your child, please notify the Site Director of the change before the scheduled pick-up time, message 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.

SIGNING IN/OUT AND ABSENCES

- Children must be signed in and out daily by their parent, guardian, or authorized adult, using the Procare Connect mobile App sign in and out system.
- Failure to comply with signing in and out, on a daily basis, using a full signature will be grounds for dismissal.
- Children to be picked up by older siblings: Written permission must be on file at the site office, and the siblings must sign them out daily. The older sibling must be at least 16 or older to pick up .
- Children, fourth grade and up, with their parent or guardian's written authorization, including a specific departure time, may leave the program on their own. A staff person will sign the child out at the designated departure time.
- If your child is to be absent, please contact the Site Director through Procare Connect, call, or email to let them know of the absence, preferably before the start of the program day.

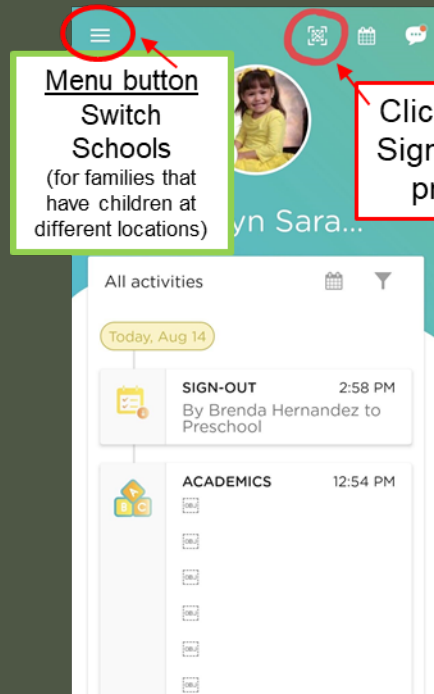
Footsteps Child Care, Inc. takes no responsibility for children once they are signed out of the program.

PROCARE CONNECT – GEO FENCING WITH APP

Must give the Procare Connect App permission to your Location to use this feature

CHECK IN & OUT PROCESS –GEO FENCING

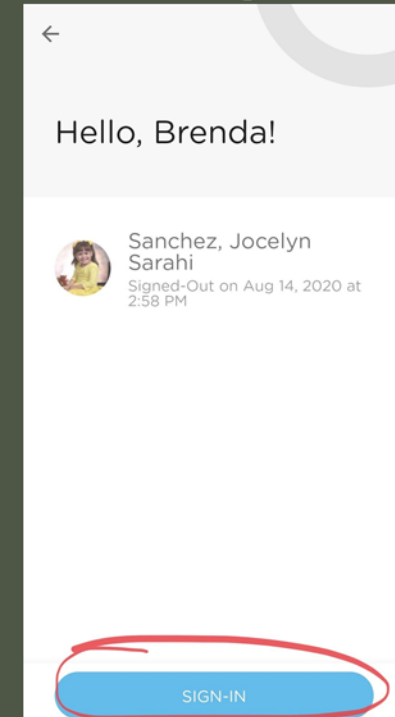
MOBILE APP



Open app to view child's profile:



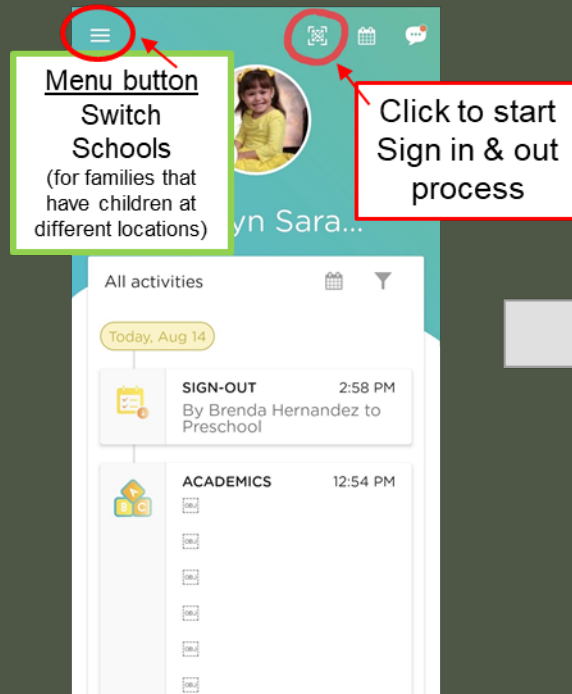
Scan QR code or click blue Sign IN-OUT button



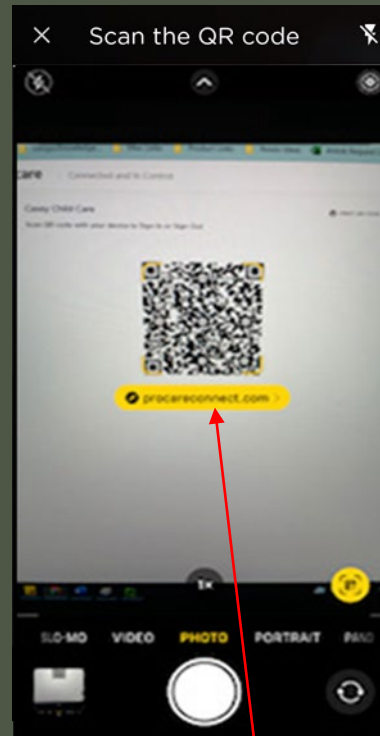
App will greet parent/guardian and show child(ren) able to sign in or out then select blue button

PROCARE CONNECT - QR CODE WITH THE APP

CHECK IN & OUT PROCESS – QR CODE

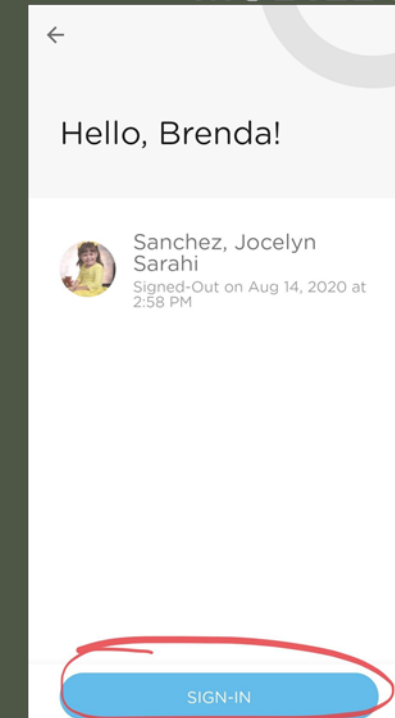


Open app to view child's
profile:



Scan QR code
Click to open a specific URL to continue sign-in

MOBILE APP



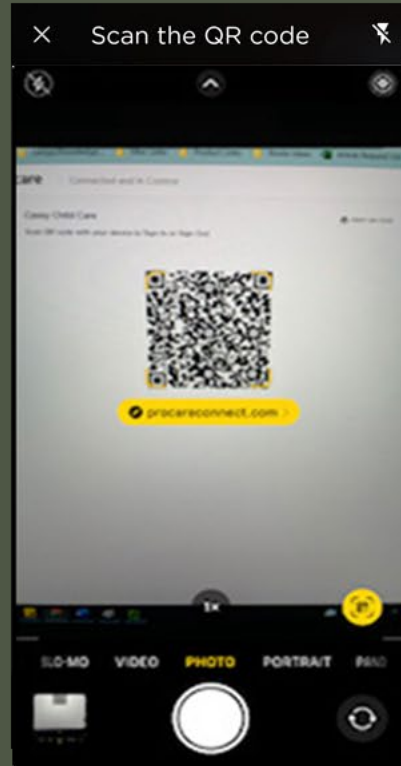
App will greet parent/guardian
and show child(ren) able to
sign in or out then select blue
button

PROCARE CONNECT – ELECTRONIC SIGN IN & OUT WITHOUT APP

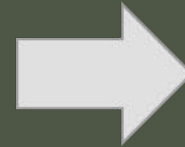
CHECK IN & OUT PROCESS-QR CODE



Open camera app to scan the posted QR Code



Click to open a specific URL to continue sign-in



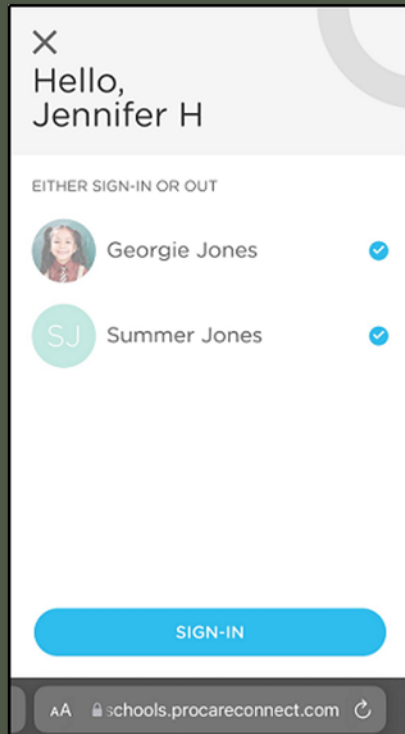
MOBILE APP



Enter your 4-digit PIN and click the arrow on the keypad


PROCARE CONNECT

CHECK IN & OUT PROCESS



A screenshot of the Procare Connect mobile app's sign-in screen. At the top, there is a close button (X) and a greeting "Hello, Jennifer H". Below this, it says "EITHER SIGN-IN OR OUT". There are two user options: "Georgie Jones" with a profile picture and a blue checkmark, and "SJ Summer Jones" with a green circle containing "SJ" and a blue checkmark. At the bottom, there is a large blue button labeled "SIGN-IN". The browser address bar at the very bottom shows "AA schools.procareconnect.com".

Pick the child(ren)
Signing in or Signing out



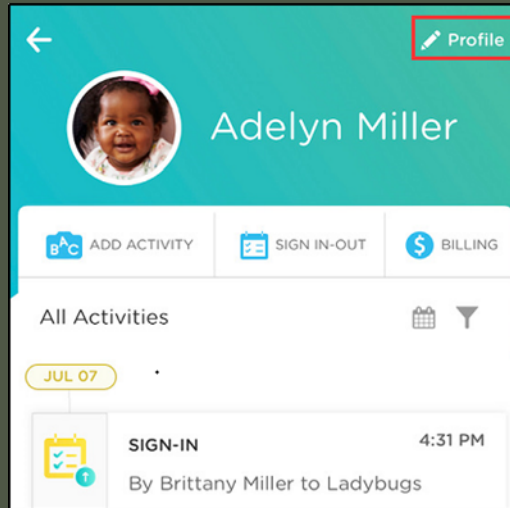
A screenshot of the Procare Connect mobile app's signature screen. At the top right is a "CLEAR" button. The main area is a blank white space for a signature. Below the signature area, it says "Parent or Pickup Signature". At the bottom, there is a large blue button labeled "DONE". The browser address bar at the very bottom shows "AA schools.procareconnect.com".

Blank page will be for the
signature of parent/guardian
and click DONE

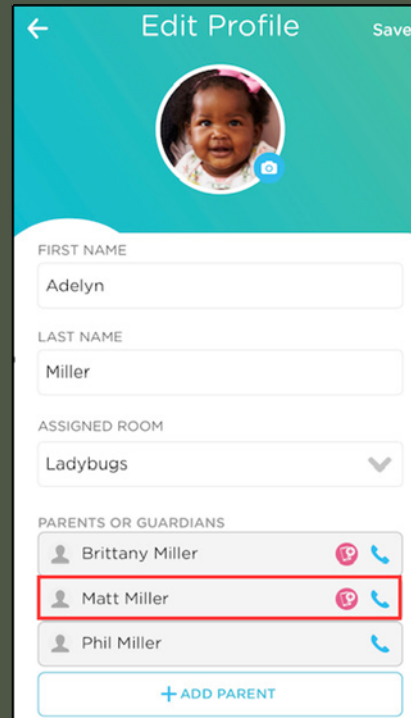
MOBILE APP

PROCARE CONNECT

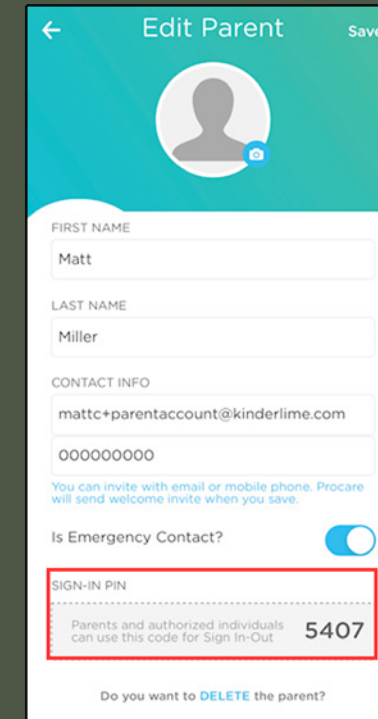
HOW TO FIND 4-DIGIT PINS



Open your Procare app
choose the child and click
Profile button



Find the Parent or
Authorized Pick-up person



Locate the Sign-In PIN field



REQUIRED ENROLLMENT FORMS FORMS TO BE ON FILE THE FIRST DAY CHILD ATTENDS CARE

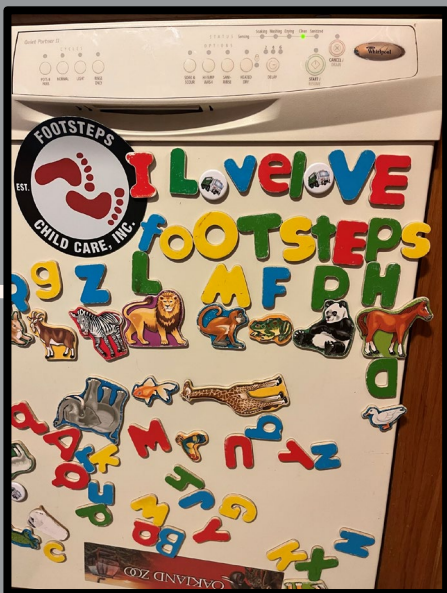
- Signed financial agreement/admissions agreement
- Identification and emergency information (LIC700) and two completed and signed emergency cards
- Pre-admission health history - parent's report (LIC702), with current immunizations noted
- Consent for medical treatment (LIC702) - necessary for treatment by physician or hospital
- Parents rights form (LIC995A) - informing you of your rights as a parent or guardian of the child enrolled
- Personal rights (LIC613A) - informing you of the enrolled child's rights
- ***Any child with a food allergy or at risk of an anaphylaxis emergency must have a food allergy and anaphylaxis care plan on file.***

How to complete forms

- Once you register you will be emailed the adobe sign link
- Complete the forms only in adobe sign
- When you have completed the forms, submit the forms through adobe sign.

IMPORTANT

- You are required to update information as it changes; we must be able to contact you in case of emergency.
- We must be able to reach you or your designated emergency contactor contacts in case of an emergency.
- Please make sure you have our contact information stored for easy access in case of an emergency.



SCHOOL AGE FINANCIAL INFORMATION

MONTHLY TUITION

The first invoice for 2023-2024 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 2024.

- After-school 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 child care is mandated to close for no more than 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 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.



FINANCIAL INFORMATION

Tuition & Enrollment Communication - Questions

- The preferred method for contacting the office is to email office@footstepschildcare.org.
- Responding to your confirmation email can be the most efficient way to communicate.

Enrollment Information

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-rata adjustments will be made to reflect any schedule adjustments 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 before the child is withdrawn from the program, and your account is settled in full, your deposit is credited to your final tuition bill, or a refund sent to you for the remaining amount.

Non-Refundable Registration Fee

- An annual non-refundable registration fee is charged for each child, due at the time of registration.
 - \$100 for the first child in a newly enrolled family. A new family is any family who has not attended an after-school or preschool program. Families who have only attended summer camp or school breaks are considered new families.
 - \$50 for returning child or a new sibling
- The 5% sibling discount *does not apply* to the registration fee or deposit.

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-rata adjustments will be made to reflect any schedule adjustments 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 before the child is withdrawn from the program, and your account is settled in full, your deposit is credited to your final tuition bill, or a refund sent to you for the remaining amount.

To Make Changes In Your Child's Schedule:

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

Sibling Policy

A 5% sibling discount, per child, is given to families enrolling two or more children, applicable to each child enrolled in a Footsteps Child Care, Inc. site. 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 days per week to be eligible for 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 on an annual basis and all financial information given to Footsteps Child Care, Inc. must be true and correct.
 - Families are responsible for providing updated information regarding income if it changes during the year.
 - Fee subsidy application must be received and processed before the first day of care.
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STATE GENERAL CHILD CARE AND DEVELOPMENT (CCTR) SCHOOL AGE FUNDED SUBSIDIZED CARE

We have a number of state CCTR school age funded subsidized slots at our Cipriani and Nesbit Sites for eligible children TK through completion of 5th grade which includes the summer prior to 6th grade school year.

The slots are available through our sub-contract with the San Mateo County Office of Education. Eligibility for this program is based on need and income.

The terms and conditions for eligibility in the subsidized component are established by the State Department of Education. We are required to request parent income and family information. Enrollment is based on eligibility and need priority rather than “first-come, first-served basis.”

PLEASE CONTACT FOR MORE INFORMATION:

Stephen Finn stephen.finn@footstepschildcare.org

PAYING TUITION

Payment Is Due and Payable the Tenth Day of The Month

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.

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.
 - ***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.

Tuition Invoices & Receipts

Footsteps Child Care, Inc. generates an invoice for tuition monthly via email.

Drop-In Policy

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

- 24-hour notification is required and available only if space permits 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 the day of service.



COMMUNICATIONS

QUESTIONS?

Many parents or guardians have specific questions; suggestions or problems and we want to meet your needs in the most efficient way possible

Tuition, Payments, Bills, Receipts, Enrollment - Contact Footsteps Child Care, Inc. Administrative Office
Office Hours 9:30 - 5:00

Concerns About the Program, Your Child, or Staff

You have the right to file a grievance without interference or retaliation. In this case, you will receive timely written notification of the resolution and an explanation of any further appeal, rights, or recourse. You have the right to file a complaint to the supervisor of the person who the grievance is about and you have the right to be heard by a panel of board members.

1. Your Child's Teacher (about your child)
2. Site Director
3. Executive Director or Deputy Director
4. The Footsteps Child Care, Inc., Board
5. Community Care Licensing



MEDICAL INFORMATION

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

- Children **MUST** be fever free for 24 hours (without the use of fever reducing medication) before returning to the program. We classify a fever as a temperature of 100.4 F/38 C or higher.
- Families must update and confirm a child's emergency and medical information is correct and updated before their first day of enrollment in camp.

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

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.



Medical or Dental Emergencies

- Safety First!
- 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.

ILLNESS

- 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.
- Contact Footsteps immediately if your child becomes ill with a contagious illness.
- If your child has been ill or injured, we reserve the right to request a note from a doctor before your child returns to our program.
- ***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.***

MEDICATION

Footsteps Child Care, Inc. will only administer medication prescribed by a health care provider such as a doctor, physician's assistant, or nurse practitioner.

If your child is taking medication during child care hours, we can dispense medication only if it is in the original container and a completed and signed Medication Form is on file.

The Medication Form requires:

1. Name of the medication and what it is prescribed for;
 2. Dose amount and time dose is to be administered; including any special instructions; and,
 3. Signature authorization of a parent or guardian and teacher.
-
- ✓ All prescription medications must be in their original prescription bottle, with the prescription label attached.
 - ✓ Non-prescription medications-if the child's age and weight is not on the container must include a doctor's note verifying correct dosage amount. Non-prescription medications include over the counter items such as Tylenol, lip balm, lotions, hand sanitizer, and sunscreen.
 - ✓ Child's medication and dosage container is labeled with child's first and last name.
 - ✓ The label on the medicine bottle must indicate a stop date for the medication; the stop date cannot exceed 12 months from the issue date.

EMERGENCY PROCEDURES

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

- Will be responsible in the event of an emergency closing or disaster, for all children enrolled in the program, until such time as an authorized adult can pick-up the child;
- Updated disaster and mass casualty plan posted at each site; the plan is reviewed by staff on a regular basis;
- Prior to hire, staff is fingerprinted and must receive clearance through the Department of Justice;
- Most staff members are First Aid-CPR-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 police departments

BEHAVIOR EXPECTATIONS AND GUIDELINES

Program Expectations

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

- Staff strives to encourage cooperative problem solving, internalizing impulse control, and appropriate verbalization of feelings.
- When a problem arises between children, children are encouraged to resolve their problem through discussion.
- Staff are available to help children with problem solving, make suggestions, offer support, help, and guide children to solve differences.
- Children are encouraged to recount the facts to each other, including staff, and to consider other ways to handle the difficulty in the future.



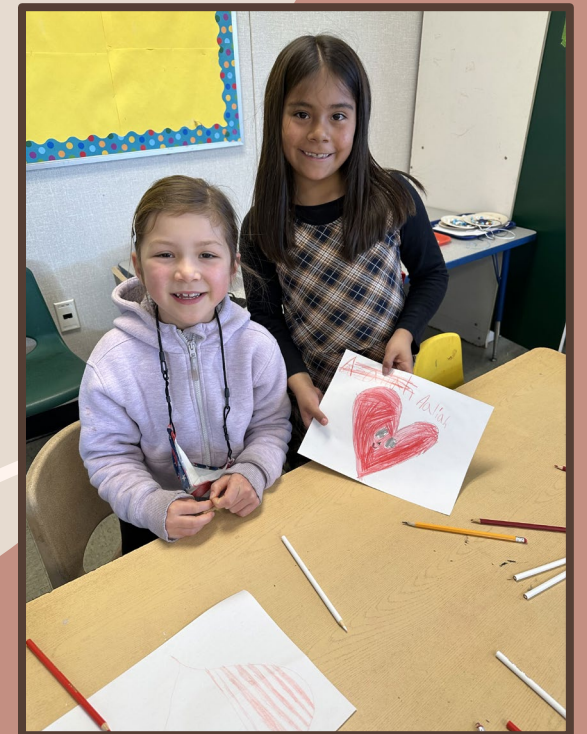
School Age Programs

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

The main tenets of PBIS

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

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



No corporal punishment or violation of personal rights is allowed at any of our sites at any time.

Progressive Discipline & Removal From the Program

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

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

Parents and guardians are expected to adhere to all the rules and regulations of our program.

We request parents and guardians do not discuss problems, concerns, or confidential situations in front of children or other adults.

HEALTHY FOOD & SNACK

- 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.
- Children are served nutritious snacks daily. Snack includes fruit and vegetables, whole grain crackers, cheeses, yogurt, bread, and other healthy foods served with water or milk.
- Snack menus are posted in Procure connect.
- Please see footsteps health and wellness policies, including sun safety for more detailed information.
- If your child is particular about foods, you might choose to send additional foods in their lunch box.
- Please make sure staff are aware of any food allergies your child might have. ***Any child with 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.
- Program sites are aware children will have tree nut and peanut allergies and will make accommodations, but we are not tree nut and peanut free.



Birthday celebrations - candy & sweets & soda

If your child will celebrate their birthday during school, you have the option to celebrate your child's birthday by choosing a non-food birthday option. Please let the site director know in advance of your child's birthday plans. We have a list of non-food party ideas.

We do not allow children or youth to bring candy or sweets to the program and we are soda free.

CLOTHING & SHOES

We want children to feel comfortable participating in all activities offered, so please dress your child accordingly. *All clothing must be labeled with your child's full name.*

- *All clothing must be labeled with your child's full name.*
- For younger children, please send an extra set of clothing to keep in their cubby.
- Proper footwear is important so that the children may fully participate in outdoor activities. Tennis shoes are preferred footwear for all children and youth. Sandals should have back straps on them. Croc-type shoes and flip flops are discouraged.

TOYS & GAMES FROM HOME

Footsteps Child Care, Inc. provides many opportunities and activities for all developmental ages and interests. Children should not bring toys and games from home, including video or electronic games.

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

REST OR QUIET TIME

A rest or quiet time is offered the first semester of TK for up to one hour. Please send your child with a small blanket and pillow from home for rest time. We will provide a cot with a sheet for each child.

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 a current emergency card 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.



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:** 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 in partnership with the Rotary Club of Belmont, Footsteps hosts an Interact service club for youth in fifth 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 or DVDs and are shown at the site or as part of a field trip to a movie theater.

Questions?



*Time to break into your child's
site specific rooms*

Thank You!

