

SCHOOL AGE PROGRAMS

FAMILY HANDBOOK

Administrative Office

374 El Camino Real Belmont, CA 94002

Phone 650-610-0715

Fax 650-683-1592

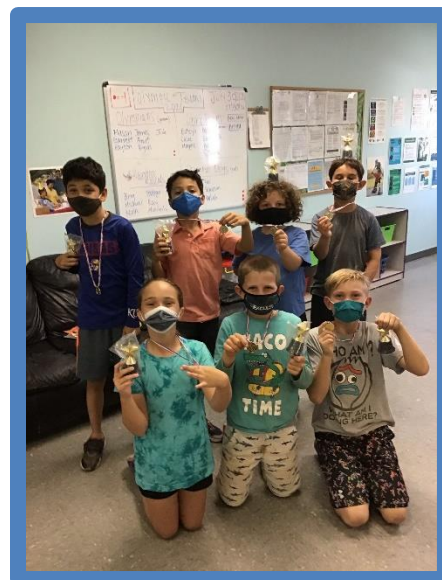
Website footstepschildcare.org

Email office@footstepschildcare.org

Tax ID 94-3206278



Updated August 20, 2021



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

Nick Foletta – Director of Finance

Stephen Finn – Director of Programs

Lori Ottolini Geno – Deputy Director

Christine Rudolph –Director of HR

Trisha Valbusa – Payroll Manager

CIPRIANI SITE

650.592.3262

License # 414058969

Chris Geno 415.342.2825 chris.geno@footstepschildcare.org

JR Pablo 650.557.8994 jr.pablo@footstepschildcare.org

2525 Buena Vista Avenue
94002

NESBIT SITE

650.592.0522

License # 414001160

Cnotra Nichols 650.670.0768 cnotra.nichols@footstepschildcare.org

500 Biddulph Way 94002

SHORES SITE

650.394.4123

License # 414002640

Christian Castillo 650.670.0528 christian.castillo@footstepschildcare.org

225 Shearwater Parkway
Redwood City 94065

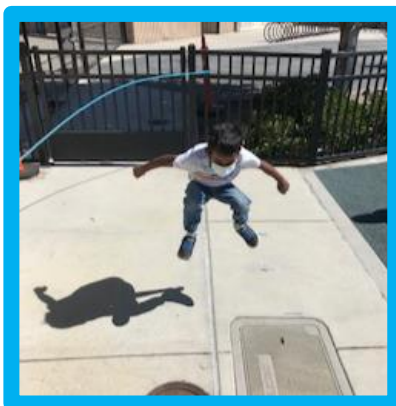
BARRETT SITE

650.594.9654

California Heritage School

Stephen Ish 650.669.2607 steve.ish@footstepschildcare.org

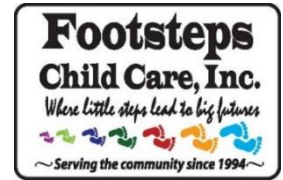
1835 Belburn Drive 94002



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

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

MISSION STATEMENT

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

PROGRAM GOALS AND PHILOSOPHY

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

ADMISSION POLICY

- We are non-discriminatory in admission, discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. Our programs serve children and youth, infant through eighth grade.
- **A parent or guardian is required to visit the site for an orientation before the child attends.** If you cannot attend the scheduled orientation, please set up an individual orientation before your child's first day.
- We will make every effort to include children with special needs in our program. Children who have special needs are considered for admission on an individual basis. The Site Director will meet with you before enrollment to determine if the program is the best environment for the child. Upon enrollment, staff and parents will meet regularly to monitor the child's progress and discuss how best to support the child.
- It is sometimes necessary to redirect children and their families, especially if we do not have facilities or staff to work with the child's needs. In these cases, the Site Director and the child's parent or guardian will decide if the center can properly meet the needs of the child.
- Throughout the year, we will observe traditional celebrations, such as birthdays, Halloween, Christmas, Hanukkah, Kwanza, Valentine's Day, and Easter. If you would prefer your child or children not participate, please take the responsibility to alert the Site Director in advance of the scheduled celebration.



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 parents requested a school-year program be developed.

1999 - Ralston After-Middle School (RAMS), at Ralston Middle School, opens.

1999 - Cipriani After-School Site achieves accreditation through the National After-School Association (NAA) and 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. Parents from Central Middle School asked CASC, Inc. to open a program. The program grows to 49 youth.

2001 - Nesbit Club Puma opens at Nesbit Elementary School. Upon opening, the children chose a name. A child, knowing the Ralston Middle School program was RAMS and Central School was Club Central, suggested Nesbit Club Puma, after the school's mascot.

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 up-grades 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 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 a 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 streatching 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.

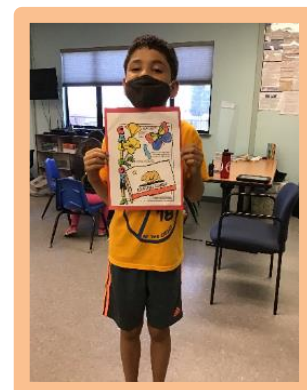
2018-2019-Sequoia Healthcare District awards Footsteps a grant to provide Yoga and Mindfulness for the BRSSD PE program and after-school for Footsteps elementary school locations for TK-1st Grade for the school year. Karen Haas-Foletta was awarded the Mary Elizabeth Griffin Children's Award by the Child Care Coordinating Council of San Mateo County and a proclamation from the Mayor of Belmont! The Kinsey Foundation funded new toys, funiture, 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 classssrom furniture.

Footsteps has been 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.



LICENSING INFORMATION

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

Preschool Programs

Cipriani Preschool - on pause	2.9–entering TK/Kindergarten	#414002365
City Center Plaza – on pause	2.9 - entering TK/Kindergarten	#414002827
Little Footsteps	2.0-entering TK/Kindergarten	#414004607
Nesbit Puma Cubs Infants	6 weeks - 24 months	#414001948
Nesbit Puma Cubs Preschool	2 - entering TK/Kindergarten	#414001947
Redwood Creek Infants	6 weeks – 24 months	#414004780
Redwood Creek Preschool	2 – entering TK/Kindergarten	#414004779
Shores Preschool - on pause	2.9-entering TK/Kindergarten	#414004487

School Age Programs

Cipriani Site	TK/Kindergarten to Fifth Grades	#410518969
Nesbit Site	Kindergarten to Eighth Grades	#414001160
Shores Site	TK/Kindergarten to Fifth Grades	#414002640
Barrett Site	Kindergarten to Fifth Grades	California Heritage School
RAMS Site – on pause	Sixth through Eighth Grades	#414000842

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

Per Community Care Licensing (CCLD) May 2021

- This Summary for Children in Care is to inform you of guidance we provided to your care provider concerning your child's care.
- In the near future, the Community Care Licensing Division (CCLD) has resumed on-site inspections of your child's facility. Please be assured that CCLD has instituted requirements for licensing analysts (LPA) including but not limited to weekly COVID-19 testing, daily symptom screenings, and use of Personal Protective Equipment (PPE) for LPAs to conduct inspections safely.
- Your licensee or care provider is required to allow the LPA to enter the facility for an on- site inspection. During the on-site inspection, the LPA will follow infection control procedures designed to protect the health and safety of children and staff. The licensee or care provider may be asked to create a space for private interviews and inspections procedures. Other means for accomplishing the inspection, such as conducting interviews outdoors with appropriate physical distance, may also be used.

FAMILY PARTICIPATION

Until Further Notice: Footsteps will allow the least number of visitors into our classrooms, but acknowledges there will be times a visitor will need to come into a classroom, these visitors may include family members, school personnel, resource personnel, Footsteps administrative staff and we respectfully ask these visitors who are allowed to enter a classroom limit their time spent in the classroom.

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

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

FAMILY COMMUNICATION

COMMUNICATION: We encourage staff and families to get to know each other. Photos of staff are posted on the family bulletin boards and staff wears Footsteps name badges. Please get to know our staff and ask questions about your child's day. However, we ask you be aware staff are supervising children and must concentrate on this task primarily.

Each site has a direct telephone line and a site email address, and each site director has email and a cell phone; all are listed in this handbook. You are welcome to email or call with your questions or concerns. You may also call or email the Administrative Office or Karen Haas-Foletta, Executive Director, with concerns and suggestions. You can reach staff via site telephone or email address. We use email and ProCare Connect to communicate with families. Our website is a source of information and all forms, handbooks are posted as documents. Each site has a Family Area with information available to you.

WEBSITE: Our website, footstepschildcare.org, and ProCare Connect 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.

PROCARE CONNECT OR EMAIL COMMUNICATION: Communication to families including monthly tuition statement, receipts, and newsletter will be sent via ProCare Connect or email.

NEWSLETTERS: The newsletter sent through ProCare Connect and contains pertinent information about the site, the organization, and upcoming events to keep you informed. Please read the newsletter, it contains important and informative information.

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

COMMUNITY AGENCY RESOURCES

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

BABY-SITTING BY FOOTSTEPS STAFF

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. Training may involve the entire organization, be site-specific, a community training, educational training, or individual training. Staff is encouraged to grow professionally and to develop leadership skills.

Footsteps Child Care has conducted staff training on Covid-19 prevention, symptoms, and transmission. 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.

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.

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 is included with this handbook and on our website, www.footstepschildcare.org.

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.

RELEASE OF CONFIDENTIAL INFORMATION

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

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



SUSPECTED NEGLECT AND/OR CHILD ABUSE

SUSPECTED INFLUENCE UNDER A CONTROLLED SUBSTANCE

All staff is 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 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

Each school age site will coordinate drop-off and pick-up based on the configuration of their site. Your Site Director will provide this information during the orientation and will be included in the first newsletter.

- A daily health screening (+/- temperature check and questionnaire about symptoms) will be completed for all children. Staff, families, and visitors will also have a health screening process to be completed.
 - Children in the AM Session – Families will use ProCare Connect to sign in the child, complete the daily health check, and add the daily temperature.
 - Children arriving from school – Staff will use ProCare Connect to sign in the child, complete the daily health check, and add the daily temperature. Staff will conduct visual wellness checks of the children upon arrival and ask health questions as necessary.
- At departure, a family will use ProCare Connect to sign their child out of the program. Children must be signed in and out daily by their parent, guardian, or authorized adult. Those who occasionally pick up will sign in or out using a staff tablet.
- A child will be excluded from the program if their temporal temperature is 100.4 F/38 C or higher.
- **Children MUST be fever free for 24 hours (without the use of fever reducing medication) and without other symptoms before returning to the program.**

VISITORS

- Footsteps will allow the least number of visitors into our classrooms, but acknowledges there will be times a visitor will need to come into a classroom, these visitors may include family members, school personnel, resource personnel, Footsteps administrative staff and we respectfully ask these visitors who are allowed to enter a classroom limit their time spent in the classroom.
- Face masks or coverings will be required at all times.
- All visitors who come into a classroom will be required to complete a health screening, including a temporal temperature check, and will be excluded from the program if their temporal temperature is 100.4 F/38 C or higher.

- A visitor may be directed to a specific area near the front door and may not have access to the whole classroom.
- The number of visitors in a classroom at one time may be limited as needed to allow for physical distance in the classroom.
- Deliveries are scheduled outside of program hours or delivery is to be left outside of the facility.
- Hand sanitizer is available at entryways, but is kept out of reach of children.

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, email is the most efficient way to communicate this to the Site Director.
- Staff will request to see 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 ProCare Connect. Those who occasionally pick up will sign in or out using a staff tablet.
- **A full signature, first and last name, must be used when signing in and out.**
- **Failure to comply with signing in and out with a full signature, on a daily basis, will be grounds for dismissal.**
- Persons signing a child out must be 16 years or older for our school age sites and 18 years or older for our preschool program.
- Written authorization must be on file if someone younger than 18 years of age picks up a child at these sites.
- Children to be picked up by older siblings: Written permission must be on file at the site office, and the siblings must sign them out daily.
- Children, fourth grade and up, with their parent or guardian's written authorization, including a specific departure time, may leave the program in 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.

LATE PICK UP

All care ends promptly at the stated closing time, 6:15 PM

- You are considered late if you pick up your child after the stated closing time.
- Footsteps Child Care expect families to pick up their child on time every day; late pick up is grounds for dismissal from the program.
- A late fee of \$1.00 per minute beyond the closing time, 6:15 PM, will be assessed for late pick-ups.

We make every effort to reach you if your child is still in our care after closing time. If we cannot reach you, we will telephone the names listed on your child's emergency card in an effort 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.

SCHOOL AGE FINANCIAL INFORMATION

MONTHLY TUITION

- After school tuition is charged via monthly statements.
- Tuition is divided over 10 equal monthly payments, with split payments for August and June and 9 full payments September - May.
- The first invoice includes one full month's payment, split 25% for August and 75% for June, which is held as your deposit until the final tuition payment in June.
- This deposit is refundable upon receiving 30-days' 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 or not 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.
- Full day enrollment for non-school days and school breaks is included for full time (5 days/week until 6:15 PM) enrollment. 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 calendar for full schedule.

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 new enrolling family. A new family is any family who has not attended an after-school or preschool program. Families who have only attend summer camp or school breaks are considered new families.
 - \$50 for returning child or new sibling
- The 5% sibling discount cannot be applied to the registration fee or deposit.
- This fee is separate from any summer camp registration fees
- Registration fees may be waived or subsidized for families on a private fee subsidy or alternative payment program.

ENROLLMENT DEPOSIT

- All children and siblings are required to pay an enrollment deposit equaling one-half of the child's monthly tuition, the deposit is applied to the June tuition, or the last two weeks a child is enrolled, with proper notification.
- The enrollment deposit is 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.

FEE SUBSIDIES

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

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

COMMUNITY AGENCY TUITION PAYMENTS

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

PAYING TUITION

PAYMENT IS DUE AND PAYABLE THE TENTH DAY OF THE MONTH

- All tuition is considered late if payment is not **received by the 10th of the month or 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 collections agency. This policy is **strictly** enforced.

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 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 at online via credit card at myprocare.com.
2. **Payment by Check** - Due 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 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 AND RECEIPTS

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

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 a Site Director's authorization.
- Drop-in Rate: \$40-60 per day for after school care and a flat fee of \$15 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.**

MEDICAL INFORMATION

Footsteps Child Care will expect a parent to pick up a child within 30 minutes if a child exhibits symptoms of illness during the day. These symptoms include, but are not limited to inability to participate in routine activities, needing more care than staff can provide, fever (100.4 F/38 C or higher with temporal thermometer), fever with behavior changes, difficulty breathing, uncontrolled coughing, diarrhea, vomiting, open sores, rashes, signs of infection, runny nose with colored mucus, or any other sign of communicable illness. Footsteps will conduct daily check of children and staff throughout the day. This may include temperature taking, visual look over, and asking health questions.

- Families must update and confirm the child's emergency and medical information is correct as of entering the program as of the first day of attendance.
- All children must have immunizations up to date as of the first day of entering the program.
- Families are encouraged to speak to their healthcare provider about the flu or influenza vaccine for those over six months of age.

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 emergency contacts;
 3. Call the listed doctor or dentist; and,
 4. Notify the 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 parents, guardians, and emergency contact person (s).

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

ILLNESS

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

HEAD LICE

Footsteps Child Care 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 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.

1. Please do routine lice checks on your child;
2. Look for nits (eggs) as well as lice. The nits fix on the hair and do not flake off like dandruff. If nits are found, please let us know immediately;
3. You must treat your child and your house for lice before your child can return to child care. We will require proof of treatment;

4. When a case of lice is reported we will check all children, notify parents, treat the center; and,
5. We will recheck the children in a classroom for up to two weeks after the last reported instance of head lice.

For more information about head lice, contact your Site Director

MEDICATION

- **Footsteps Child Care, Inc. will only administer medication prescribed by a health care provider such as a doctor, physician's assistant, or nurse practitioner.**
- **If your child is taking medication during child care hours, we can dispense medication only if it is in the original container and a completed and signed Medication Form is on file.**
- The Medication Form requires:
 1. Name of the medication and what it is prescribed for;
 2. Dose amount and time dose is to be administered; including any special instructions; and,
 3. Signature authorization of a parent or guardian and teacher.
 - ✓ All prescription medications must be in their original prescription bottle, with the prescription label attached.
 - ✓ Non-prescription medications-if the child's age and weight is not on the container must include a doctor's note verifying correct dosage amount.
 - ✓ **All over the counter medications, such as Tylenol require a doctor's note stating all signs or symptoms to look for before administering and the note is only allowable for a fourteen day period.** 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 be available at all times during program hours and will be clearly marked with the child's name. At the end of the program day, the epi-pen will be locked in the medicine cabinet.
- Children/youth may administer prescription medications to themselves with written permission from the parents. The child/youth must be under adult supervision and away from other children.
- Injectable medications will not be administered except for medications necessary to counteract severe allergic reactions or provide emergency glucagon for children/youth with diabetes. Additional and specialized training is required for any staff member responsible for the administration of injectable medications.
- Any child, who has had a diagnosis, including asthma or diabetes, will require an individualized medical services plan on file.
- Any child with Food Allergy or at risk of Anaphylaxis Emergency must have an updated Care Plan on file. This plan must include a physician/HCP authorization signature and the parent or guardian signature.

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

EMERGENCY PROCEDURES

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

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

- Programs have regular fire and earthquake drills;
- Staff is trained in Administering Medication, Epi-Pen administering, Asthma and Nebulizer, 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 accountable, inclusive, tolerant, and healthy. These are our behavior expectations, the staff models these behaviors, and staff respects the dignity of the children, the families, and each other.

Staff strives to encourage cooperative problem solving, internalizing impulse control, and appropriate verbalization of feelings. When a problem arises between children, children are encouraged to resolve their problem through discussion. Staff is available to help children with problem solving, make suggestions, and 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

Footsteps Child Care coordinates with the Belmont Redwood Shores School District and uses the Positive Behavior Interventions and Supports (PBIS) system. Collaborating on PBIS with the school district 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 engaging, relevant learning experiences for children
- Children experience voice and choice as they learn

For more PBIS information [tps://www.pbis.org/](https://www.pbis.org/)

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

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

- Request a conference with the parent or guardian to discuss the problem or situation. Together, a plan of action will be instituted to manage the problem.
- If the behavior 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 serious problem and will request a conference.
- 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 rules and regulations of our program. We request parents and guardians do not discuss problems, concerns or confidential situations in front of children or other adults. Instead, parents are encouraged to make an appointment to speak with the Site Director to discuss any problems, concerns, or suggestions.

Progressive Discipline

- When a child is having ongoing behavior difficulties, a predetermined set of consequences, with the

parent's notification, may be instituted. Consequences are explained in advance. The purpose of progressive discipline is to help the family understand the severity of the difficulty in advance and encourage the family to work with the staff.

- The staff and parent or guardian has the right to request a conference at any time.
- Footsteps Child Care, Inc. will not tolerate behavior of an aggressive or violent nature to other children, staff, or to anyone who is on the premises of a Footsteps Child Care, Inc. program. This includes bullying, teasing, threats, or taunting.
- Families are requested not to confront another child or family regarding an issue, but should utilize staff to help resolve conflicts or difficulties.
- Footsteps Child Care, Inc. reserves the right to refuse service.

REMOVAL FROM THE PROGRAM

A family or child's failure to comply with Footsteps Child Care's policies and procedures, including Covid-19 mandates, procedures, and protocols may be grounds for suspension or termination.

- Failure to inform Footsteps a family member has been exposed to Covid-19 or a family member with the illness;
- Failure to inform Footsteps of a family member who has had any exposure to Covid-19 or any other communicable illness, such as strep throat, flu, pink eye;
- Failure to keep a child home 24 hours fever free (without the use of fever reducing medication) and without other symptoms before returning to the program. We classify a fever as a temperature of 100.4 F/38 C or higher;
- Failure to pick up a child within 30 minutes if a child exhibits symptoms of illness during the day;
- We reserve the right to suspend or terminate any child for disciplinary reasons. In such cases, tuition is not refunded.
 - Children who compromise the safety of the children and staff will be suspended or removed from the program.
 - Non-payment of tuition;
 - Late pick-up of child;
 - Failure to sign in and out on a daily basis using ProCare Connect, mobile app, or staff tablet, signing both first and last names;
 - Failure to comply with Footsteps Child Care, Inc.'s health and safety policies;
 - Failure to comply with Community Care Licensing requirements for enrollment in the program; and,
 - If a parent or guardian confronts or is verbally or physically abusive to staff, administrative staff, other children, their own children or other adults on the premises; or confronts staff while children are present.

FORMS

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

- If you have any questions about any of the required forms, please speak to the Site Director.
- These forms are completed with your DocuSign registration, if any forms are missing your Site Director or the Admin Office will let you know.
- If you last attended in 2019, you will be required to complete new/updated forms.
- You may complete the forms at the Administrative Office or Site, if you do not have access to a computer.
- You will be asked to sign some forms as licensing requires a live signature.

- **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.**

Forms that must be on file and updated regularly for each child enrolled in a Footsteps Child Care program:

- Current School-Year Application
- Signed Financial Agreement/Admissions Agreement
- Identification and Emergency Information (LIC700)
- Pre-Admission Health History-Parent's Report (LIC702), with current immunizations noted
- Consent for Medical Treatment (LIC627)- Necessary for treatment by physician or hospital
- Parents Rights Form (LIC995)– 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
- Transportation Waiver and Authorization Form
- Media Consent Waiver
- Field Trip Permission Forms
- Sunscreen Form

HEALTHY FOOD & SNACK

Children are served nutritious afternoon snacks daily, full-day programs have AM and PM snacks. Snack includes fruit and vegetables, whole grain crackers, cheeses, yogurt, bread, and other healthy foods served with water or milk. Snack includes foods appropriate to the ages and developmental stages of the children and follows licensing guidelines and regulations set forth by Community Care Licensing. Monthly snack menus are posted at the site and on the website.

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



Meal or Snack Time – Children will remove their face mask or during meal or snack time. Footsteps will maximize physical distance as much as possible while eating (especially indoors) and when possible will use the outdoor spaces for meals and snacks. After snack or meal, surfaces that come in contact with food will be washed, rinsed, and sanitized.

BIRTHDAY CELEBRATIONS - CANDY & SWEETS

If your child will celebrate their birthday, 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 affordable non-food party ideas.

We do not allow children or youth to bring candy or sweets to the program or to purchase them on field trips.

HOMework

Homework is a habit a child needs to master and learn to complete on a daily basis. 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.

CLOTHING AND SHOES

We want children to feel comfortable to participate in all activities offered, so please dress your child accordingly. Please have your child wear clothing appropriate for a variety of activities, both indoors and outdoors. Many activities at our sites 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 in their cubby or backpack.

Proper footwear is important so that the children may fully participate in outdoor activities. Tennis shoes are preferred footwear for all children and youth.

REST OR QUIET TIME

A rest or quiet time is offered the first semester of TK for up to one hour.

ELECTRONICS, TOYS AND GAMES FROM HOME

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

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

FIELD TRIPS

All programs take selected field trips 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.

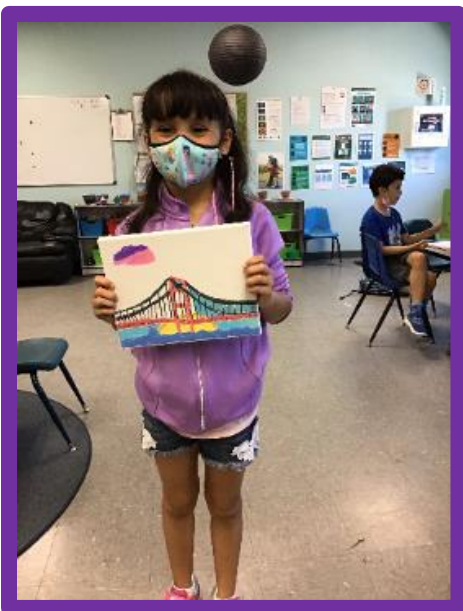


QUESTIONS?

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

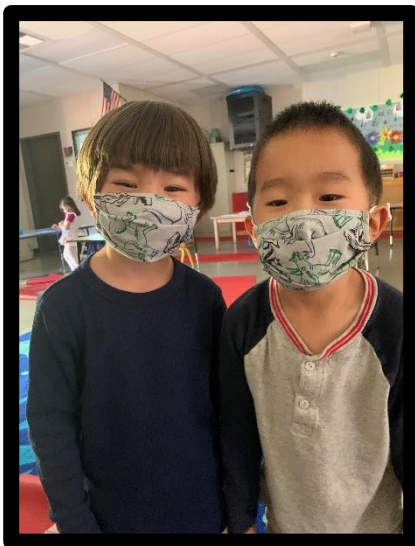
This guide will help you direct your questions.

QUESTIONS OR COMMENTS	PLEASE CONTACT
Tuition, Payments, Bills, Receipts, Enrollment Office Hours: 9:30 AM – 5:00 PM	Footsteps Child Care, Inc. Administrative Office Tel: 650.610-0715 Fax: 650.683.1592 Email: office@footstepschildcare.org
Concerns About The Program Or Your Child You have the right to file a grievance without interference or retaliation. In this case, you will receive timely written notification of the resolution and an explanation of any further appeal, rights, or recourse. You have the right to file a complaint to the supervisor of the person who the grievance is about and you have the right to be heard by a panel of board members.	1. Your Child's Teacher 2. Site Director 3. Executive Director 4. Site Council 5. Footsteps Child Care, Inc., Board 6. Community Care Licensing
Concerns About Staff	1. Site Director 2. Executive Director 3. Site Council 4. Footsteps Child Care, Inc., Board 5. Community Care Licensing
Suggestions Or Comments	1. Site Director 2. Executive Director 3. Site Council 4. Footsteps Child Care, Inc., Board
Community Resources	1. Site Director 2. Executive Director



ELEMENTARY SITES GENERAL PROGRAM COMPONENTS

- **AM PROGRAM** Barrett, Cipriani, Nesbit, and Shores 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.
- **KIDS CLUBS AND 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 a staff presents choices and children informally raise choose an activity.
- **SPECIAL EVENTS** Throughout the year, sites host special events for the 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.
- **MOVIES** Occasionally during the school year, children will view movies. These movies or education 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.
- **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.



Footsteps Child Care Wellness Policy

BACKGROUND

Our mission is to provide infants, children, and their families with quality programs in a safe, nurturing, and enriching environment. One of our goals is to create an environment ensuring the optimal health of your children and of our staff. Child Care programs, such as Footsteps Child Care, are uniquely positioned to contribute to improving the nutritional health and physical activity of children and adolescents. Footsteps Child Care is an important venue to improve health behaviors and outcomes for many reasons:

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

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

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

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

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

NUTRITION GUIDELINES

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

YOUTH NUTRITION GUIDELINES

These guidelines cover regular snacks and meals served to youth at Footsteps Child Care. Monthly birthday celebrations are excluded from strictly following these guidelines. Likewise, food served or purchased by youth off-site may not meet the criteria.

Food Served to Youth at Footsteps Child Care. Food items served to youth at Footsteps will meet the following criteria: For infants under 1 year:

- We encourage breastfeeding. Mothers may express milk into bottles to be served to their infants while they are at Footsteps Child Care. For babies not breastfeeding, formula will be served following manufacturers' instructions.^{2,3}

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

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

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

- For infants who have begun to eat solid foods, we aim to introduce a wide variety of soft, safe foods, including fruits and vegetables and lean meats, as appropriate. We aim to offer new foods one at a time to check for allergic reactions.⁴
- Avoid serving cow's milk, as it's not recommended for children under 1 year of age.⁵ For young children 1 to 2 years old:
- Provide a variety of foods, including fruits and vegetables, grains, dairy products (including whole milk), and lean meats.
- Fat content will not be restricted, as very young children need additional calories from fat to ensure growth and development.⁶

For children 2 years of older:

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

In general, we will aim to:

- Offer appropriate portion sizes and regular meal/snack times to prevent both hunger and over-eating. Toddler portion sizes are about one-quarter of adult serving sizes. For children 4-8, portion sizes should be about one-third of adult serving sizes. For children 9 years and old, portion sizes about the same size as for adults.¹⁰
- Focus on whole grains (ensure $\geq 50\%$ of grains served are whole grains).
- Emphasize colorful and varied produce. Include at least one serving of fruits or vegetables at each snack (can be fresh, frozen, canned or dried; ensure no items with added sugar). Vary produce offered to maximize nutrient diversity. At meal times, about half of plate should be produce, following USDA's "My Plate" initiative¹¹. Whenever possible, purchase produce that is grown locally.
- Vary food items and meals served, and encourage youth to try different foods, especially fruits and vegetables.
- Focus on lean proteins such as egg whites, poultry, fish, and soy products.
- Select healthy fats (mono- and poly-unsaturated fats and omega-3 fatty acids) over unhealthy fats (saturated fats).
- Avoid foods that are deep fried, par fried, or flash fried.
- Minimize sweet baked goods (cookies, cake, etc.) served. Any sweets that are served will be trans-fat-free.
- Accommodate dietary restrictions due to allergies, religion, or culture.
- Encourage students to participate in selecting, preparing, and cleaning-up food, as appropriate.



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

Beverages Served to Youth at Footsteps.

For infants and children less than 2 years of age:

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

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

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

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

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

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

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

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

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

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

For children aged 2 year and above, we will:

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

PHYSICAL ACTIVITY GUIDELINES

PHYSICAL ACTIVITY FOR YOUTH

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

- Dedicate at least 20% or at least 30 minutes of morning and after-school program time to physical activity (60 minutes for a full day program).
- Ensure that daily physical activity time includes age-appropriate aerobic, muscle- and bone strengthening activities.¹²
- Provide physical activities in which students engage in moderate to vigorous aerobic activity for at least 50% of the physical activity time.
- Provide activities that help children strengthen muscles, such as tug-of-war, push-ups, sit-ups), or climbing on play structures.
- Include a variety of physical activity options that are fun, promote learning and skill building, and are accessible and enjoyable to students of all abilities. Ensure that activities are inclusive.
- Provide short physical activity breaks between and/or within learning or sedentary activities to invigorate children and eliminate long periods of sitting, and to incorporate physical activity into transition time.
- Select field trips and off-site events that promote physical activity and introduce youth to new ways to stay active.
- Encourage students to participate in selecting, organizing, and leading activities, as appropriate. In addition, we seek to reduce the amount of time youth are sedentary. We will:
 - Limit time spent watching television or movies, playing video games and digital devices' (computer, etc.) to less than one hour per day to allow for other activities. Exceptions include video games that incorporate moderate to vigorous physical activity (e.g. Dance-Dance-Revolution) and use of computers and other devices for schoolwork.

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

FOOTSTEPS CHILD CARE SUN SAFETY GUIDELINES

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

Skin Cancer Facts

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

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

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

Footsteps Child Care Recommends:

All families are asked to give Footsteps written permission annually to apply sunscreen to their child while in our care, taking into account any allergies. Older children may apply the sunscreen themselves.

- Parents apply sunscreen every morning to their child's skin. Applying it to any part, which will be exposed to the sun (i.e. face, arms, and legs).
- Sunscreen labeled with your child's name should be in your child's school bag.
- Your child should reapply sunscreen to exposed areas mid-day, either when transitioning into Footsteps after school or at lunch. For younger children staff will reapply sunscreen when needed.

The American Cancer Association Recommends:

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

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

State Law aligns with Sun Safety Guidelines

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

Section 35183.5 (b)

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

Source:

<http://www.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.*